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PART I

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TITLE 5—ADMINISTRATIVE PERSONNEL

Chapter III—Foreign and Territorial Compensation

Subchapter B—The Secretary of State

[Foreign Service Reg. S-51]

PART 325—ADDITIONAL COMPENSATION IN FOREIGN AREAS

Effective as of the beginning of the pay period which includes January 2, 1949, Part 325, Subchapter B, Chapter III, Title 5, Code of Federal Regulations, is prescribed as follows:

Sec.
325.1 Definitions.
325.2 Agencies covered.
325.3 Persons excluded.
325.4 Persons eligible.
325.5 Payment of foreign post differential.
325.6 Exclusion of differential from base compensation.
325.7 Differentials subject to income tax.
325.8 Effect on periodic pay increases.
325.9 Persons serving under contract.
325.10 Future revisions.
325.11 Designation of differential posts.
325.12 Non-differential posts.

AUTHORITY: §§ 325.1 to 325.12 issued under sec. 207, Pub. Law 491, 80th Cong., as amended by sec. 104, Pub. Law 862, 80th Cong., Part I, E. O. 10000, Sept. 16, 1948, 13 F. R. 5453.

§ 325.1 *Definitions.* As used in this part the following have the meanings indicated:

(a) "Section 207 of the act" means section 207 of the Independent Offices Appropriation Act, 1949, approved April 20, 1948, (Public Law 491, 80th Congress) as amended by section 104 of the Supplemental Independent Offices Appropriation Act, 1949, approved June 30, 1948 (Public Law 862, 80th Congress).

(b) "The Executive Order" means Executive Order No. 10,000, September 16, 1948.

(c) "Basic compensation" means the rate of compensation fixed by law for the position held by an individual, before any deduction is made and exclusive of additional compensation of any kind, such as overtime pay, night differential, holiday pay, and allowances.

(d) "Foreign post differential" means the additional compensation granted under Part I of the Executive Order.

This issue is divided into two parts, Part II of which contains a complete revision of Title 39, Chapter I, the regulations of the Post Office Department.

(e) "Differential post" means a place in a foreign area designated by the Secretary of State under section 102 of the Executive Order.

(f) "Contract" as used in § 325.9 means a legally binding document specifying, for an employee whose rate of basic compensation is fixed by statute, the compensation to be paid during his employment outside the continental United States or in Alaska. An employment agreement which does not include terms controlling payment of compensation due to service outside the continental United States or in Alaska is not a contract as here defined.

(g) "On assignment" or "on transfer" at a post of duty means officially occupying a position located at the post, geographically and organizationally, and having official headquarters at the post for travel and other administrative purposes.

(h) "On detail" at a post of duty means performing temporarily, at a post other than the post of regular assignment, duties which involve carrying out functions of the post to which detailed. An employee is not "on detail" to a post if he is there temporarily, in a travel status, performing duties in connection with the duties of his regular position at another post.

(i) "United States" when used in a geographical sense in § 325.4 includes Alaska, Hawaii, the possessions of the United States, the Trust Territory of the Pacific Islands, and the additional areas specified in § 326.1 of this subchapter.

§ 325.2 *Agencies covered.* Subject to section 207 of the act, Part I of the Executive Order, and the regulations in this part, every executive department, independent establishment, and wholly owned Government corporation shall pay a foreign post differential fixed under § 325.11 to each of its civilian employees whose basic compensation is fixed by statute and who is located, on assign-

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ment, transfer, or detail, at the post for which that differential has been fixed.

§ 325.3 *Persons excluded.* The regulations in this part do not apply to any person appointed under the Foreign Service Act of 1946, 60 Stat. 999.

§ 325.4 *Persons eligible.* In order to be eligible for foreign post differential an employee must be a citizen or national of the United States and the employing agency must determine that the employee is located at the post because of his employment by the United States. This includes, but is not necessarily limited to, United States citizens or nationals in the following groups:

(a) Those recruited or transferred from the United States, except in the case of the spouse of a person employed, stationed or resident in the area, where the agency concern determines that the spouse's presence there is primarily in order to be with such individual.

(b) Those transferred to the area from another foreign area under government orders.

(c) Those recruited locally who are not normally resident in the area and whose presence there at the time of recruitment is due to one of the following reasons:

(1) Temporary absence from residence in the United States for travel or study.

(2) Military service of the United States.

(3) Employment by other Federal agencies, U. S. firms, interests or organizations, international organizations in which the United States Government participates, or foreign governments, provided they were originally recruited from the United States, and their conditions of employment provide for their return transportation to the United States.

§ 325.5 *Payment of foreign post differential.* The following shall govern the payment of foreign post differential under the regulations in this part:

(a) Payments shall begin as of the date of arrival at the post on assignment, transfer, or detail, and shall stop as of the close of business on the date of departure from the post for separation, transfer, or detail, except that in the case of local recruitment such payments shall begin and stop as of the beginning and end of employment at the post.

(b) Payments to persons serving on a part-time basis shall be prorated to cover only those periods of time for which such persons receive basic compensation.

(c) Payment shall be made for all periods of sick leave and annual leave taken during the period covered by paragraph (a) of this section, and for transit time authorized for purposes of leave so taken.

(d) Payment shall not be made for any time for which an employee does not receive basic compensation.

§ 325.6 *Exclusion of differential from base compensation.* Foreign post differential shall not be included in the compensation base used in computing overtime pay, night differential, holiday pay, retirement deductions, or allowances.

§ 325.7 *Differentials subject to income tax.* It has been ruled that foreign post differentials are part of income for tax purposes and must be included in the base used in computing withholding tax.

§ 325.8 *Effect on periodic pay increases.* The addition of post differential to basic compensation shall not be construed as an "equivalent increase in compensation" for purposes of periodic within-grade salary advancements under the Classification Act of 1923 as amended.

§ 325.9 *Persons serving under contract.* Any other provisions of the regulations in this part to the contrary notwithstanding, any person who would otherwise be eligible to receive a foreign post differential under the regulations in this part shall, if he is serving under contract, be compensated according to the terms of such contract for the period thereof and shall, during such period, be ineligible to receive a differential.

§ 325.10 *Future revisions.* The Department of State will review the conditions at foreign posts at least annually. Each department or agency shall be responsible for currently reporting to the Department of State, Division of Foreign Service Personnel, the opening or closing of foreign posts and any changes in conditions at its foreign posts which might warrant an increase or reduction of the post differential. Reports of new posts or changed conditions and requests for redesignation of posts shall be submitted by letter, giving full identification of the post and other pertinent information, accompanied by two completed copies of Form DSP-36. The forms are obtainable from the Division of Central Services, Department of State.

§ 325.11 *Designation of differential posts.* The following places are designated as differential posts at which each eligible employee shall be paid additional compensation in the form of a foreign post differential in accordance with the regulations in this part:

(a) At the rate of 25 percent of basic compensation:

Accra, Gold Coast (West Africa).
Addis Ababa, Ethiopia.
Aden, Arabia.
Baghdad, Iraq.
Bangkok, Siam.
Basra, Iraq.
Batavia, Java.
Belgrade, Yugoslavia.
Belize, British Honduras.
Bluefields, Nicaragua.
Buenaventura, Colombia.
Cagayan, Philippine Islands.
Calcutta, India.
Canton, China.
Capis, Philippine Islands.
Chungking, China.
Dairen, China.
Dakar, French West Africa.
Dar es Salaam, Tanganyika (East Africa).
Davao, Philippine Islands.
El Palmar, Mexico.
Fortaleza, Brazil
Gdansk, Poland.
Georgetown, British Guiana.
Guayaquil, Ecuador.
Haifa, Palestine.
Hankow, China.
Hanoi, French Indochina.
Iligan, Philippine Islands.
Jerusalem, Palestine.
Jidda, Saudi Arabia.
Jolo, Philippine Islands.
Kabul, Afghanistan.
Karachi, Pakistan.
Lagos, Nigeria (West Africa).
Lahore, Pakistan.
Legaspi, Philippine Islands.
Leopoldville, Belgian Congo.
Los Diamantes (Guapiles), Costa Rica.
Luanda, Angola (Portuguese West Africa).
Madras, India.
Managua, Nicaragua.
Marfranc, Haiti.
Martinique, French West Indies.
Mombasa, Kenya (East Africa).
Monrovia, Liberia.
Mukden, China.
New Delhi, India.
Para (Belem), Brazil.
Paramaribo, Surinam.
Poznan, Poland.
Rangoon, Burma.
Saigon, French Indochina.
San Isidro Del General, Costa Rica.
San Pedro Sula, Honduras.
Subic Bay, Philippine Islands.
Taipai, Taiwan (Formosa).
Tel Aviv, Israel.
Tihwa, China.
Turrialba, Costa Rica.
Zamboanga, Philippines.

(b) At the rate of 20 percent of basic compensation:

Asuncion, Paraguay.
Bombay, India.
Bucharest, Rumania.
Camp O'Donnell, Philippines.
Cavite, Philippines.
Cebu, Philippines.
Dhahran, Saudi Arabia.
Iloilo, Philippines.
Kunming, China.
La Guaira, Venezuela.
La Paz, Bolivia.
Manila, Philippines.
Merida, Mexico.
Moscow, U. S. S. R.
Okinawa.
Puerto La Cruz, Venezuela.
Quito, Ecuador.
Pichilingue, Ecuador.
Pulupandau, Philippine Islands.
Shanghai, China.
Sofia, Bulgaria.
Suva, Fiji Islands.
Tabriz, Iran.
Tingo Maria, Peru.
Victoria, Brazil.
Warsaw, Poland.

(c) At the rate of 15 percent of basic compensation:

Angeles, Philippines.
Antofagasta, Chile.
Bahia (Salvador), Brazil.
Berlin, Germany.
Budapest, Hungary.
Camaguey, Cuba.
Colombo, Ceylon.
Dumaguete, Philippines.
Frobisher Bay, Baffin Island.
Godthaab, Greenland.
Hong Kong.
Lourenco Marques, Mozambique.
Maracaibo, Venezuela.
Nanking, China.
Port-au-Prince, Haiti.
Seoul, Korea.
Tacloban, Philippines.
Tehran, Iran.
Veracruz, Mexico.

(d) At the rate of 10 percent of basic compensation:

Alexandria, Egypt.
Baguio, Philippine Islands.
Barranquilla, Colombia.
Belterra, Brazil.
Bogota, Colombia.
Bratislava, Czechoslovakia.
Cairo, Egypt.
Caracas, Venezuela.
Ciudad Trujillo, Dominican Republic.
Cochabamba, Bolivia.
Elizabethville, Belgian Congo.
Germany—all posts except Berlin.
Goose Bay, Labrador.
Guaymas, Mexico.
Izmir, Turkey.
Japan—all posts on Honshu, Shikoku and Kyushu.
Keflavik, Iceland.
Kingston, Jamaica, BWI.
Kuala Lampur, Malaya.
Lima, Peru.
Mazatlan, Mexico.
Mexicali, Mexico.
Narsarssuak, Greenland.
Noumea, New Caledonia.
Oporto, Portugal.
Patras, Greece.
Pernambuco (Recife), Brazil.
Ponta Delgada, Azores.
Port of Spain, Trinidad.
Praha, Czechoslovakia.
Reykjavik, Iceland.
Santiago de Cuba, Cuba.
Singapore.
Tampico, Mexico.
Tananarive, Madagascar.
Tegucigalpa, Honduras.
Tenerife, Canary Islands.
Tientsin, China.
Trieste, Free Territory of.
Tsingtao, China.
Vienna, Austria.
Wels, Austria.
Zagreb, Yugoslavia.

§ 325.12 *Non-differential posts.* A foreign post differential shall not be payable under the regulations in this part for service at any post not listed in § 325.11.

Approved: December 23, 1948.

For the Secretary of State.

[SEAL] JOHN E. PEURIFOY,
Assistant Secretary.

[F. R. Doc. 48-11399; Filed, Dec. 29, 1948; 9:20 a. m.]

[Foreign Service Reg. S-52]

PART 326—ADDITIONAL COMPENSATION FOR SERVICE IN TERRITORIES

Effective as of the beginning of the pay period which includes January 2, 1949, Part 326, Subchapter B, Chapter III, Title 5, Code of Federal Regulations, is prescribed as follows:

Sec.
326.1 Designation of additional areas as being within the scope of Part II of the Executive order.

§ 326.1 *Designation of additional areas as being within the scope of Part II of the Executive order.* In addition to Alaska, Hawaii, the possessions of the United States, and the Trust Territory of the Pacific Islands, the following areas are designated as being within the scope of the provisions of Part II of the Executive order:

(a) The Panama Canal Zone.

(b) Canton and Enderbury Islands in the Phoenix Group.

(Sec. 207, Pub. Law 491, 80th Cong., as amended by sec. 104, Pub. Law 862, 80th Cong.; sec. 201, E. O. 10000, dated September 16, 1948, 13 F. R. 5453)

Approved: December 23, 1948.

For the Secretary of State.

[SEAL] JOHN E. PEURIFOY,
Assistant Secretary.

[F. R. Doc. 48-11398; Filed, Dec. 29, 1948; 9:20 a. m.]

Subchapter C—Civil Service Commission

PART 350—TERRITORIAL POST DIFFERENTIALS AND TERRITORIAL COST-OF-LIVING ALLOWANCES

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350.6 Payment of territorial post differentials and territorial cost-of-living allowances.
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350.8 Periodic review.
350.9 Establishment of rates for additional places.
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350.11 Places and rates at which territorial cost-of-living allowances shall be paid.
350.12 Deductions from territorial cost-of-living allowances.
350.13 Inquiries.

AUTHORITY: §§ 350.1 to 350.13 issued under sec. 207, Pub. Law 491, 80th Cong., as amended by sec. 104, Pub. Law 862, 80th Cong.,

Part II, E. O. 10,000, dated Sept. 16, 1948, 13 F. R. 5453.

§ 350.1 *Definitions.* As used in this subchapter, the following terms have the meanings stated:

(a) "Section 207 of the act" means section 207 of the Independent Offices Appropriation Act, 1949, approved April 20, 1948 (Public Law 491, 80th Congress), as amended by section 104 of the Supplemental Independent Offices Appropriation Act, 1949, approved June 30, 1948 (Public Law 862, 80th Congress).

(b) "Rate of basic compensation" means the rate of compensation fixed by law for the position held by an individual, before any deductions and exclusive of additional compensation of any kind, such as overtime pay, night differential, or allowances.

(c) "Territories" means Alaska, Hawaii, the possessions of the United States, the Trust Territory of the Pacific Islands, and such additional areas located outside the continental United States as the Secretary of State shall designate as being within the scope of the provisions of Part II of Executive Order 10,000, as listed in Part 326 of this chapter.

(d) "Territorial post differential" is additional compensation payable, under authority of section 207 of the act, at territorial posts having conditions of environment which differ substantially from conditions of environment in the States and warrant additional compensation as a recruitment incentive.

(e) "Territorial cost-of-living allowance" is additional compensation payable, under authority of section 207 of the act, at territorial posts where living costs are substantially higher than in the District of Columbia.

(f) "On assignment" or "on transfer" at a post of duty means officially occupying a position located at the post, geographically and organizationally, and having official headquarters at the post for travel and other administrative purposes.

(g) "On detail" at a post of duty means performing temporarily, at a post other than the post of regular assignment, duties which involve carrying out functions of the post to which detailed. An employee is not "on detail" to a post if he is there temporarily, in a travel status, performing duties in connection with the duties of his regular position at another post.

(h) "Contract" means a legally binding document specifying, for an employee whose rate of basic compensation is fixed by statute, the compensation to be paid during his employment outside the continental United States or in Alaska. An employment agreement which does not include terms controlling payment of compensation due to service outside the continental United States or in Alaska is not a contract as here defined.

§ 350.2 *Employees and agencies covered.* Section 207 of the act, part II of Executive Order 10,000, and the regulations in this part apply to civilian employees of the United States Government whose rates of basic compensation are fixed by statute. They do not apply to employees in the Panama Canal Zone whose rates of basic compensation are fixed by statute, or to any other such groups of employees for whom additional compensation or salary differentials for service outside the continental United States or in Alaska are otherwise specifically authorized by law. Subject to the provisions of section 207 of the act, part II of Executive Order 10,000, and the regulations in this part, every executive department, independent establishment, and wholly owned Government corporation shall pay (a) a territorial post differential to each of its employees whose rate of basic compensation is fixed by statute, who is located at a place for which a territorial post differential has been established, and who is otherwise eligible to receive such payments, and (b) a territorial cost-of-living allowance to each of its employees whose rate of basic compensation is fixed by statute, who is located at a place for which a territorial cost-of-living allowance has been established, and who is otherwise eligible to receive such payments.

§ 350.3 *Exclusion of certain employees.* No territorial post differential or territorial cost-of-living allowance shall be paid to Governors of Territories as defined in the regulations in this part; to foreign service officers and foreign service reserve officers under the Department of State; or, during the period of his contract, to any employee serving under a contract, as defined in § 350.1 (h), on the effective date of the regulations in this part. Any employee serving under a contract shall be compensated according to the terms of such contract for the period thereof.

§ 350.4 *Areas covered.* The following areas are Territories which are subject to the regulations in this part.

Alaska (including all the Aleutian Islands east of longitude 167 degrees east of Greenwich).

Hawaii (including Ocean or Kure Island and Palmyra Island).

Puerto Rico.

Virgin Islands of the United States.

American Samoa (including the island of Tutuila, the Manua Islands, and all other islands of the Samoan group east of longitude 171 degrees west of Greenwich, together with Swains Island).

Guam.

Kingman Reef.

Johnston or Cornwallis Island, and Sand Island.

Midway Islands.

Wake Island.

Howland, Baker, and Jarvis Islands.

Navassa Island.

Swan Islands.

Canton and Enderbury Islands.

The Trust Territory of the Pacific Islands (which comprises the Caroline, Marshall, and Mariana Islands, except Guam).

Any small guano islands, rocks, or keys which, in pursuance of action taken under the Act of Congress, August 18, 1856, are considered as appertaining to the United States.

Any other islands to which the United States Government reserves claim, such as Christmas Island.

§ 350.5 *Eligibility for territorial post differential.* (a) In order that an employee be eligible to receive a territorial post differential, (1) he shall be a citizen or national of the United States, (2) his residence in the area to which the territorial post differential applies, at the time of receipt thereof, shall be fairly attributable to his employment by the United States, and (3) his residence in such area over an appropriate prior period of time must not be fairly attributable to reasons other than employment by the United States or by United States firms, interests, or organizations.

(b) Subject to the provisions of paragraph (a) of this section, the classes of persons eligible to receive territorial post differentials include but are not limited to:

(1) Persons recruited or transferred from outside the area to which the territorial post differential concerned is applicable, except that the department or agency concerned shall exclude from those eligible to receive a territorial post differential the spouse of an individual who is stationed, employed, or resident in such differential area when the department or agency determines that the spouse is there primarily to be near such individual.

(2) Persons employed in the area to which the territorial post differential concerned is applicable but (i) who were originally recruited from outside such area and have been in substantially continuous employment by other Federal agencies, contractors of Federal agencies, or international organizations in which the United States Government participates, and whose conditions of employment provide for their return transportation to places outside the territorial post differential area concerned, or (ii) who were at the time of employment temporarily present in the territorial post differential area concerned for purposes of travel or formal study and maintained residence outside such area during the period so present.

(3) Persons who are not normally residents of the area to which the territorial post differential concerned is applicable and who are discharged from the military service of the United States in such area to accept employment therein with an agency of the Federal Government.

(c) Eligibility to receive a territorial post differential of any person not included in a class enumerated in paragraph (b) of this section is to be determined by the department or agency concerned in accordance with the provisions of paragraph (a) of this section.

§ 350.6 *Payment of territorial post differentials and territorial cost-of-living allowances.* (a) Additional compensation paid under authority of section 207 of the act shall not exceed in any instance 25 percent of the rate of basic compensation.

(b) Payments of territorial post differentials and territorial cost-of-living allowances shall begin as of the date of arrival at the post of duty on assignment, transfer, or detail, and shall stop as of the close of business on the date of departure from the post of duty for separation, transfer, or detail, except that in the case of local recruitment such payments shall begin and stop as of the beginning and end of employment.

(c) Payments to persons serving on a part-time basis shall be prorated to cover only those periods of time for which such persons receive basic compensation.

(d) Payment shall be made for all periods of sick leave and annual leave taken during the period covered by paragraph (b) of this section and for transit time authorized for purposes of leave so taken.

(e) Payment shall not be made for any time for which an employee does not receive basic compensation.

(f) Neither a territorial post differential nor a territorial cost-of-living allowance shall be included in the base used in computing overtime pay, night differential, holiday pay, retirement deductions, or any other additional compensation, allowance, or pay differential.

(g) Payment of a territorial post differential or territorial cost-of-living allowance shall not be construed to be an "equivalent increase" in compensation within the meaning of section 7 (b) (1) of the Classification Act of 1923, as amended.

(h) Payments of territorial post differentials and territorial cost-of-living allowances represent "additional compensation properly includible in the gross income of the recipient for Federal income tax purposes." (Letter of Commissioner of Internal Revenue to Bureau of the Budget, August 26, 1948.)

§ 350.7 *Coordination of territorial post differentials and territorial cost-of-living allowances.* At any place for which both a territorial post differential and a territorial cost-of-living allowance have been established, each employee eligible to receive a territorial cost-of-living allowance shall receive the full territorial cost-of-living allowance otherwise payable to him under the regulations in this part. Any such employee who receives a territorial cost-of-living allowance which is less than 25 percent of his rate of basic compensation shall receive, in addition, any territorial post differential otherwise payable to him under these regulations, but only at such rate that his total additional compensation under the regulations in this part (including territorial cost-of-living allowance and territorial post differential) will not exceed 25 percent of his rate of basic compensation.

§ 350.8 *Periodic review.* The Commission will from time to time, but at least annually, review the places designated, the rates fixed, and the regulations in this part, which are prescribed for payment of territorial post differentials and territorial cost-of-living allowances, with a view to making such changes therein as will insure that payment of such additional compensation shall continue only during the continuance of conditions justifying such payment and shall not in any instance exceed the amount justified.

§ 350.9 *Establishment of rates for additional places.* Requests for the establishment of rates of territorial post differentials or territorial cost-of-living allowances for places for which such differentials or allowances have not been established by the regulations in this part should be submitted in writing to the Commission by the departments or agencies concerned.

§ 350.10 *Places and rates at which territorial post differentials shall be paid.* In accordance with the provisions of section 207 of the act and section 202 of Executive Order 10,000, and based on (a) extraordinarily difficult living conditions, (b) excessive physical hardship, or (c) notably unhealthful conditions, territorial post differentials are established at the following places and rates:

American Samoa (including the island of Tutuila, the Manua Islands, and all other islands of the Samoan group east of longitude 171° west of Greenwich, together with Swains Island): 25 percent of rate of basic compensation.

Guam: 25 percent of rate of basic compensation.

Johnston or Cornwallis Island, and Sand Island: 25 percent of rate of basic compensation.

Midway Islands: 25 percent of rate of basic compensation.

Wake Island: 25 percent of rate of basic compensation.

Swan Islands: 25 percent of rate of basic compensation.

Palmyra Island: 25 percent of rate of basic compensation.

Canton Island: 25 percent of rate of basic compensation.

The Trust Territory of the Pacific Islands (which comprises the Caroline, Marshall, and Mariana Islands, except Guam): 25 percent of rate of basic compensation.

§ 350.11 *Places and rates at which territorial cost-of-living allowances shall be paid.* In accordance with the provisions of section 207 of the act and section 205 of Executive Order 10,000, and in consideration of relative consumer price levels in the area and in the District of Columbia, and differences in goods and services available and the manner of living of persons employed in the area concerned in positions comparable to those of United States employees in the area, territorial cost-of-living allowances are established at the following places and rates:

Alaska (including all the Aleutian Islands east of longitude 167° east of Greenwich); 25 percent of rate of basic compensation.

Hawaii (excluding Ocean or Kure Island and Palmyra Island): 25 percent of rate of basic compensation.

Puerto Rico and Virgin Islands of the United States: 25 percent of rate of basic compensation.

§ 350.12 *Deductions from territorial cost-of-living allowances.* In accordance with the provisions of section 205 (b) (2) of Executive Order 10,000, deductions from territorial cost-of-living allowances of the following classes of employees shall be made at the following places and rates: None.

§ 350.13 *Inquiries.* Inquiries concerning the regulations in this part may be directed to the Field Section, Personnel Classification Division, Washington, D. C.

The regulations in this part shall be effective as of the close of business on January 1, 1949, or at the beginning of the pay period which includes January 1, 1949, or on any intermediate date between these two, as elected by each department or agency.

UNITED STATES CIVIL SERVICE COMMISSION,
[SEAL] H. B. MITCHELL,
President.

[F. R. Doc. 48-11421; Filed, Dec. 29, 1948; 9:21 a. m.]

TITLE 7—AGRICULTURE

Chapter I—Production and Marketing Administration (Standards, Inspections, Marketing Practices)

Subchapter A—Commodity Standards and Standard Container Regulations

PART 26—GRAIN STANDARDS

MISCELLANEOUS AMENDMENTS

Pursuant to the authority vested in the Secretary of Agriculture by the United States Grain Standards Act, as amended (7 U. S. C. 1946 ed. 71–87), the regulations and standards promulgated under said act (7 CFR, Part 26, as amended) are hereby amended as follows:

1. Section 26.2 (a) is amended to read as follows:

(a) *The act.* The United States Grain Standards Act, approved August 11, 1916 (39 Stat. 482; 7 U. S. C. 71–87) as amended.

2. The phrase "Grain, Feed and Seed Branch" is deleted wherever it appears in Part 26, and the phrase "Grain Branch" is substituted in lieu thereof.

3. The words "as amended" are inserted after the phrase "Federal Food, Drug, and Cosmetic Act of June 25, 1938 (52 Stat. 1040; 21 U. S. C. 301–392)" wherever such phrase appears in Part 26.

4. The phrase "Food and Drugs Act (34 Stat. 768; 21 U. S. C. Chapter I)" is deleted wherever it appears in the several footnotes designated "1," relating respectively to the headnotes entitled "Official Grain Standards of the United States for Wheat" preceding § 26.101; "Official Grain Standards of the United States for Corn" preceding § 26.151; "Official Grain Standards of the United States for Barley" preceding § 26.201; "Official Grain Standards of the United States for Oats" preceding § 26.251; "Official Grain Standards of the United States for Feed Oats" preceding § 26.301; "Official Grain Standards of the United States for Mixed Feed Oats" preceding § 26.351; "Official Grain Standards of the United States for Rye" preceding § 26.401; "Official Grain Standards of the United States for Mixed Grain" preceding § 26.451; "Official Grain Standards of the United States for Flaxseed" preceding § 26.501; and "Official Grain Standards of the United States for Grain Sorghums" preceding § 26.551; and the phrase "Federal Food, Drug and Cosmetic Act" is substituted in lieu thereof.

5. The phrase "Bureau of Agricultural Economics" is deleted wherever it appears in §§ 26.121, 26.158, 26.219, 26.263, 26.308, 26.358, 26.409, 26.504 and 26.563, and the phrase "Agricultural Marketing Service" is substituted in lieu thereof.

6. The citation "(39 Stat. 482; 7 U. S. C. 71–87)" is deleted wherever it appears in §§ 26.151, 26.201, 26.401, 26.451, 26.501 and 26.551.

(Sec. 8, 39 Stat. 485; 7 U. S. C. 84)

Effective date. The foregoing amendments shall be effective upon publication in the FEDERAL REGISTER.

Since the foregoing amendments are merely formal, it is found upon good cause that notice and public procedure upon such amendments under section 4 of the Administrative Procedure Act (5

U. S. C. 1003) are impracticable and unnecessary, and good cause is found under said section for issuance of such amendments effective less than 30 days after publication in the FEDERAL REGISTER.

Done at Washington, D. C., this 24th day of December 1948. Witness my hand and the seal of the United States Department of Agriculture.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48-11375; Filed, Dec. 29, 1948; 9:15 a. m.]

PART 27—COTTON CLASSIFICATION AND COTTON FIBER AND SPINNING TESTS

MISCELLANEOUS AMENDMENTS

Pursuant to the authority vested in the Secretary of Agriculture by the United States Cotton Futures Act, as amended (26 U. S. C. 1920–1935) and the Act of April 7, 1941 (7 U. S. C. 473d) the regulations and standards relating to cotton classification (7 CFR, §§ 27.1–27.295, as amended), and the regulations for cotton fiber and spinning tests (7 CFR 1944 Supp. §§ 27.501–27.512) are hereby amended as follows:

1. The headnote to Part 27 is amended to read as set forth above.

2. Section 27.2 (a) is amended to read as follows:

(a) *The Act.* The United States Cotton Futures Act, approved August 11, 1916 (39 Stat. 476; 26 U. S. C. 1920–1935), as amended.

3. Wherever in the regulations in §§ 27.2 through 27.295, except in § 27.2 (a), a statutory and United States Code citation is given for any section of the United States Cotton Futures Act, such citation is deleted and wherever in said regulations, except in § 27.2 (a), reference is made to said act with the designation "as amended", such designation is deleted.

4. Wherever in the regulations in §§ 27.2–27.295 the words "Bureau" and "Chief of the Bureau" appear, they are deleted and the words "Administration" and "Administrator" are substituted in lieu thereof, respectively.

5. Section 27.94 is amended by deleting from paragraph (a) the obsolete phrase "As to all cotton futures contracts calling for delivery of cotton after July, 1944 and as to all cotton futures contracts in a form revised and adopted by a cotton future exchange subsequent to July 14, 1943", by capitalizing the first letter of the word "the" following the deleted material in said paragraph (a), by deleting the letter (a) as a paragraph designation, and by deleting obsolete paragraph (b).

6. Section 27.103 is amended by deleting the headnote "Official Cotton Standards" and substituting in lieu thereof the headnote "Availability of Forms of Official Standards".

7. The phrase "White cotton" is deleted as a headnote for § 27.151 and made a centerhead for §§ 27.151–27.159, inclusive, and §§ 27.151 (a), (b), (c), (d), (e), (f), (g), (h), and (i) are renumbered, respectively, as §§ 27.151, 27.152, 27.153, 27.154, 27.155, 27.156, 27.157, 27.158, and 27.159.

8. The phrase "Extra white cotton" is deleted as a headnote for § 27.152 and made a centerhead for §§ 27.160–27.166, inclusive, and §§ 27.152 (a), (b), (c), (d), (e), (f), and (g) are renumbered, respectively, as §§ 27.160, 27.161, 27.162, 27.163, 27.164, 27.165 and 27.166.

9. The phrase "Tinged cotton" is deleted as a headnote for § 27.153 and made a centerhead for §§ 27.167–27.171, inclusive, and §§ 27.153 (a), (b), (c), (d), and (e) are renumbered, respectively, as §§ 27.167, 27.168, 27.169, 27.170 and 27.171.

10. The phrase "Spotted cotton" is deleted as a headnote for § 27.154 and made a centerhead for §§ 27.172–27.176, inclusive, and §§ 27.154 (a), (b), (c), (d) and (e) are renumbered, respectively, as §§ 27.172, 27.173, 27.174, 27.175 and 27.176.

11. The phrase "Yellow stained cotton" is deleted as a headnote for §§ 27.155 and made a centerhead for §§ 27.177–27.179, inclusive, and §§ 27.155 (a), (b), and (c) are renumbered, respectively, as §§ 27.177, 27.178 and 27.179.

12. The phrase "Gray cotton" is deleted as a headnote for § 27.156 and made a centerhead for §§ 27.180–27.183, inclusive, and §§ 27.156 (a), (b), (c), and (d) are renumbered, respectively, as §§ 27.180, 27.181, 27.182, and 27.183.

13. Sections 27.157, 27.158, and 27.159 are renumbered, respectively, as §§ 27.184, 27.185 and 27.186.

14. Section 27.501 is amended to read as follows:

§ 27.501 *Authority.* The Administrator, Production and Marketing Administration, United States Department of Agriculture, is charged with the administration of the provisions of the Act of April 7, 1941 (55 Stat. 131; 7 U. S. C. 473d) and the regulations in §§ 27.501 through 27.512 and is authorized to issue such instructions as he may deem proper and necessary.

15. Wherever in the regulations in §§ 27.502 through 27.512 the phrase "Director of Distribution" appears, it is deleted and the word "Administrator" is substituted in lieu thereof.

(Sec. 13, 39 Stat. 480, 53 Stat. 214, sec. 3 (c), 50 Stat. 62; 26 U. S. C. 1928, 7 U. S. C. 473c)

Effective date. The foregoing amendments shall be effective upon their publication in the FEDERAL REGISTER.

Since the foregoing amendments are merely formal, it is found upon good cause that notice and public procedure with respect to such amendments under section 4 of the Administrative Procedure Act (5 U. S. C. 1946 ed. 1003) are impracticable and unnecessary, and good cause is found under said section for issuance of such amendments effective less than 30 days after their publication in the FEDERAL REGISTER.

Done at Washington, D. C. this 27th day of December, 1948. Witness my hand and the seal of the United States Department of Agriculture.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48-11366; Filed, Dec. 29, 1948; 9:12 a. m.]

Subchapter D—Warehouse Regulations

MISCELLANEOUS AMENDMENTS

Pursuant to the authority vested in the Secretary of Agriculture by the United States Warehouse Act, as amended (7 U. S. C. 241–273), the regulations promulgated under said act for warehouses (7 CFR, Parts 101–151, as amended) are hereby amended as follows:

1. Section 101.2 (a), (c), (d), (e), (g), and (h) are amended to read, respectively, as follows:

§ 101.2 *Terms defined.* * * *

(a) *The act.* The United States Warehouse Act, approved August 11, 1916 (39 Stat. 486; 7 U. S. C. 241–273), as amended.

* * * * *

(c) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the Department to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(d) *Administrator.* The Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(e) *Designated representative.* The Administrator.

* * * * *

(g) *Department.* The United States Department of Agriculture.

(h) *Administration.* The Production and Marketing Administration of the Department.

2. Section 101.2 (r) is amended by deleting the phrase "regulation 9" and the parentheses enclosing the figures "§§ 101.75—101.85", but not such figures.

3. Section 101.49 is amended by deleting from the phrase "Cotton Futures Act of August 11, 1916 (39 Stat. 476; 26 U. S. C. 1090–1106), as amended," the figures "1090–1106" and substituting in lieu thereof the figures "1920–1935."

4. Section 101.57 is amended by changing the heading thereof to read "Duties of sampler, classifier and weigher."

5. Section 102.2 (d) and (f) are amended to read, respectively, as follows:

(d) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the Department to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

* * * * *

(f) *Administrator.* The Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated or may hereafter lawfully be delegated to act in his stead.

6. Section 102.2 (g) is amended by deleting therefrom the words "of Agriculture."

7. Section 102.2 (s) is amended by inserting the words "as amended" after the citation "(39 Stat. 482, 7 U. S. C. 71–87)."

8. Section 102.18 (d) is amended by deleting the designation "§ 102.80" and inserting in lieu thereof the designation "§§ 102.80–102.95."

9. Section 102.56 is amended by deleting the heading "Identity-preserved grain" and substituting in lieu thereof the heading "Identity-preserved grain; acceptance."

10. Section 102.103 is amended by deleting the citation "(49 Stat. 1491, 7 U. S. C., Sup., Chapter I)" and substituting in lieu thereof the citation "(49 Stat. 1491; 7 U. S. C. 1–17a), as amended."

11. Section 102.104 is amended by deleting the word "contracts" in the heading of the section and substituting in lieu thereof the word "markets."

12. Section 103.2 (c), (d), (f), and (g) are amended to read, respectively, as follows:

§ 103.2 *Terms defined.* * * *

(c) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the Department to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(d) *Designated representative.* The Administrator.

* * * * *

(f) *Administration.* The Production and Marketing Administration of the Department.

(g) *Administrator.* The Administrator of the Administration, or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

13. Section 104.2 (a), (c), (d), (e) and (g) are amended to read, respectively, as follows:

§ 104.2 *Terms defined.* * * *

(a) *The act.* The United States Warehouse Act, approved August 11, 1916 (39 Stat. 486; 7 U. S. C. 241–274), as amended.

* * * * *

(c) *Secretary.* The Secretary of Agriculture of the United States, or any other officer or employee of the Department to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(d) *Designated representative.* The Administrator.

(e) *Administrator.* The Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

* * * * *

(g) *Administration.* The Production and Marketing Administration of the Department.

14. Section 104.68 is amended by deleting the figure "15" in the citation "9 U. S. C. 1–15" and substituting in lieu thereof the figure "14".

15. Section 105.2 (c), (d), (e), and (g) are amended to read, respectively, as follows:

§ 105.2 *Terms defined.* * * *

(c) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the United States Department of Agriculture to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(d) *Administrator.* The Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(e) *Designated representative.* The Administrator.

* * * * *

(g) *Administration.* The Production and Marketing Administration of the United States Department of Agriculture.

16. Section 106.2 (b), (d), (e), (f), (g), and (h) are amended to read, respectively, as follows:

§ 106.2 *Terms defined.* * * *

(b) "The Act" means the United States Warehouse Act, approved August 11, 1916 (39 Stat. 486; 7 U. S. C. 241–273), as amended.

* * * * *

(d) "Department" means the United States Department of Agriculture.

(e) "Secretary" means the Secretary of Agriculture of the United States or any other officer or employee of the Department to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(f) "Administrator" means the Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(h) "Administration" means the Production and Marketing Administration of the Department.

17. Section 106.7 is amended to read as follows:

§ 106.7 *Suspension or revocation of warehouse licenses.* Pending investigation, the Secretary, or his designated representative, whenever he deems it necessary, may suspend a warehouseman's license temporarily without hearing. Upon written request and a satisfactory statement of reasons therefor submitted by a warehouseman, the Secretary, or his designated representative, may, without hearing suspend or revoke the license issued to such warehouseman. The Secretary, or his designated representative, may, after opportunity for hearing has been afforded in the manner prescribed in this section, cancel a license issued to a warehouseman when such warehouseman (a) is bankrupt or insolvent, (b) has parted in whole or in part with his control over the licensed warehouse, (c) is in process of dissolution or has been dissolved, (d) has ceased to conduct such licensed warehouse, or (e) has in any other manner become nonexistent or incompetent or incapacitated to conduct the business of the warehouse. Whenever any of the conditions mentioned in paragraphs (a) to (e) of this section shall come into existence it shall be the duty of the warehouseman to notify the Administrator immediately of the existing condition. Before a license is revoked for any violation of, or failure to comply with, any provision of the act or of the regulations in this part, or upon the ground that unreasonable or exorbitant charges have been made for services rendered, the warehouseman involved shall be furnished by the Secretary, or his designated representative, a written statement specifying the charges and shall be allowed a reasonable time within which he may answer the same in writing and apply for a hearing, an opportunity for which shall be afforded in accordance with § 106.80.

18. Section 106.69 is amended to read as follows:

§ 106.69 *Licenses; suspension or revocation.* Pending investigation, the Secretary, or his designated representative, may, whenever he deems necessary, suspend the license of an inspector or of a weigher temporarily without hearing. Upon a written request and a satisfactory statement of reasons therefor, submitted by the inspector or weigher, or when the inspector or weigher has ceased to perform such services at the warehouse, the Secretary, or his designated representative, may, without hearing, suspend or revoke the license issued to such inspector or weigher. The Secretary, or his designated representative, may, after opportunity for hearing, when possible, has been afforded in the manner prescribed in this section, suspend or revoke a license issued to an inspector or a weigher when such inspector or weigher has in any manner become incompetent or incapacitated to perform the duties of a licensed inspector or licensed weigher. As soon as it shall come to the attention of a warehouseman that any of the conditions mentioned in this section exist, it shall be his duty to notify the Administrator in writing." Before the license of any inspector or weigher is permanently suspended or revoked pursuant to section 12 of the act, such licensee shall be furnished by the Secretary or his designated representative, a written statement specifying the charges and shall be allowed a reasonable time within which he may answer the same in writing and apply for a hearing, an opportunity for which shall be afforded in accordance with § 106.80.

19. Wherever in the regulations in Part 106 the words "Office" and "Director" appear, they are deleted and the words "Administration" and "Administrator" are substituted in lieu thereof respectively.

20. Section 107.2 (d), (e), and (g) are amended to read as follows, respectively:

§ 107.2 *Terms defined.* * * *

(d) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the United States Department of Agriculture to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(e) *Administrator.* The Administrator of the Administration or any other officer or employee of that Administration to whom authority has heretofore lawfully been delegated, or to whom authority may hereafter lawfully be delegated, to act in his stead.

* * * * *

(g) *Administration.* The Production and Marketing Administration of the United States Department of Agriculture.

21. Section 108.2 (a), (d), (e), and (h) are amended to read, respectively, as follows:

§ 108.2. *Terms defined.* * * *

(a) *Sirups.* Sugarcane sirup, maple sirup, or extracted honey, as defined in Service and Regulatory Announcement, Food, Drug and Cosmetic No. 2, Issued July 1944, by the Food and Drug Administration, Federal Security Agency.

* * * * *

(d) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the United States Department of Agriculture to whom authority has heretofore lawfully been delegated, or to whom authority may hereafter lawfully be delegated, to act in his stead.

(e) *Administrator.* The Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or to whom authority may hereafter lawfully be delegated, to act in his stead.

* * * * *

(h) *Administration.* The Production and Marketing Administration of the United States Department of Agriculture.

22. Sections 108.74a, 108.74b, and 108.75 are renumbered respectively as §§ 108.74, 108.75 and 108.76.

23. Section 109.2 (d), (e), (f), and (h) are amended to read, respectively, as follows:

§ 109.2 *Terms defined.* * * *

(d) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the Department to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(e) *Designated representative.* The Administrator.

(f) *Administrator.* The Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

* * * * *

(h) *Administration.* The Production and Marketing Administration of the Department.

24. Section 110.2 (d), (e), (f), and (h) are amended to read, respectively, as follows:

§ 110.2 *Terms defined.* * * *

(d) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employe of the Department to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(e) *Designated representative.* The Administrator.

(f) *Administrator.* The Administrator of the Administration or any other officer or employe of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

* * * * *

(h) *Administration.* The Production and Marketing Administration of the Department.

25. Section 111.2 (c), (d), and (f) are amended to read, respectively, as follows:

§ 111.2 *Terms defined.* * * *

(c) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the United States Department of Agriculture to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(d) *Administrator.* The Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

* * * * *

(f) *Administration.* The Production and Marketing Administration of the United States Department of Agriculture.

26. Section 111.80 is amended by deleting the figure "15" in the citation "9 U. S. C. 1–15" and substituting in lieu thereof the figure "14".

27. Section 112.2 (d), (e), (f), and (h) are amended to read, respectively, as follows:

§ 112.2 *Terms defined.* * * *

(d) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the United States Department of Agriculture to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(e) *Administrator.* The Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(f) *Designated representative.* The Administrator.

* * * * *

(h) *Administration.* The Production and Marketing Administration of the United States Department of Agriculture.

28. Section 113.2 (d), (e), and (g) are amended to read, respectively, as follows:

§ 113.2 *Terms defined.* * * *

(d) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the United States Department of Agriculture to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(e) *Administrator.* The Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully been delegated, to act in his stead.

* * * * *

(g) *Administration.* The Production and Marketing Administration of the United States Department of Agriculture.

29. Section 114.2 (d), (e), (f), and (h) are amended to read, respectively, as follows:

§ 114.2 *Terms defined.* * * *

(d) *Secretary.* The Secretary of Agriculture of the United States or any other officer or employee of the Department to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

(e) *Designated representative.* The Administrator.

(f) *Administrator.* The Administrator of the Administration or any other officer or employee of the Administration to whom authority has heretofore lawfully been delegated, or may hereafter lawfully be delegated, to act in his stead.

* * * * *

(h) *Administration.* The Production and Marketing Administration of the Department.

30. Sections 107.7 and 111.8 are amended by inserting the word "permanently" before the phrase "suspended, revoked, or canceled" in the fifth sentence in each of such sections.

31. Sections 101.64, 102.72, 103.64, 105.62, 107.71, 108.62, 109.67, 110.64, 111.76, 112.62, 113.68, and 114.67 are hereby amended by inserting the word "permanently" before the phrase "suspended or revoked" in the fifth sentence in each of such sections.

32. Sections 101.89, 102.99, 103.78, 104.72, 105.75, 106.80, 107.83, 108.73, 109.78, 110.75, 111.80, 112.73, 113.79, and 114.78 are amended to read as follows:

For the purpose of hearings under the act or the regulations in this part, except those relating to appeals or arbitrations, the licensee involved shall be allowed a reasonable time within which affidavits and other proper evidence may be submitted. If requested by the licensee within such time, an oral hearing, of which reasonable notice shall be given, shall be held before, and at a time and place fixed by an official authorized by the Secretary. The testimony of the witnesses at such oral hearing shall be upon oath or affirmation administered by the official before whom the hearing is held, when required by him. Such oral hearing may be adjourned by such official from time to time. After reasonable notice to all parties concerned, the deposition of any witness may be taken at a time and place and before a person designated for the purpose by the official before whom the hearing is held. Every written entry in the records of the Department made by an officer or employee thereof in the course of his official duty, which is relevant to the issue involved in a hearing, shall be admissible as prima facie evidence of the facts stated therein without the production of such officer or employee. Copies of all papers and all the evidence submitted or considered in such hearing shall be made a part of the records of the Department. At the end of the oral hearing, the parties shall be afforded an opportunity to file proposed findings of fact, conclusions of law, and orders, after which the official before whom the hearing is held shall prepare his report including his recommended findings of fact, conclusions of law, and

order, which shall be served upon the parties, who may file exceptions thereto within a time specified by such official. After the expiration of such time, such report together with any proposed findings of fact, conclusions of law, and orders, and exceptions filed by the parties shall be transmitted to the Secretary for consideration. Each party shall pay all expenses contracted by him in connection with any hearing under this section.

33. Wherever the words "Bureau," "Bureau of Agricultural Economics," and "Chief of the Bureau" appear in Parts 101 through 151, they are deleted and the words "Administration," "Production and Marketing Administration" and "Administrator" are substituted in lieu thereof, respectively.

34. Wherever in Parts 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114 and 151, except in §§ 101.2 (a), 102.2 (a), 103.2 (a), 104.2 (a), 105.2 (a), 106.2 (b), 107.2 (b), 108.2 (b), 109.2 (b), 110.2 (b), 111.2 (a), 112.2 (b), 113.2 (b) and 114.2 (b), a statutory and United States Code citation is given for a section of the United States Warehouse Act, such citation is deleted.

(Sec. 28, 39 Stat. 490; 7 U. S. C. 268)

Effective date. The foregoing amendments shall be effective upon their publication in the FEDERAL REGISTER.

Since the foregoing amendments are either formal or procedural, it is found upon good cause that notice and public procedure under section 4 of the Administrative Procedure Act (5 U. S. C. 1946 ed. 1003) are impracticable and unnecessary and good cause is found under said section for issuance of such amendments effective less than 30 days after their publication in the FEDERAL REGISTER.

Done at Washington, D. C. this 24th day of December 1948. Witness my hand and the seal of the United States Department of Agriculture.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48-11372; Filed, Dec. 29, 1948; 9:11 a. m.]

PART 201—FEDERAL SEED ACT REGULATIONS

MISCELLANEOUS AMENDMENTS

Pursuant to the authority vested in the Secretary of Agriculture by the Federal Seed Act, as amended (7 U. S. C. 1551–1610), the rules, regulations, findings, orders, and determinations of the Secretary under the Federal Seed Act (7 CFR Cum. Supp. §§ 201.1–201.176, as amended) are hereby amended as follows:

1. Section 201.2 (a) is amended by adding the words "as amended" after the citation "(53 Stat. 1275; 7 U. S. C. 1551–1610)".

2. Section 201.2 (h) is amended as follows:

a. The phrase "Bluestem—Agropyron smithii Rydb." is deleted and the phrase "Wheatgrass, Western (Bluestem)—Agropyron smithii Rydb." is inserted in proper alphabetic order in the list of agriculture seeds in said paragraph.

b. The phrase "Vetch wollypod—Vicia dasycarpa Ten." is deleted and the phrase "Vetch, woollypod—Vicia dasycarpa Ten." is substituted in lieu thereof.

c. The phrase "(A. trachycaulum)" is added after the word "Hitchc" in the phrase "Wheatgrass, slender—Agropyron pauciflorum (Schwein.) Hitchc."

d. The phrase "Boiss. (B. hirta)" is added after the word "alba" in the phrase "Mustard, White—Brassica alba".

e. The phrase "(Sturt.) Bailey" is added after the word "everta" in the phrase "Popcorn—Zea mays everta".

f. The phrase "Rape, annual—Brassica napus var." is amended to read "Rape, annual—Brassica napus L. var."

g. The phrases "Rape, bird—Brassica campestris", "Rape, turnip—Brassica rapa var.", and "Sunflower (cultivated)—Helianthus annus" are amended to read respectively "Rape, bird—Brassica campestris L.", "Rape, turnip—Brassica rapa var. L." and "Sunflower (cultivated)—Helianthus annuus L."

3. Section 201.2 (i) is amended as follows:

a. The order of the phrases beginning "Bean, lima" and "Bean, horse or broad" in the list of vegetable seeds in said paragraph is reversed to place these phrases in proper alphabetical order.

b. The phrase "Fetticus—Corn salad—Valerianella locusta olitoria Poll—V. locusta (L.) Bettke" is deleted and the phrase "Corn salad—Fetticus—Valerianella locusta olitoria Pall.—V. locusta (L.) Bettke" is inserted in proper alphabetical order in the list of vegetable seeds in said paragraph.

c. The phrase "Taraxacum officinale)" is added after the letter "L." in the phrase "Dandelion—Leontodon taraxacum L."

d. The phrase "(Lour.) Rupr." is added after the word "pekinensis" in the phrase "Pe-tsai or Chinese cabbage—Brassica pekinensis."

e. The letter "L" is deleted from the phrase "Squash—Cucurbita sp. L."

4. Section 201.31 is amended as follows:

a. The phrase "Fetticus (corn salad) ____70" is deleted and the phrase "Corn salad (Fetticus)_____70" is inserted in proper alphabetical order in the list of vegetable seeds in said section.

b. The final letter "s" is deleted from the word "Mustards" in the phrase "Mustards, vegetable____ 75".

5. Section 201.60 is amended by deleting the figures ".2" and ".6" wherever they appear in said section and substituting in lieu thereof, respectively, the figures "0.2" and "0.6".

6. Wherever in §§ 201.1 through 201.176 the phrase "Assistant Administrator for Regulatory and Marketing Service work, Production and Marketing Administration" appears, it is deleted and the phrase "Administrator of the Production and Marketing Administration" is substituted in lieu thereof.

Effective date. The foregoing amendments shall be effective upon their publication in the FEDERAL REGISTER.

Since the foregoing amendments are merely formal, it is found upon good cause that notice and public procedure on such amendments under section 4 of the Administrative Procedure Act (5 U. S. C. 1003) are impracticable and unnecessary and good cause is found under said section for issuance of such amendments effective less than 30 days after their publication in the FEDERAL REGISTER.

(Sec. 402, 53 Stat. 1285; 7 U. S. C. 1592)

Done at Washington, D. C., this 27th day of December 1948. Witness my hand and the seal of the United States Department of Agriculture.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48-11387; Filed, Dec. 29, 1948; 9:18 a. m.]

Chapter IV—Federal Crop Insurance Corporation, Department of Agriculture

[Amdt. 1]

PART 417—TOBACCO CROP INSURANCE

REGULATIONS FOR CONTINUOUS CONTRACTS COVERING 1949 AND SUCCEEDING CROP YEARS

The Tobacco Crop Insurance Regulations for Continuous Contracts for the 1949 and Succeeding Crop Years (13 F. R. 6529) are hereby amended as follows:

1. Section 417.14 is amended by inserting the paragraph designation "(a)" immediately after the title of section 10 of the policy and by adding to the said section 10 the following new paragraph:

(b) In Hartford County, Connecticut and in Hampshire County, Massachusetts there shall be a reduction in the annual premium for each insurance unit on which the insured acreage is 15.0 acres or more.

This reduction is as follows:

Acres on unit:	*Amount of reduction (percent)*
15.0–24.9	2½
25.0–49.9	5
50.0 and up	10

2. Section 417.14 is further amended by adding to section 11 of the policy the following new paragraph:

(e) In Hartford County, Connecticut; Hampshire County, Massachusetts; Lancaster County, Pennsylvania; and Dane and Vernon Counties, Wisconsin, a discount of five percent shall be allowed on any earned annual premium which is paid in full on or before July 31 of the year in which the premium is earned if the insured has submitted to the Corporation at the county office his acreage report on or before this date.

(Sec. 506, 52 Stat. 73, sec. 2, 55 Stat. 255, sec. 7, 61 Stat. 719; 7 U. S. C. and Sup., 1506)

Adopted by the Board of Directors on December 14, 1948.

[SEAL] E. D. BERKAW,
Secretary,
Federal Crop Insurance Corporation.

Approved: December 24, 1948.

CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48-11374; Filed, Dec. 29, 1948; 9:12 a. m.]

Chapter VI—Soil Conservation Service, Department of Agriculture

REORGANIZATION AND REVISION OF REGULATIONS

In order to conform Chapter VI of Title 7 to the scope and style of the Code of Federal Regulations, 1949 Edition, as prescribed by the regulations of the Administrative Committee of the Federal Register and approved by the President October 12, 1948 (13 F. R. 5929), the codification of Subpart A, Part 600, Organization, Function and Procedure is hereby discontinued. Future amendments to description of organization will appear in the Notices section of the FEDERAL REGISTER.

The remaining text of Chapter VI is reorganized and revised, as set forth below.

PART 600—FUNCTION AND PROCEDURE

Sec.
600.1 Soil and water conservation.
600.2 Flood control.
600.3 Land conservation and utilization.
600.4 Rules and regulations for the protection of lands acquired under or transferred for administration under Title III.
600.5 Prohibited acts on lands acquired under or transferred to Title III.
600.6 Water conservation and utilization.
600.7 Appeals from administrative action.

AUTHORITY: §§ 600.1 to 600.7 issued under sec. 5, 49 Stat. 164, sec. 12, 60 Stat. 244; 16 U. S. C. 590a–590f; 50 Stat. 526; 7 U. S. C. 1011 (f).

§ 600.1 *Soil and water conservation—*(a) *Cooperation with Soil Conservation Districts.* (1) The Soil Conservation Service furnishes assistance to soil conservation districts in accordance with policies and procedures set out in "A Statement by the Secretary of Agriculture concerning Departmental cooperation with Soil Conservation Districts", dated September 21, 1940. Copies of that statement and forms and information relating to cooperation with districts may be obtained from the respective State Soil Conservationists.

(2) The Service, in accordance with the Secretary's statement, makes assistance available to a district pursuant to a supplemental memorandum of understanding between the district and the Service, after (i) the district has entered into a memorandum of understanding with the Department of Agriculture, (ii) the district has formulated a district program and work plan outlining how it will carry on its activities, and (iii) the Regional Conservator determines that the district program and work plan constitute a satisfactory basis for making assistance available, and that such assistance is available. The Service may also give the district certain preliminary assistance in connection with the formulation of the district's conservation program and work plan.

(3) Requests by district governing bodies for Service assistance may be submitted to the State Conservationist, with an explanation of the district's needs on the basis of its work plan. If the Regional Conservator determines that assistance is available, the State Conservationist furnishes copies of the form of supplemental memorandum of understanding to the district governing body for execution, after which he forwards them to the Regional Conservator for execution on behalf of the Service. A Service representative prepares and furnishes to the district a schedule of the specific assistance that the Service can make available for the remainder of the current fiscal year. Thereafter, schedules are made annually covering the period ending June 30 of the following year.

(4) Assistance to districts includes: (i) Technical services, together with clerical assistance, transportation, and other facilities required by staff technicians; (ii) field equipment; (iii) materials; (iv) labor.

(b) *Soil conservation research.* In cooperation with State Agricultural Experiment Stations, Federal Research Agencies, and interested organizations and persons, the Service conducts a practical research program designed to develop, refine and improve soil and water conservation practices in support of field operations. Small field stations and laboratories are maintained at selected locations for the purpose of conducting research on specific problems of immediate concern in the program of operations. Information regarding research work may be obtained from the Chief, or from the Assistant Chief in Charge of Research.

(c) *Other assistance.* The Service assists State and local educational agencies in the preparation of material for teaching soil conservation. It also assists organized groups and individuals in preparing informational material concerning soil and water conservation and in preparing and applying demonstrations of soil and water programs. Information regarding the availability of this assistance may be obtained from the Chief or from the respective Regional Conservators.

§ 600.2 *Flood control.* (a) The soil Conservation Service and the Forest Service have responsibility for carrying out on watersheds designated by Congress, the investigations of and measures for runoff and water flow retardation and soil erosion prevention provided for in the Flood Control Acts. Information regarding the areas for which the Soil Conservation Service is responsible for investigations may be obtained from the regional headquarters.

(b) The Soil Conservation Service and the Forest Service make preliminary examinations to determine whether watershed treatment programs appear to be justified and whether surveys of the watersheds should be made, and recommends to the Secretary the action that should be taken. Surveys are made upon designated areas after approval by the Secretary. Survey reports describe the watersheds, their condition, flood history, and flood damages, and outline remedial watershed measures, together with estimates of their benefits and costs. They are prepared by the regional headquarters and submitted to the central office for ultimate consideration by Congress.

(c) After watersheds have been authorized for operations, work is carried out primarily in cooperation with State and local agencies and organizations. Flood control work plans are prepared to provide water management patterns on a subwatershed basis; it also provides facts and characteristics on water problems and plans for abatement of flood damages for use in planning and coordinating flood control conservation farm plans and designs for water control measures. Procedures for cooperating with soil conservation districts in carrying out flood control operations are generally similar to those described in § 600.1.

§ 600.3 *Land conservation and utilization.* (a) Activities of the Service in carrying out the program under Title III of the Bankhead-Jones Farm Tenant Act (50 Stat. 525, as amended; 7 U. S. C. 1010–1013) include the retirement of lands which are submarginal or not primarily suitable for cultivation so as to correct maladjustments in land use. Such lands are acquired and developed by the Service in accordance with their physical capabilities, primarily for pasture, range, woodland or wildlife use. Project lands are administered either directly by the Service or by State agencies or local organizations under agreements or leases.

(b) This land is available for use by the public, under prescribed conditions, for grazing, haying, seed harvesting, timber harvesting, recreation and other purposes when determined to be suitable for such use by Regional Conservators upon the recommendation of Project Conservationists. Use permits are generally for periods of from one to ten years. Except for certain limited recreational and other special uses, an applicant must be a citizen of the United States or a person who has filed a declaration of intention to become a citizen, and preference is given to applicants living within or near the project area.

(c) In granting grazing permits, preference or priority will be given to qualified applicants on the bases of (1) dependency or supplemental grazing to establish and maintain a minimum operating unit, (2) applicant's ability to carry stock on private land under his control when not on Government land during approved grazing season, and (3) in certain areas, past use of project lands.

(d) Unless otherwise designated and posted, land and water within the projects is open to the public for hunting, fishing, and trapping, subject to Federal and State laws. Certain project lands have been made State game refuges by agreement with State game conservation agencies, or declared closed or controlled areas by the Chief of the Service for wildlife protection. In general, intensive recreational facilities are operated by concessionaires selected after competitive bidding, under agreements the maximum periods of which are 10 years. These agreements are executed by the Regional Conservators. Permits for the construction of recreational facilities in designated areas, may be obtained from Regional Conservators.

(e) Special use permits for harvesting woodland products may be issued to local applicants by Project Conservationists in amounts not exceeding $500 during one year. Regional Conservators may award contracts on the basis of competitive bidding for amounts in excess of $500.

(f) Rock, sand, gravel, clay, limestone and coal may be removed from project lands for roads, local improvement, public works, or domestic purposes upon application to and approval by Project Conservationists.

(g) Easements, licenses, and leases for the construction and maintenance of highways, power, telephone and telegraph lines, etc., may be obtained from Regional Conservators.

(h) Project lands may be exchanged with private owners or State agencies for other lands.

(i) The Secretary has promulgated rules and regulations for the protection of Title III lands, any violation of which is punishable.

(j) Information concerning the availability of project lands for use by the public, the conditions governing such use, the qualifications of applicants and fees charged for various use privileges, and forms of applications for use privileges are available at project, State or regional headquarters.

§ 600.4 *Rules and regulations for the protection of lands acquired under or transferred for administration under Title III*—(a) *Chief of Soil Conservation Service to issue instructions.* The Chief of the Soil Conservation Service and his designees are hereby authorized and directed to issue such instructions to the officers and employees of the Soil Conservation Service, or other employees of the Department of Agriculture who may have duties with respect to such lands, as may be necessary to enforce § 600.5.

§ 600.5 *Prohibited acts on lands acquired under or transferred to Title III*—(a) *On all lands.* The following acts are prohibited on all lands acquired under or transferred for administration under Title III of the Bankhead-Jones Farm Tenant Act:

(1) To graze or drive any livestock upon or across such lands without an agreement or permit.

(2) To graze or drive any livestock upon or across such lands in violation of the terms of an agreement or permit.

(3) To allow livestock to drift and graze upon such lands without an agreement or permit.

(4) To graze livestock in an area closed to grazing or to graze a particular class of livestock in an area closed to that class.

(5) To fail, refuse, or neglect to remove livestock grazed under an agreement or permit, upon receipt of notice that such livestock are to be removed because such lands are being injured by improper handling of such livestock.

(6) To tear, remove, or deface, willfully, any notice which the Department of Agriculture, or the non-Federal agency to which the lands have been entrusted for use and management, has placed on such lands.

(7) To destroy, molest, disturb, injure, or remove, or to go upon such lands with intent to destroy, molest, disturb, injure, or remove, property or appurtenances thereto, located on such lands, belonging to the United States or to the non-Federal agency to which the lands have been entrusted for use and management.

(8) To mutilate, deface, or destroy, to attempt to mutilate, deface, or destroy, or to go upon such lands with intent to mutilate, deface, or destroy, any objects of natural beauty or of scenic value located thereon.

(9) To occupy or in any way make use of such lands or appurtenances thereto or property located thereon without an agreement or a permit when such an agreement or permit is required.

(10) To occupy or use such lands or appurtenances thereto or property located thereon in a manner which violates the terms of an agreement or permit.

(11) To construct or maintain any kind of works, structures, fences, or enclosures, or to conduct any kind of business enterprise or carry on any kind of work, on such lands, without a permit.

(12) To have or leave camp refuse or debris of any description upon such lands in an exposed or insanitary condition, or to deposit in or near any stream, lake, reservoir, or other waters on such lands, substances which pollute or are likely to pollute the said streams, lake, reservoir, or waters.

(13) To set on fire or cause to be set on fire, willfully, recklessly, or negligently, any timber, brush, or grass on such lands, or to leave a camp fire on such lands without completely extinguishing it. However, this subparagraph shall not be construed to prohibit the kindling of such fires as may be authorized by permit.

(14) To throw or place a burning cigarette, cigar, match, pipe heel, or any ignited substance in any place where it may start a fire.

(15) To post, distribute or display any private notices or advertisements, excepting such as may be deemed necessary for the convenience and guidance of the public.

(16) To cut, kill, destroy, girdle, chip, box, or otherwise damage, or to remove any timber, posts, or other forest products, except as authorized by permit.

(17) To camp without a special permit on areas which are specifically excepted from such use.

(18) To occupy public camp grounds, cabins, lodges, and other recreational facilities established upon such lands, without an agreement or permit when such an agreement or permit is required.

(19) To discharge firearms in, over, or in the vicinity of public camp grounds, group camps, recreational grounds and areas, or over lakes or other bodies of water adjacent to or within such areas, or to expose any person or livestock anywhere on such lands to injury by the discharge of firearms: *Provided, however,* That hunting during authorized periods may be permitted, under specified conditions and restrictions, on designated portions of such lands and waters.

(20) To intimidate, threaten, assault, or otherwise interfere with any person on such lands while such person is engaged in the protection, improvement, or administration thereof.

(21) To go or be upon such lands or in or on the waters thereof with intent to hunt, catch, trap, disturb, or kill any kind of game or non-game animal, game or non-game bird or fish, or to take the eggs of any such bird, when posted against hunting, fishing, or trapping, or when in violation of the laws of the United States or any regulation made in pursuance thereof, or of the laws of the respective States in which such lands or waters are situated.

(b) *On lands in game or bird refuges, etc.* The following acts are prohibited on such lands acquired under or transferred for administration under Title III of the Bankhead-Jones Farm Tenant Act as are or may be embraced within the boundaries of a national game or bird refuge, preserve, sanctuary, or reservation, established by or under authority of an act of Congress; or embraced within the boundaries of any inviolate State game or bird refuge, preserve, sanctuary or reservation; or embraced within the boundaries of any established controlled hunting, fishing, or trapping area:

(1) To carry or have possession of firearms without permit.

(2) To hunt, trap, catch, disturb, or kill any kind of game or non-game animal, game or non-game bird, or to take on such lands the eggs of any such bird, or to fish, except when authorized by permit.

(c) *On lands in recreational areas.* The following acts are prohibited on such lands acquired under or transferred for administration under Title III of the Bankhead-Jones Farm Tenant Act as are or may be designated recreational areas by appropriate posting:

(1) To discharge firecrackers or fireworks of any kind, except with written permission.

(2) To operate gambling devices or conduct games of chance of any kind whatsoever, whether for merchandise, cash prizes, or prizes of any other kind.

(3) To conduct one's self in a disorderly or obnoxious manner.

(4) To permit any dog or cat to roam at large.

(5) To engage in or solicit business, except under a permit or a concession.

(6) To build a fire anywhere except in a designated fireplace.

(d) *Definitions.* As used in this section:

(1) "Agreement" or "permit", (i) in cases where lands have not been entrusted by the Secretary of Agriculture to a non-Federal agency for use and management, refer to an agreement or permit executed by the Secretary of Agriculture or his duly authorized representative, and, (ii) in cases where the lands have been entrusted by the Secretary of Agriculture to a non-Federal agency for use and management, they refer to an agreement or permit executed by such agency, or its duly authorized representative.

(2) "Notice", (i) in cases where lands have not been entrusted by the Secretary of Agriculture to a non-Federal agency for use and management, refers to a notice given by the Secretary of Agriculture or his duly authorized representa-

tive and (ii) in cases where the lands have been entrusted by the Secretary of Agriculture to a non-Federal agency for use and management, it refers to a notice given by such agency, or its duly authorized representative.

(e) *Penalty.* Under the terms of section 32 (f), Title III, of the Bankhead-Jones Farm Tenant Act, any violation of § 600.4, is punishable as prescribed in section 5388 of the Revised Statutes, as amended (18 U. S. C. 104).

§ 600.6 *Water conservation and utilization.* (a) The Service, within the limits of project authorizations issued pursuant to the Water Conservation and Utilization Acts, is carrying out functions in connection with the construction and development of water conservation and utilization projects in the 17 Western States. The Department of Agriculture participation is concerned with the acquisition, development, and settlement on a sound agricultural basis, of project lands, and includes technical guidance and advice to settlers thereon in agricultural matters.

(b) The Regional Conservator, when he determines that the acquisition of land is necessary, will have the land in question appraised on the basis of its normal earning capacity. Land will be acquired only at prices and with title satisfactory to the Secretary of Agriculture.

(c) Project Supervisors will determine the extent of land development to be carried out on acquired land, which work may be done either by contract after competitive bids have been received, or by force account, with the Service hiring the labor and purchasing the materials. Project lands and irrigation distribution systems in private ownership likewise may be developed or improved under contract with the owner upon his request to the Project Supervisor, who will furnish information regarding the conditions under which the work will be prosecuted. Contracts for development and improvement work, costing $5,000 or less when paid for in cash upon contract completion, and $500 or less when payments are made in installments, may be executed by Project Supervisors. Contracts under $20,000 may be executed by Regional Conservators; all others must be executed by the Chief.

(d) Acquired project lands will be sold, insofar as practicable, in family-size farm units, as determined by Regional Conservators. Prior to sale the land may be leased to qualified applicants upon application to the Project Supervisor. After the project lands have been developed and irrigation water is available, Regional Conservators will, except as to units to be sold to persons to whom commitments to purchase were made prior to September 11, 1946, and who have been approved by the Family Selection Committee, advertise the number of family-size farm units on projects which will be available for sale at any specified time. For a period of 90 days after such advertisement, preference will be given to qualified veterans of World War II as defined in the Surplus Property Act of 1944, (58 Stat. 765, as amended, 50 U. S. C., app. 1611–1646). Application forms, for showing the applicant's qualifications, and information concerning the purchase of project farms may be obtained from the respective Project Supervisors or Regional Conservators. Prospective tenants and purchasers must, insofar as practicable, be in need of a family-type farm; be citizens of the United States; have had previous experience in farming where the major portion of the family income was from the farm; have a satisfactory credit reputation; and own or be in a position to secure necessary equipment and livestock to operate the land for which application is being made. In addition, prospective purchasers must be free from permanent infectious diseases or disabilities that are likely to obstruct the fulfillment of their obligations incident to the purchase of the farm. Applicants will be considered and passed upon by a Family Selection Committee composed of seven persons residing in the community or county in which the project is located. The applicants will be notified of the action taken by the Family Selection Committee.

(e) Farm units will be sold for cash or credit, at prices determined by appraisal on the basis of the normal earning capacity of the land, with quitclaim deed. In the case of credit sales, a promissory note and real estate mortgage must be executed by the purchaser. Deed, promissory note, and mortgage forms may be inspected at the project or regional headquarters.

(f) With respect to lands acquired by the United States in connection with the water conservation and utilization programs, including real property under the jurisdiction of the Soil Conservation Service held in trust for any State rural rehabilitation corporation, the Regional Conservators will execute easements, leases, licenses, permits and other forms of contracts permitting the construction and maintenance of telephone lines, pipe lines, roads, irrigation and drainage ditches, and other rights-of-way (but not those power lines, licenses for which are required by law to be granted by the Federal Power Commission), and will execute, on behalf of the United States of America, all deeds or other instruments necessary in the sale of project lands or interests therein: *Provided, however,* That in the sale and conveyance of such property, mineral rights, including coal, oil, gas and fissionable materials, which are vested in or owned by the United States, either legally or equitably at the time of the sale, shall be reserved in accordance with the then current departmental policy with respect to such reservations.

§ 600.7 *Appeals from administrative action.* In the case of any administrative action taken or decision made pursuant to authority delegated by the Chief, any member of the public may make an appeal by filing with the officer who made the decision a written request for reconsideration thereof or a notice of appeal. A decision of such officer shall be final unless an appeal is taken therefrom within a reasonable length of time by the person aggrieved. The decision appealed from shall be reviewed by the immediate superior of the officer by whom the decision was made; that is, in the following order: By State Conservationists, Regional Conservators, and the Chief. Unless a written notice of appeal contains an acceptable reason for allowing a longer time for the preparation of the case, the appellant shall file immediately a statement setting forth in detail the respect in which the action or decision from which the appeal is being taken is contrary to or in conflict with the law, Departmental or Federal regulation, or the determined facts. Upon receipt of such statement the officer from whose decision or action the appeal is taken shall prepare a statement presenting the facts and considerations upon which the decision or action was taken. The appellant's statement, together with the officer's statement and all papers comprising the records of the case, shall be then transmitted to the officer to whom the appeal is taken, who will thereupon review the case and notify both the appellant and the officer of the decision.

Done at Washington, D. C., this 28th day of December 1948.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48-11489; Filed, Dec. 29, 1948; 11:48 a. m.]

Chapter IX—Production and Marketing Administration (Marketing Agreements and Orders)

PART 927—MILK IN NEW YORK METROPOLITAN MILK MARKETING AREA

ORDER, AMENDING THE ORDER, AS AMENDED, REGULATING THE HANDLING OF MILK IN NEW YORK METROPOLITAN MILK MARKETING AREA

§ 927.0 *Findings and determinations.* The findings and determinations hereinafter set forth are supplementary to and in addition to the findings and determinations made in connection with the issuance of this order and of each of the previously issued amendments thereto; and all of said previous findings and determinations are hereby ratified and affirmed except insofar as such findings and determinations may be in conflict with the findings and determinations set forth herein.

(a) *Findings upon the basis of the hearing record.* Pursuant to Public Act No. 10, 73d Congress (May 12, 1933), as amended, and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, as amended (hereinafter referred to as the "act"), and the rules of practice and procedure covering the formulation of marketing agreements and orders (7 CFR, Supps. 900.1 et seq., 12 F. R. 1159, 4904), a public hearing was held upon certain proposed amendments to the tentative marketing agreement heretofore approved by the Secretary of Agriculture and to the order, as amended, regulating the handling of milk in the New York metropolitan milk marketing area. Upon the

basis of the evidence introduced at such hearing and the record thereof, it is found that:

(1) The said order, as amended and as hereby further amended, and all of the terms and conditions of said order, as amended and as hereby further amended, will tend to effectuate the declared policy of the act;

(2) The prices calculated to give milk produced for sale in said marketing area a purchasing power equivalent to the purchasing power of such milk as determined pursuant to sections 2 and 8 (e) of the act are not reasonable in view of the price of feeds, available supplies of feeds, and other economic conditions which affect market supplies of and demand for such milk and the minimum prices specified in the order, as amended, and as hereby further amended, are such prices as will reflect the aforesaid factors, insure a sufficient quantity of pure and wholesome milk, and be in the public interest; and

(3) The said order, as amended and as hereby further amended, regulates the handling of milk in the same manner as and is applicable only to persons in the respective classes of industrial and commercial activity specified in a marketing agreement upon which hearings have been held.

(b) *Additional findings.* It is necessary to make effective promptly the present amendments to the said order, as amended, to reflect current marketing conditions, and to insure the proper pricing of milk subject to the order. Orderly marketing of milk will be jeopardized by any delay beyond January 1, 1949, in the effective date of this order, as amended and as hereby further amended. The changes effected by this order, amending the order, as amended, do not require substantial or extensive preparation by persons affected prior to the effective date. The time intervening between the date of issuance of this order and its effective date affords persons affected a reasonable time to prepare for its effective date. In view of the foregoing, it is impracticable, unnecessary, and contrary to the public interest to delay the effective date of this order for 30 days after its publication. (Section 4 (c), Administrative Procedure Act, Pub. Law 404, 79th Cong. 60 Stat. 237.)

(c) *Determinations.* It is hereby determined that handlers (excluding cooperative associations of producers who are not engaged in processing, distributing or shipping the milk covered by this order, as amended) of more than 50 percent of the volume of milk covered by the aforesaid order, as amended and as hereby further amended, which is marketed within the New York metropolitan milk marketing area, refused or failed to sign the marketing agreement regulating (in the same manner as the aforesaid order, as amended and as hereby further amended) the handling of milk in the said marketing area which was heretofore approved by the Secretary of Agriculture; and it is hereby further determined that:

(1) The refusal or failure of such handlers to sign said marketing agreement tends to prevent the effectuation of the declared policy of the act;

(2) The issuance of this order further amending the said order, as amended, is the only practical means, pursuant to the declared policy of the act, of advancing the interests of producers of milk which is produced for sale in the said marketing area; and

(3) The issuance of this order further amending the said order, as amended, is approved or favored by at least two-thirds of the producers who, during September 1948 (said month having been determined to be a representative period), were engaged in the production of milk for sale in the said marketing area.

It is therefore ordered, That on and after the effective date hereof, the handling of milk in the New York metropolitan milk marketing area shall be in conformity to and in compliance with the terms and conditions of the aforesaid order, as amended and as hereby further amended; and the aforesaid order, as amended, is hereby further amended as follows:

Amend § 927.5 (a) (1) (ii) to read as follows:

(ii) The Class I–A price per hundredweight for each of the months of January through June 1949 shall be the 201–210 mile zone price per hundredweight established under Order No. 4 for Class I milk containing 3.7 percent butterfat for the Greater Boston marketing area, minus 19 cents.

Issued at Washington, D. C., this 24th day of December 1948, to be effective on and after the 1st day of January 1949.

(Sec. 10 (c), 48 Stat. 37, as amended, 58 Stat. 248; 7 U. S. C. 610 (c), sec. 102, 61 Stat. 951, 12 F. R. 4534; 3 CFR, 1947 Supp.)

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48–14388; Filed, Dec. 29, 1948; 9:17 a. m.]

PART 936—FRESH BARTLETT PEARS, PLUMS, AND ELBERTA PEACHES GROWN IN CALIFORNIA

AMENDMENT TO RULES AND REGULATIONS; CHANGES IN REPRESENTATION ON BARTLETT PEAR COMMODITY COMMITTEE

On October 6, 1948, notice was published in the FEDERAL REGISTER (13 F. R. 5836) with respect to the approval by the Secretary of Agriculture of the resolution adopted by the Control Committee, established under the marketing agreement, as amended, and Order No. 36, as amended (7 CFR, Cum. Supp., 936.1 et seq.), regulating the handling of fresh Bartlett pears, plums and Elberta peaches grown in the State of California, changing the representation of certain districts on the Bartlett Pear Commodity Committee, also established under said amended marketing agreement and Order. This regulatory program is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U. S. C. and Supp. 601 et seq.).

After consideration of all relevant matters presented, including the proposals set forth in the aforesaid notice, it is hereby found and determined that the changed representation, as hereinafter set forth, is based, so far as practicable, upon the proportionate quantity of Bartlett pears shipped from the respective districts during the preceding three seasons (as such term is defined in the amended marketing agreement and order). The approval of such changed representation on the Bartlett Pear Commodity Committee is in accordance with the amended marketing agreement and order and will tend to effectuate the declared purposes of the Agricultural Marketing Agreement Act of 1937, as amended.

The changes in representation are hereby approved, effective 30 days after publication hereof in the FEDERAL REGISTER, and are reflected by the addition of the following new paragraph (d) to § 936.102 *Administrative bodies* of the rules and regulations (7 CFR, 1947 Supp., 936.100 et seq.):

§ 936.102 *Administrative bodies.*

* * *

(d) *Changes in the representation of certain districts on Bartlett Pear Commodity Committee.* The representation or membership on the Bartlett Pear Commodity Committee is changed to provide for:

(1) Three (3) members to represent the North Sacramento Valley District, Central Sacramento Valley District, Sacramento River District and Stockton District;

(2) Two (2) members to represent the Placer District;

(3) One (1) member to represent the Solano District;

(4) One (1) member to represent the Contra Costa District and Santa Clara District;

(5) One (1) member to represent the Lake District;

(6) One (1) member to represent the North Coast District and North Bay District;

(7) One (1) member to represent the Colfax District; and

(8) Two (2) members to represent the Eldorado District and all of the area not included in the North Sacramento Valley District, Central Sacramento Valley District, Colfax District, Placer District, Sacramento River District, Stockton District, Solano District, Contra Costa District, Santa Clara District, Lake District, North Coast District, and North Bay District.

(49 Stat. 755, 50 Stat. 246, secs. 2, 4, 61 Stat. 707, 710; 7 U. S. C. and Sups., 608c)

Done at Washington, D. C., this 24th day of December 1948.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48–11369; Filed, Dec. 29, 1948; 9:12 a. m.]

PART 953—LEMONS GROWN IN CALIFORNIA AND ARIZONA

DETERMINATION RELATIVE TO BUDGET OF EXPENSES AND FIXING OF RATE OF ASSESSMENT FOR 1948–1949 FISCAL YEAR

On November 23, 1948, notice of proposed rule making was published in the

FEDERAL REGISTER (13 F. R. 6884) regarding the budget of expenses and the fixing of the rate of assessment for the 1948–1949 fiscal year under Marketing Agreement No. 94, as amended, and Order No. 53, as amended (7 CFR, Cum. Supp., 953.1 et seq.; 13 F. R. 766), regulating the handling of lemons grown in the State of California or the State of Arizona. This regulatory program is effective pursuant to the Agricultural Marketing Agreement Act of 1937, as amended. After consideration of all relevant matters presented, including the proposals set forth in the aforesaid notice, which were submitted by the Lemon Administrative Committee (established pursuant to the marketing agreement and order), it is hereby found and determined that:

§ 953.203 *Budget of expenses and rate of assessment for the 1948–1949 fiscal year.* (a) The expenses necessary to be incurred by the Lemon Administrative Committee, established pursuant to the provisions of the aforesaid marketing agreement and order, for the maintenance and functioning, during the fiscal year beginning on November 1, 1948, and ending on October 31, 1949, both dates inclusive, of such committee will amount to $124,845, and the rate of assessment to be paid, in accordance with the aforesaid marketing agreement and order, by each handler who first handles lemons shall be one and one-half cents ($0.015) per box of lemons, or an equivalent quantity of lemons, handled by him as the first handler thereof during said fiscal year; and such rate of assessment is hereby approved as each such handler's pro rata share of the aforesaid expenses.

(b) The provisions hereof shall become effective at 12:01 a. m., P. s. t., January 24, 1949.

(c) As used in this section, the terms "handler," "handles," "box," "handled," and "lemons" shall have the same meaning as is given to each such term in said amended marketing agreement and order.

(48 Stat. 31, as amended; 7 U. S. C. 601 et seq.; 7 CFR, Cum. Supp. 953.1 et seq.; 13 F. R. 766)

Done at Washington, D. C., this 24th day of December 1948.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48–11370; Filed, Dec. 29, 1948; 9:07 a. m.]

PART 961—HANDLING OF MILK IN PHILADELPHIA, PA., MARKETING AREA

DECISION WITH RESPECT TO PROPOSED MARKETING AGREEMENT AND TO PROPOSED AMENDMENT TO ORDER, AS AMENDED

Correction

FEDERAL REGISTER Doc. No. 48–11284, appearing at page 8325 of the issue for Saturday, December 25, 1948, was inadvertently included in the Rules and Regulations section. This document should have appeared under the Proposed Rule Making section.

TITLE 9—ANIMALS AND ANIMAL PRODUCTS

Chapter II—Production and Marketing Administration (Packers and Stockyards Division)

PART 203—AUTHORIZATION FOR INSPECTION OF LIVESTOCK

NORTHWEST OKLAHOMA CATTLEMEN'S ASSOCIATION, INC.

The Northwest Oklahoma Cattlemen's Association, Inc., pursuant to the provisions of the Packers and Stockyards Act, 1921, as amended (7 U. S. C. 181 et seq.), has filed a written application with the Secretary of Agriculture for authority to act as an official livestock inspection agency with respect to livestock originating in or shipped from the counties of Beaver, Cimarron, Ellis, Dewey, Harper, Major, Roger-Mills, Texas, Woods and Woodward in the State of Oklahoma. It is found that the applicant is a duly organized livestock association of the State of Oklahoma, that branding and marking of livestock as a means of establishing ownership prevail by custom or statute in the said ten counties of said State of Oklahoma, that no other application of a similar nature has been filed with the Department of Agriculture, and that it is necessary to authorize the Northwest Oklahoma Cattlemen's Association, Inc. to charge and collect a reasonable and non-discriminatory fee at posted stockyards which are subject to the provisions of the act for the inspection of brands, marks, and other identifying characteristics of livestock originating in or shipped from the said ten counties in the State of Oklahoma for the purpose of determining the ownership of such livestock. Therefore, after consideration of such application and all data, views, and argument submitted as a result of the notice of proposed rule making in connection therewith, published in the FEDERAL REGISTER on November 25, 1948 (13 F. R. 6958), pursuant to the provisions of the Packers and Stockyards Act, 1921, as amended, the following authorization is granted to become effective thirty days after publication in the FEDERAL REGISTER.

§ 203.14 *Northwest Oklahoma Cattlemen's Association, Inc.* The Northwest Oklahoma Cattlemen's Association, Inc. is hereby authorized, with respect to livestock originating in or shipped from the counties of Beaver, Cimarron, Ellis, Dewey, Harper, Major, Roger-Mills, Texas, Woods and Woodward in the State of Oklahoma, to charge and collect at those stockyards posted under the Packers and Stockyards Act, 1921, as amended, at which the said Northwest Oklahoma Cattlemen's Association, Inc. may register as a market agency to perform such inspection, reasonable and non-discriminatory fees for the inspection of brands, marks, and other identifying characteristics of livestock for the purpose of determining the ownership of such livestock. Such charges as are authorized to be made under this authorization shall be collected by the market agency or person receiving and disbursing the funds received from the sale of livestock with respect to the inspection of which such charge is made, and shall be paid by it to the said Northwest Oklahoma Cattlemen's Association, Inc. Such inspection, charges, and collection of fees shall be subject to the provisions of the Packers and Stockyards Act, 1921, as amended, and the regulations promulgated pursuant thereto. (42 Stat. 159, as amended; 7 U. S. C. 181 et seq.)

Done at Washington, D. C., this 24th day of December. Witness my hand and the seal of the Department of Agriculture.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48–11368; Filed, Dec. 29, 1948; 9:07 a. m.]

TITLE 14—CIVIL AVIATION

Chapter II—Civil Aeronautics Administration

[Amdt. 1]

PART 570—GENERAL REGULATIONS OF THE WASHINGTON NATIONAL AIRPORT

DISCRIMINATION OR SEGREGATION

Acting pursuant to the authority vested in me by the act to provide for the Administration of Washington National Airport (54 Stat. 686–688), finding that compliance with the notice, procedures and effective date provisions of section 4 of the Administrative Procedure Act would be unnecessary and contrary to the public interest, since actual notice has been given and delay would permit continuance of the practices prohibited by this amendment, I hereby amend Part 570 of this chapter by adding a new § 570.28 to read as follows:

§ 570.28 *Discrimination or segregation.* In the operation of all facilities of the Washington National Airport, services shall be rendered without discrimination or segregation as to race, color or creed.

This amendment shall become effective immediately. (Sec. 2, 54 Stat. 688)

[SEAL] D. W. RENTZEL,
Administrator of Civil Aeronautics.

DECEMBER 27, 1948.

[F. R. Doc. 48–11400; Filed, Dec. 29, 1948; 9:41 a. m.]

TITLE 21—FOOD AND DRUGS

Chapter I—Food and Drug Administration, Federal Security Agency

PART 141—TESTS AND METHODS OF ASSAY FOR ANTIBIOTIC DRUGS

PART 146—CERTIFICATION OF BATCHES OF PENICILLIN- OR STREPTOMYCIN-CONTAINING DRUGS

MISCELLANEOUS AMENDMENTS

By virtue of the authority vested in the Federal Security Administrator by the provisions of section 507 of the Federal Food, Drug, and Cosmetic Act (52 Stat. 1040, 1055, as amended by 59 Stat. 463 and 61 Stat. 11; 21 U. S. C., Sup. 357) the

regulations for tests and methods of assay of antibiotic drugs (12 F. R. 2215) and certification of batches of penicillin- or streptomycin-containing drugs (12 F. R. 2231; 13 F. R. 6015) are amended as indicated below:

1. Section 141.9 *Tablets buffered penicillin,* is amended by adding the following new paragraph:

(c) *Microorganism count.* Proceed as directed in § 141.21 (b).

2. Part 141 is amended by adding the following new section:

§ 141.33 *Buffered penicillin powder.* Proceed as directed in §§ 141.1 and 141.5 (a).

3. In § 146.27 *Tablets buffered penicillin,* paragraph (a) is amended to read:

(a) *Standards of identity, strength, quality, and purity.* Tablets buffered penicillin is tablets composed of sodium penicillin, calcium penicillin, potassium penicillin, or procaine penicillin and one or more suitable buffer substances in quantities sufficient to exert a buffering action, with or without the addition of one or more suitable and harmless diluents, binders, lubricants, colorings, and flavorings. The potency of each tablet is not less than 50,000 units, and if it is less than 100,000 units it is "unscored"; its moisture content is not more than 1.0%. If it is represented to be used for inhalation therapy its content of viable microorganisms is not more than 50 per gram. The sodium penicillin, calcium penicillin, and potassium penicillin used conform to the standards prescribed by § 146.24 (a), except subparagraphs (1), (2), (4), and (7) of § 146.24 (a), but its potency is not less than 300 units per milligram. The procaine penicillin used conforms to the requirements of § 146.44 (a), except subparagraphs (2) and (3) of § 146.44 (a). Each other substance, if its name is recognized in the U. S. P. or N. F., conforms to the standards prescribed therefor by such official compendium.

3. In § 146.27, subparagraph (2) (i) of paragraph (d) *Requests for certification; samples* is amended to read:

(i) The batch; average potency per tablet, average moisture, and the content of viable microorganisms if it is represented to be used for inhalation therapy.

4. In § 146.46 *Crystalline penicillin for inhalation therapy,* the first sentence of paragraph (b) *Packaging,* is amended to read as follows: "The immediate container of crystalline penicillin for inhalation therapy shall be a tight container as defined by the U. S. P.; its closure shall be one through which a hypodermic needle cannot be introduced; and the container shall be of such composition as will not cause any change in the strength, quality, or purity of the contents beyond any limit therefor in applicable standards, except that minor changes so caused which are normal and unavoidable in good packaging, storage, and distribution practice shall be disregarded."

5. In § 146.46 subparagraph (1) (iv) of paragraph (c) *Labeling,* is amended to read:

(iv) If it is packaged in combination with a container of a solvent, the statement "Warning—Not for Injection."

6. Part 146 is amended by adding the following new section:

§ 146.51 *Buffered penicillin powder*—(a) *Standards of identity, strength, quality, and purity.* Buffered penicillin powder is a dry mixture of crystalline penicillin and suitable buffer substances, with or without suitable and harmless diluents, colorings, and flavorings. Its moisture content is not more than 1.0%. The penicillin used conforms to the requirements of § 146.24 (a) for crystalline penicillin, except subparagraphs (2), (4), and (7) of § 146.24 (a). Each other substance used, if its name is recognized in the U. S. P. or N. F., conforms to the standards prescribed therefor by such official compendium.

(b) *Packaging.* In all cases the immediate container of buffered penicillin powder shall be a tight container as defined by the U. S. P. The composition of the immediate container shall be such as will not cause any change in the strength, quality, or purity of the contents beyond any limits therefor in applicable standards, except that minor changes so caused which are normal and unavoidable in good packaging, storage, and distribution practice shall be disregarded. Each immediate container shall contain not less than 600,000 units and each may be packaged in combination with a container of a suitable and harmless aqueous vehicle.

(c) *Labeling.* Each package of buffered penicillin powder shall bear on its label or labeling as hereinafter indicated the following:

(1) On the outside wrapper or container and the immediate container:

(i) The batch mark;

(ii) The number of units in the immediate container;

(iii) The name of each buffer substance used in making the batch;

(iv) The statement "Expiration date ----------," the blank being filled in with the date which is 18 months after the month during which the batch was certified; and

(v) The statement "Warning—Not for injection."

(2) On the outside wrapper or container:

(i) Unless it is intended solely for veterinary use and is conspicuously so labeled, the statement "Caution: To be dispensed only by or on the prescription of a ----------," the blank being filled in with the word "physician" or "dentist" or "veterinarian" or any combination of two or all of these words, as the case may be.

(ii) Unless it is intended solely for veterinary use and is so labeled, a reference specifically identifying a readily available medical publication containing directions and precautions (including contraindications and possible sensitization) adequate for the use of such buffered penicillin powder, or reference to a brochure or other printed matter containing such directions and precautions, and a statement that such brochure or printed matter will be sent on request.

(3) On the circular or other labeling within or attached to the package, if it is intended solely for veterinary use, directions and precautions adequate for the use of such buffered penicillin powder including:

(i) Clinical indications;

(ii) Dosage and administration;

(iii) Contraindications; and

(iv) Untoward effects that may accompany administration, including those for any buffer substance present.

If two or more such immediate containers are in such package the number of such circulars or other labeling shall not be less than the number of such containers.

(d) *Request for certification; samples.* (1) In addition to complying with the requirements of § 146.2, a person who requests certification of a batch of buffered penicillin powder shall submit with his request a statement showing the batch mark, the number of packages of each size in such batch, the batch mark and (unless it was previously submitted) the date on which the latest assay of the penicillin used in making such batch was completed, the number of units in each immediate container, the quantity of each ingredient used in making the batch, the date on which the latest assay of the drug comprising such batch was completed, and a statement that each ingredient used in making the batch conforms to the requirements prescribed therefor, if any, by this section.

(2) Except as otherwise provided in subparagraph (4) of this paragraph, such person shall submit in connection with his request results of the tests and assays listed after each of the following, made by him on an accurately representative sample of:

(i) The batch; potency and moisture.

(ii) The penicillin used in making the batch; potency, toxicity, moisture, pH, penicillin K content (unless it is crystalline penicillin G), crystallinity, and heat stability, and the penicillin G content if it is crystalline penicillin G.

(3) Except as otherwise provided by subparagraph (4) of this paragraph, such person shall submit in connection with his request, in the quantities hereinafter indicated, accurately representative samples of the following:

(i) The batch; one immediate container for each 5,000 immediate containers in the batch, but in no case less than 20 immediate containers or more than 100 immediate containers, collected by taking single immediate containers at such intervals throughout the entire time of packaging the batch that the quantities packaged during the intervals are approximately equal.

(ii) The penicillin used in making the batch; 10 packages containing approximately equal portions of not less than 60 mg. each, packaged in accordance with the requirements of § 146.24 (b).

(iii) In case of an initial request for certification, each buffer substance, diluent, coloring, or flavoring used in making the batch; one package of each containing approximately 5 gm.

(iv) In case of an initial request for the certification of a batch of buffered penicillin powder which is to be pack-

aged in combination with an aqueous vehicle, or when any change is made in the composition of such aqueous vehicle, 5 packages of the vehicle included in the combination.

(4) No result referred to in subparagraph (2) (ii) of this paragraph, and no sample referred to in subparagraph (3) (ii) of this paragraph, is required if such result or sample has been previously submitted.

(e) *Fees.* The fee for the services rendered with respect to each batch of buffered penicillin powder under the regulations in this part shall be:

(1) $1.00 for each immediate container in the sample submitted in accordance with paragraph (d) (3) (i) of this section; $4.00 for each package in the samples submitted in accordance with paragraph (d) (3) (ii), (iii), and (iv) of this section; and

(2) If the Commissioner considers that investigations, other than examination of such immediate containers, are necessary to determine whether or not such batch complies with the requirements of § 146.3 for the issuance of a certificate, the cost of such investigations.

The fee prescribed by subparagraph (1) of this paragraph shall accompany the request for certification unless such fee is covered by an advance deposit maintained in accordance with § 146.8 (d).

This order, which provides for modification of the standard for tablets buffered penicillin if they are represented to be used for inhalation therapy; modification of the packaging requirements for crystalline penicillin for inhalation thereapy; modification of the labeling requirements for crystalline penicillin for inhalation therapy, when it is not packaged with a container of solvent; and for a new penicillin product, buffered penicillin powder, shall become effective upon publication in the FEDERAL REGISTER, since both the public and the penicillin industry will benefit by the earliest effective date, and I so find.

Notice and public procedure are not necessary prerequisites to the promulgation of this order and would be contrary to public interest, and I so find, since it was drawn in collaboration with interested members of the affected industry, and since it would be against public interest to delay providing for the modification of the standard for tablets buffered penicillin if they are represented to be used for inhalation therapy; modification of the packaging requirements for crystalline penicillin for inhalation therapy; modification of the labeling requirements for crystalline penicillin for inhalation therapy when it is not packaged with a container of solvent; and for a new penicillin product, buffered penicillin powder.

Dated: December 24, 1948.

(Sec. 3, 59 Stat. 463; 21 U. S. C. and Sup. 357)

[SEAL] J. DONALD KINGSLEY,
Acting Administrator.

[F. R. Doc. 48-11392; Filed, Dec. 29, 1948; 9:04 a. m.]

TITLE 22—FOREIGN RELATIONS

Chapter I—Department of State

Subchapter B—The Foreign Service

[Foreign Service Reg. S-50]

EDITORIAL CHANGES INCIDENT TO PUBLICATION OF CODE OF FEDERAL REGULATIONS, 1949 EDITION

Under authority contained in R. S. 161 and sections 302 and 1135, 60 Stat. 1001 and 1040 (5 U. S. C. 22, 22 U. S. C. 842, note to 801), and pursuant to Executive Order 9930 of February 4, 1948 (13 F. R. 519) governing the 1949 edition of the Code of Federal Regulations and to the Federal Register Regulations of October 12, 1948 (13 F. R. 5929), Subchapter B, Chapter I, Title 22 of the Code of Federal Regulations is hereby amended as follows:

1. The following sections of Subchapter B, Chapter I, Title 22 of the Code of Federal Regulations are excluded from the Code of Federal Regulations, 1949 Edition:

Sec.	Sec.	Sec.
101.525	102.102	102.800
101.530	102.104	102.802
101.560	102.305	102.803
101.565	102.404	102.804
101.581	102.410	102.806
101.585	102.502	102.808
101.590	102.515	102.810
101.595	102.520	102.811
101.830	102.545	102.813
101.840	102.622	102.815
101.845	102.636	102.817
101.855	102.661	102.818
101a.10	102.669	102.820
102.80	102.674	102.821
102.101	102.795	

104.1 to 104.9, inclusive
104.11 to 104.16, inclusive
105.1 to 105.14, inclusive
105.19
105.21 to 105.28, inclusive
105.36
105.39 to 105.47, inclusive
105.53 to 105.55, inclusive.
105.57 to 105.59, inclusive
106.1 to 106.2, inclusive
107.1 to 107.4, inclusive
108.6
109.3
109.9
109.11
110.1 to 110.2, inclusive
110.7
111.1 to 111.8, inclusive
112.1 to 112.7, inclusive
120.8

2. The following sections of Subchapter B, Chapter I, Title 22 of the Code of Federal Regulations are withdrawn from codification. Future amendments of this material will appear in the Notices section of the FEDERAL REGISTER:

Sec.	Sec.	Sec.
101.500	101.540	101.825
101.505	101.570	102.207
101.535	101.815	

3. Parts 84, 101 to 118, inclusive, and 120 to 122, inclusive, Chapter I, Title 22 of the Code of Federal Regulations are renumbered and redesignated as follows:

Part 101—Definitions.
Part 102—Protocol.
Part 103—Finance and Accounting.
Part 104—General Administrative Services.
Part 105—Personnel.
Part 106—Economic and Commercial Functions.
Part 107—Control of Nationals.
Part 108—Immigration Control.
Part 109—Protection and Welfare of Individuals.
Part 110—Protection and Relief of Seamen.
Part 111—Protection and Relief of Military Personnel.
Part 112—Law Enforcement.
Part 113—Transportation Controls.
Part 114—Import Controls.

4. The following sections of Subchapter B, Chapter I, Title 22 of the Code of Federal Regulations are renumbered and the headings amended as follows:

Old sec. No.	New sec. No.	New sec. heading
101.60	101.1	Foreign Service Office.
101.61	101.2	Mission.
101.62	101.3	Combined office.
101.63	101.4	Consular office.
101.75	101.5	Consular officer.
101.915	102.1	Customs courtesies for foreign representatives.
102.322	105.1	Bonding.
102.822	105.4	Retired Service personnel.
105.15	103.1	Tariff of United States Foreign Service fees.
105.16	103.2	No fee services.
105.17	103.3	Receipts for fees.
105.18	103.4	Refund of fees.
105.20	103.5	Fee stamps.
105.56	103.6	Claims.
106.3	104.1	Unofficial mail.
109.1	105.2	Assignment and commissioning of attachés.
109.2	105.3	Duties of attachés.
109.4	102.2	Visits of American Naval vessels.
109.5	102.3	Official calls between Naval officers and officers of the Foreign Service.
109.6	111.1	Services for the Navy.
109.7	109.2	Requests for Naval Force in foreign ports.
109.8	111.2	Relief of Coast Guard personnel.
109.10	113.14	Quarantine laws and regulations.
110.3	109.9	Legal services.
110.4	109.10	Agreements with local attorneys.
110.5	109.11	Notarial services.
110.6	112.1	Service of legal process.
113.1	109.13	Celebration of marriages.
113.2	109.14	Acting as official witness at marriage ceremony.
113.3	109.15	Certificate of witness to marriage.
113.4	109.16	Authentication of marriage and divorce documents.
113.5	109.17	Certification to marriage laws.
113.6	109.12	Registration of births.
113.7	109.18	Publication and reports on deaths.
113.8	109.19	Shipment of remains.
113.9	109.20	Personal estates of deceased Americans.
113.10	109.21	Consular functions in connection with wills.
113.11	109.22	Effects of Americans (other than seamen) dying on the high seas.
113.12	109.23	Disposition of estates on transfer of office.
113.13	109.24	Real property of deceased Americans.
113.14	109.25	American claimants to foreign estates and inheritances.
113.15	109.26	Estates of naturalized American citizens.
113.16	109.27	Duties of consular agents in connection with estates.
114.1	106.1	Protection of American interests.
114.2	106.2	Promotion of American interests.
114.3	106.3	Services for American businessmen and organizations.
114.4	106.4	Economic and commercial reporting.
115.1	114.1	Enforcement of import control laws and regulations.
115.2	114.2	Authority to require power of attorney for agent to sign invoices.
115.3	114.3	Certification of invoices.
115.4	114.4	Answering inquiries regarding Tariff Acts and Customs Regulations.
115.5	114.5	Furnishing samples to Collectors of Customs or appraising officers.
115.6	114.6	Assistance to Customs and Tariff Commission representatives.
116.1	113.1	Instructions relating to vessels and aircraft.
116.2	113.2	Instructions relating to vessel and aircraft documents.
117.1	113.3	Entry and clearance of vessels of the United States in foreign ports.
117.2	113.4	Entry and clearance of American-owned undocumented vessels in foreign ports.
117.3	113.5	Vessels and aircraft clearing from foreign ports for ports in the United States.
117.4	113.6	Reports on wrecked, lost or stranded vessels of the United States.
117.5	113.7	Consular jurisdiction over wrecked, lost or stranded vessels of the United States.

Old sec. No.	New sec. No.	New sec. heading
117.6	113.8	Consular functions in connection with wrecked, lost, or stranded vessels of the United States.
117.7	113.9	Surveys of American-owned vessels.
117.8	113.10	Bottomry bonds.
117.9	113.11	Transfers of vessels abroad to American ownership.
117.10	113.12	Transfers of American-owned vessels to aliens or to foreign registry.
117.11	113.13	Rights and duties of consular officers in connection with navigation.
118.1	110.1	Seamen defined.
118.2	110.2	Shipment of seamen.
118.3	110.3	Discharge of seamen.
118.4	110.4	General policy in discharge of seamen.
118.5	110.5	Wages of seamen.
118.6	110.6	Relief and repatriation of seamen.
118.7	110.7	Deceased seamen.
84.1	110.8	Complaints, disputes and offenses.
84.2	110.9	Complaints and disputes.
84.3	110.10	Desertion of seamen.
84.4	110.11	Crimes, mutiny and insubordination.
120.1	109.5	Reports on catastrophes abroad.
120.2	109.6	Reports on rescues at sea.
120.3	109.4	Services for distressed Americans.
120.5	109.3	Storage or safekeeping of private property.
120.6	109.7	Assistance to American Red Cross.
120.7	109.8	Presentation of Americans at foreign courts.
121.1	107.1	Nationality.
121.3	107.2	Registration.
121.2	107.3	Travel documents.
121.4	109.1	Protection of Americans abroad.
122.1	108.1	Enforcement of immigration controls abroad.
122.2	108.2	Diplomatic visas.

5. Any amendments of Subchapter B, Chapter I, Title 22 of the Code of Federal Regulations, issued hereafter by the Secretary of State, will conform to the part and section numbers and designations established by paragraphs 3 and 4 of this order.

6. This regulation will become effective immediately upon publication in the FEDERAL REGISTER.

Approved: December 21, 1948.

For the Secretary of State.

[SEAL] ROBERT A. LOVETT,
Acting Secretary of State.

[F. R. Doc. 48-11346; Filed, Dec. 29, 1948; 9:12 a. m.]

[Dept. Reg. 108.84]

PART 10—STUDY AND RESEARCH IN THE DEPARTMENT OF STATE

REVISION OF REGULATION

Under the authority contained in R. S. 161 (5 U. S. C. 22), and pursuant to the act of April 12, 1892, as amended, respecting literary and scientific collections accessible to investigators and students (20 U. S. C. 91), Part 10 of Title 22 of the Code of Federal Regulations is hereby superseded by the following regulation.

§ 10.1 *Definition.* The term records is construed in accordance with the act of July 7, 1943 (57 Stat. 380; 44 U. S. C. 366).

§ 10.2 *Availability of classified material.* Material bearing a security classification will not be made available outside the Department, except under the conditions outlined in the Security Regulations of the Department.

§ 10.3 *Use of records by officials of the United States Government other than officers of the Department of State.* Authorization for Government officials, other than officers of the Department of State, to use the records of the Department, except where the application is processed: (a) through liaison channels of the Division of Communications and Records, for civilian agencies of the Government; (b) through the Office of Libraries and Intelligence-Acquisition, for intelligence agencies; (c) through the Office of Controls, for security agencies; and (d) through the Legislative Counsel or Assistant Secretary of State—Administration, for Congressional committees and their staffs and for individual Congressmen; will be subject to such conditions as the chiefs of the appropriate policy divisions of the Department of State, in consultation with the Chief of the Division of Historical Policy Research and the Chief of the Division of Security, may deem it advisable to prescribe.

§ 10.4 *Use of records by persons who are not officials of the United States Government*—(a) *Records of the open period.* The records of the Department prior to January 1, 1923, with certain exceptions such as records relating to the citizenship of individuals, unsettled claims, and Foreign Service inspection and personnel records, are open for inspection by the general public at the National Archives, subject to its regulations. On January 1, 1949, and each year thereafter until January 1, 1955, this date will be automatically advanced one year.

(b) *Records of the restricted period.* Records of the Department between the open period and January 1, 1933 are restricted and are available for use under the following regulations:

(1) Applicants such as lawyers, publicists, and scholars must satisfy the Department that they are qualified to do research and that they have an important and definite use for the information desired.

(2) Applicants must confine their requests for material to specific subjects or particular papers. (Neither the Department nor the National Archives is in a position to assemble large quantities of papers for persons not officials of the United States Government.)

(3) Applicants must agree to utilize records made available to them subject to such conditions as the Department may find it necessary to prescribe.

(4) An application from an alien to consult the records of the Department under this regulation, except in the case of an alien visiting this Government under an international-exchange program administered by the United States, will be considered only if such an application is accompanied by a letter from the head of the embassy or legation at Washington of the country of which the alien is a citizen, subject, or national. Such a letter will show that the applicant is favorably known to the appropriate embassy or legation and that the mission is familiar with the applicant's work. The Department, however, reserves the right, without prejudice, to refuse permission to consult the original records to any alien applicant.

(5) Applications to consult restricted records will be referred to the Chief of the Division of Historical Policy Research, who will inform the applicants as to whether the desired records can be made available within security restrictions. The Division of Historical Policy Research will make any necessary arrangements for applicants to consult official files subject to such conditions as may be decided upon.

(c) *Records of the closed period.* Records of the Department of a date later than January 1, 1933, or such subsequent date as may be fixed by the Department, will normally be regarded as closed, and will be made available to persons who are not officials of the United States Government only in exceptional circumstances upon determination that the interests of national policy are served thereby.

(d) *Liberal interpretation of regulation.* It is the policy of the Department to make its records available to persons not officials of the United States Government as liberally as circumstances permit.

This regulation shall become effective upon publication in the FEDERAL REGISTER.

(R. S. sec. 161, No. 8, 27 Stat. 395, sec. 1, 31 Stat. 1039, sec. 1, 45 Stat. 531, sec. 4 (e), 53 Stat. 1433, sec. 3, 54 Stat. 1232; 5 U. S. C. 22, 20 U. S. C. 91)

Approved: December 23, 1948.

For the Secretary of State.

[SEAL] ROBERT A. LOVETT,
Acting Secretary of State.

[F. R. Doc. 48-11347; Filed, Dec. 29, 1948; 9:14 a. m.]

[Dept. Reg. 108.86]

PART 40—VISAS: DIPLOMATIC

The following amendment to Part 40 (former Part 60), Chapter I, Title 22, Code of Federal Regulations (Departmental Regulation 12, 10 F. R. 12679) is hereby prescribed:

Paragraph (c) of § 40.2 is amended to read as follows:

§ 40.2 *Officers authorized to grant diplomatic visas.* * * *

(c) The Chief and the Assistant Chiefs of the Visa Division of the Department of State, and the Chief and Assistant Chief of the Diplomatic Visa Section of the Visa Division are authorized to grant diplomatic and official visas to aliens who are diplomatic, or career consular officers of foreign governments, and to members of their immediate families, attendants, servants, and employees, who are in, and desire to reenter, the United States after a temporary absence therefrom. Any such visa shall be considered as having been granted to an alien who is classified as a nonimmigrant under section 3 (1) of the Immigration Act of 1924, as amended, unless otherwise specified in the visa.

The provisions of section 4 of the Administrative Procedure Act (60 Stat. 238; 5 U. S. C., Sup. 1003) relative to proposed rule-making and delayed effective date

are inapplicable since this regulation involves foreign affairs functions.

(40 Stat. 559; 54 Stat. 673; 55 Stat. 252; 8 U. S. C. 451; 22 U. S. C. 223–227)

This regulation shall become effective immediately upon publication in the FEDERAL REGISTER.

Approved: December 23, 1948.

[SEAL] ROBERT A. LOVETT,
Acting Secretary of State.

Dated: December 17, 1948.

Recommended, in so far as the provisions of the Immigration Act of 1924 and the Alien Registration Act of 1940, are concerned:

TOM C. CLARK,
Attorney General.

[F. R. Doc. 48-11349; Filed, Dec. 29, 1948; 9:15 a. m.]

[Dept. Reg. 108.85]

PART 63 — VISAS: DOCUMENTATION OF ALIENS ENTERING THE UNITED STATES AS SEAMEN OR AIRMEN

REVOCATION OF REGULATIONS RELATING TO DOCUMENTATION REQUIRED OF ALIENS ENTERING THE UNITED STATES AS SEAMEN OR AIRMEN

Sections 63.51, 63.52, and 63.53 of Part 63, Chapter I, Title 22, Code of Federal Regulations (Departmental Regulation 108.19, 11 F. R. 10107), relating to documents required of aliens entering the United States as members of crews of, or as passengers on, aircraft, are hereby revoked.

This order shall become effective upon the date of its publication in the FEDERAL REGISTER. The provisions of section 4 of the Administrative Procedure Act (60 Stat. 238; 5 U. S. C. 1003) relative to proposed rule making and delayed effective date are inapplicable because this order relates to foreign-affairs functions.

(Sec. 24, 43 Stat. 166; 8 U. S. C. 222)

[SEAL] ROBERT A. LOVETT,
Acting Secretary of State.

DECEMBER 23, 1948.

Recommended, so far as the provisions of the Immigration Act of 1924 and the Alien Registration Act, 1940, are concerned:

TOM C. CLARK,
Attorney General.

DECEMBER 21, 1948.

[F. R. Doc. 48-11348; Filed, Dec. 29, 1948; 9:12 a. m.]

TITLE 29—LABOR

Chapter X—National Mediation Board

EDITORIAL CHANGES INCIDENT TO PUBLICATION OF CODE OF FEDERAL REGULATIONS, 1949 EDITION

In order to conform Chapter X of Title 29 to the scope and style of the Code of Federal Regulations, 1949 Edition, as prescribed by the regulations of the Administrative Committee of the Federal Register and approved by the President effective October 12, 1948 (13 F. R. 5929), the following editorial changes are made, effective upon their publication in the FEDERAL REGISTER.

1. The codification of Part 1201, Organization, and Part 1207, Availability of Board's Records, is discontinued. Future amendments to this material will appear in the Notices section of the FEDERAL REGISTER.

2. Parts 1202 to 1206 are redesignated Parts 1201 to 1205, respectively, Part 1208 is redesignated Part 1206, and the sections in those parts are redesignated accordingly.

3. The headnote of former Part 1203, Functions, is changed to read "Part 1202, Rules of Procedure."

Approved for National Mediation Board.

[SEAL] ROBERT F. COLE,
Secretary.

[F. R. Doc. 48-11345; Filed, Dec. 29, 1948; 8:48 a. m.]

TITLE 32—NATIONAL DEFENSE

Chapter VI—Selective Service System

[Amdt. 5]

PART 604—SELECTIVE SERVICE OFFICERS

SIGNING OFFICIAL PAPERS

The Selective Service Regulations are hereby amended as follows:

Section 604.59 is amended to read as follows:

§ 604.59 *Signing official papers.* Official papers issued by a local board may be signed by the clerk of the local board if he is authorized to do so by resolution duly adopted by and entered in the minutes of the meetings of the local board; provided, that the chairman or a member of the local board must sign a particular paper when specifically required to do so by the Director of Selective Service. (Sec. 10, Pub. Law 759, 80th Cong.; E. O. 9979, July 20, 1948, 13 F. R. 4177)

The foregoing amendment to the Selective Service Regulations shall be effective immediately upon the filing hereof with the Division of the Federal Register.

[SEAL] LEWIS B. HERSHEY,
Director of Selective Service.

DECEMBER 23, 1948.

[F. R. Doc. 48-11391; Filed, Dec. 29, 1948; 9:16 a. m.]

Chapter XXIII—War Assets Administration

REARRANGEMENT OF TEXT AND RENUMBERING OF TITLE, CHAPTER, AND SECTIONS

EDITORIAL NOTE: For the purpose of effecting a more logical arrangement of subject matter and more consistent system of numbering Title 32, Chapter XXIII, of the Code of Federal Regulations is renumbered as follows under Title 44, Chapter IV. Future amendments will conform to new designations.

Old sec. No.	New sec. No.	
8301.1 to 8301.20.	401.1 to 401.23.	Designation of disposal agencies, etc.; disposition of proceeds; and compliance.
8301.51	401.51	Assignment of surplus property.
8301.53	401.52	Forms for declaration of surplus.
8301.57	401.53	Approval of delegation to Department of State of authority to dispose of surplus aircraft.
8301.58	401.54	Forms for reporting acquisition, disposal, and inventory of surplus personal property.
8301.61	401.54	Postponement of responsibility of disposal agencies for care and handling of surplus personal property.
8301.62	401.55	Cessation of declarations of real and personal property by owning agencies to disposal agencies.
8311.51	401.101	Special accounts for refunds to purchasers.
8311.52	401.102	Financial reports by disposal agencies.
8311.53	401.103	Use of surplus property by disposal agencies.
8302.1 to 8302.21.	402.1 to 402.21.	Surplus personal property.
8321.52	402.101	Disposal of explosives and related products.
8305.1 to 8305.30.	403.1 to 403.30.	Surplus real property.
8305.56	403.51	Authorization to National Housing Agency to remove temporary housing.
8305.61	403.52	Forms for reporting acquisition, disposal, and inventory of surplus nonindustrial real property.
8305.65	403.53	Eligibility of public international organizations.
8305.66	403.54	Disposal of chapels.
8317.1 to 8317.14.	404.1 to 404.14.	Stock piling of strategic and critical materials.
8317.51	404.51	Report by Reconstruction Finance Corporation.
8317.54	404.52	Disposition of bauxite.
8317.55	404.53	Forms for reporting strategic materials.
8317.56	404.54	Direct sale of copper and lead scrap by owning agencies outside the continental limits of the United States.

Chapter XXIV—Department of State, Disposal of Surplus Property

REARRANGEMENT OF TEXT AND RENUMBERING OF REGULATIONS

EDITORIAL NOTE: For the purpose of effecting a more logical arrangement of subject matter and more consistent system of numbering, Title 32, Chapter XXIV, of the Code of Federal Regulations is renumbered as follows under Title 44, Chapter V. Future amendments will conform to new designations.

Part 8508 (Disposal of surplus property located in foreign areas) is redesignated Part 508.

Codification of Part 8501 is discontinued. Future amendments to the material will be carried in the Notices section.

TITLE 33—NAVIGATION AND NAVIGABLE WATERS

Chapter II—Corps of Engineers, Department of the Army

PART 203—BRIDGE REGULATIONS

MISCELLANEOUS AMENDMENTS

Pursuant to the provisions of section 5 of the River and Harbor Act of August 18, 1894 (28 Stat. 362; 33 U. S. C. 499), §§ 203.70, 203.221, 203.241, 203.360, 203.365, 203.375, 203.376, 203.377, 203.433, 203.460, 203.470, 203.500, and 203.556 are hereby revoked, subparagraphs (a) (1)–(9) of § 203.200 are hereby renumbered paragraphs (a)–(i), subparagraph (10)

being revoked, subparagraphs (a) (1)–(7) of § 203.670 are hereby renumbered paragraphs (a)–(g), and subparagraphs (a) (1)–(7) of §203.675 are hereby renumbered paragraphs (a)–(g), paragraph (b) being revoked, and §§ 203.85, 203.115, 203.225, 203.227, 203.240, 203.245, 203.446, 203.555, 203.712, 203.714, and 203.770 are hereby amended, §§ 203.87, 203.89, and 203.560 are hereby prescribed, and certain changes are hereby made in cross-reference and other notes, as follows:

§ 203.85 *Sakonnet River, R. I.; State of Rhode Island Highway Bridge and New York, New Haven and Hartford Railroad Company bridge at Tiverton.* (a) The signal for opening the draw of each of these bridges shall be three short blasts of a whistle or horn. This signal shall be answered by one long blast of a whistle or horn on the bridge when the operation of opening is commenced, or, if the draw cannot be opened promptly, by three long blasts and in addition a red flag or ball by day and a red light by night shall be conspicuously displayed on the bridge.

(b) Except as otherwise provided in this section, the draws of the bridges shall be immediately opened, upon receiving the prescribed signal, at all times during the day or night for the passage of foreign vessels and "vessels of the United States" as defined in R. S. 4311 (46 U. S. C. 251) unable to pass under the closed draws.

(c) When a train which will entirely cross the railroad bridge before stopping has reached the distance signal of the bridge and is in motion toward the bridge, the train may continue across the bridge, but in no case, except as provided in paragraph (e) of this section, shall the opening of the bridge for a vessel be delayed more than four minutes after the signal is given.

(d) For all vessels or watercraft other than those described in paragraph (b) of this section which cannot pass the closed bridges, the draws shall, upon receiving the prescribed signal, be opened when two or more such vessels or other watercraft may be ready to pass through: *Provided,* That in no case shall the delay be more than 20 minutes.

(e) When the draw of either of the bridges shall have been open for 10 minutes or longer, it may be closed for the crossing of trains, cars, vehicles, or persons, if any be waiting to cross, and after being so closed for 10 minutes or for such shorter time as may be necessary for the trains, cars, vehicles, or persons to cross, it shall again be opened promptly for the passage of foreign vessels or "vessels of the United States," if there be any such desiring to pass. The length of time that a draw shall have been open shall be computed from the time that the drawspan is fully open, and the length of time that a draw has been closed shall be computed from the time that the drawspan ceases to move in closing.

(f) For every vessel that cannot pass the closed bridges the operation of the draw shall afford full horizontal and vertical clearance in the draw opening regardless of the size or requirements of the passing vessel.

(g) Trains, cars, vehicles, or persons shall not be stopped on any drawspan for the purpose of delaying the opening of the draw, nor shall any vessel or other watercraft be so handled or placed as to delay the opening or closing of any drawspan, but all passage over, under, or through a drawspan shall be prompt so as to reduce delays to water and land traffic to a minimum.

(h) The owner of or agency controlling each bridge shall maintain in good and efficient order the drawspan and the machinery and appliances for operating the same and for assisting vessels while passing through the draw. The owner of or agency controlling the bridge shall also provide and maintain at the drawspan such number of draw tenders or operators as may be necessary to open and close the same promptly; and shall also provide and maintain in good order on the bridge piers or fenders such fixtures as may be necessary to vessels in mooring or making fast while waiting for the drawspan to open.

§ 203.87 *Taunton River, Mass.; bridges.* (a) The signal for opening the draw of each of the drawbridges shall be three short blasts of a whistle or horn. This signal shall be answered by one long blast of a whistle or horn on the bridge when the operation of opening is commenced, or, if the draw cannot be opened promptly, by three long blasts and in addition a red flag or ball by day and a red light by night shall be conspicuously displayed on the bridge.

(b) Except as otherwise provided in this section, the draws of the bridges shall be immediately opened, upon receiving the prescribed signal, at all times during the day or night for the passage of foreign vessels and "vessels of the United States" as defined in R. S. 4311 (46 U. S. C. 251) unable to pass under the closed draws.

(c) When a train which will entirely cross a railroad bridge before stopping has reached the distance signal of the bridge and is in motion toward the bridge, the train may continue across the bridge, but in no case, except as provided in paragraph (f) of this section, shall the opening of the bridge for a vessel be delayed more than four minutes after the signal is given.

(d) Between 10:00 p. m. and 5:00 a. m. from May to October, inclusive, and between 6:00 p. m. and 6:00 a. m. from November to April, inclusive, the draw of the Bristol County highway bridge at Berkley shall be opened for the passage of all vessels which cannot pass the closed bridge upon notice given by telephone or otherwise to the operator at least 30 minutes in advance of the time the vessel desires to pass through the draw. The owner of or agency controlling the bridge shall provide arrangements whereby the draw tender can be reached by telephone or otherwise from the bridge, or through a public telephone exchange, and notice of such arrangements shall be kept conspicuously posted on the bridge.

(e) For all vessels or watercraft other than those described in paragraph (b) of this section which cannot pass the closed bridges, the draws shall, upon receiving the prescribed signal, be opened when two or more such vessels or other watercraft may be ready to pass through: *Provided,* That in no case shall the delay be more than 20 minutes.

(f) When the draw of any of the bridges shall have been open for 10 minutes or longer, it may be closed for the crossing of trains, cars, vehicles, or persons, if any be waiting to cross, and after being so closed for 10 minutes or for such shorter time as may be necessary for the trains, cars, vehicles, or persons to cross, it shall again be opened promptly for the passage of foreign vessels or "vessels of the United States," if there be any such desiring to pass. The length of time that a draw shall have been open shall be computed from the time that the drawspan is fully open, and the length of time that a draw has been closed shall be computed from the time that the drawspan ceases to move in closing.

(g) For every vessel that cannot pass the closed bridges the operation of the draw shall afford full horizontal and vertical clearance in the draw opening regardless of the size or requirements of the passing vessel.

(h) Trains, cars, vehicles, or persons shall not be stopped on any drawspan for the purpose of delaying the opening of the draw, nor shall any vessel or other watercraft be so handled or placed as to delay the opening or closing of any drawspan, but all passage over, under, or through a drawspan shall be prompt so as to reduce delays to water and land traffic to a minimum.

(i) The owner of or agency controlling each bridge shall maintain in good and efficient order the drawspan and the machinery and appliances for operating the same and for assisting vessels while passing through the draw. The owner of or agency controlling the bridge shall also provide and maintain at the drawspan such number of draw tenders or operators as may be necessary to open and close the same promptly; and shall also provide and maintain in good order on the bridge piers or fenders such fixtures as may be necessary to vessels in mooring or making fast while waiting for the drawspan to open.

§ 203.89 *Seekonk (Pawtucket) River, Providence, R. I.; bridges.* (a) The signal for opening the draw of each of the drawbridges shall be three short blasts of a whistle or horn. This signal shall be answered by one long blast of a whistle or horn on the bridge when the operation of opening is commenced, or, if the draw cannot be opened promptly, by three long blasts and in addition a red flag or ball by day and a red light by night shall be conspicuously displayed on the bridge.

(b) Except as otherwise provided in this section, the draws of the bridges shall be immediately opened, upon receiving the prescribed signal, at all times during the day or night for the passage of foreign vessels and "vessels of the United States" as defined in R. S. 4311 (46 U. S. C. 251) unable to pass under the closed draws.

(c) When a train which will entirely cross a railroad bridge before stopping has reached the distance signal of the bridge and is in motion toward the bridge,

the train may continue across the bridge, but in no case, except as provided in paragraph (f) of this section, shall the opening of the bridge for a vessel be delayed more than four minutes after the signal is given.

(d) Between 7:00 a. m. and 9:00 a. m. and between 4:00 p. m. and 6:00 p. m. daily the draws of the highway bridges (Washington Bridge and Red Bridge) shall be closed to all vessels except those drawing 10 feet or more of water at the time.

(e) For all vessels or watercraft other than those described in paragraph (b) of this section which cannot pass the closed bridges, the draws shall, upon receiving the prescribed signal, be opened when two or more such vessels or other watercraft may be ready to pass through: *Provided,* That in no case shall the delay be more than 20 minutes.

(f) When the draw of any of the bridges shall have been open for 10 minutes or longer, it may be closed for the crossing of trains, cars, vehicles, or persons, if any be waiting to cross, and after being so closed for 10 minutes or for such shorter time as may be necessary for the trains, cars, vehicles, or persons to cross, it shall again be opened promptly for the passage of foreign vessels or "vessels of the United States," if there be any such desiring to pass. The length of time that a draw shall have been open shall be computed from the time that the drawspan is fully open, and the length of time that a draw has been closed shall be computed from the time that the drawspan ceases to move in closing.

(g) For every vessel that cannot pass the closed bridges the operation of the draw shall afford full horizontal and vertical clearance in the draw opening regardless of the size or requirements of the passing vessel.

(h) Trains, cars, vehicles, or persons shall not be stopped on any drawspan for the purpose of delaying the opening of the draw, nor shall any vessel or other watercraft be so handled or placed as to delay the opening or closing of any drawspan, but all passage over, under or through a drawspan shall be prompt so as to reduce delays to water and land traffic to a minimum.

(i) The owner of or agency controlling each bridge shall maintain in good and efficient order the drawspan and the machinery and appliances for operating the same and for assisting vessels while passing through the draw. The owner of or agency controlling the bridge shall also provide and maintain at the drawspan such number of draw tenders or operators as may be necessary to open and close the same promptly; and shall also provide and maintain in good order on the bridge piers or fenders such fixtures as may be necessary to vessels in mooring or making fast while waiting for the drawspan to open.

§ 203.115 *Connecticut River, Conn.; bridges.* (a) The signal for opening the draw of each of the drawbridges shall be one long blast (of about five seconds' duration) of a whistle or horn. This signal shall be answered by one long blast of a whistle or horn on the bridge when the operation of opening is commenced, or, if the draw cannot be opened promptly, by a series of not less than four short, sharp blasts (each of not more than one second's duration) and in addition a red flag or ball by day and a red light by night shall be conspicuously displayed on the bridge.

* * * * *

(e) [Revoked.] * * *

Inland Waterway from Delaware River to Chesapeake Bay, Del. and Md. See § 207.100. (Eliminated and inserted preceding § 203.240.)

§ 203.225 *Navigable waters in the State of New Jersey; bridges where constant attendance of draw tenders is not required.* (a) The owners of or agencies controlling the bridges listed in paragraph (f) of this section will not be required to keep draw tenders in constant attendance.

(b) Whenever a vessel unable to pass under a closed bridge desires to pass through the draw, advance notice, as specified, of the time the opening is required shall be given to the authorized representative of the owner of or agency controlling the bridge.

(c) Upon receipt of such advance notice, the authorized representative of the owner of or agency controlling the bridge, in compliance therewith, shall arrange for the prompt opening of the draw at the time specified in the notice for the passage of the vessel.

(d) The owners of or agencies controlling the bridges shall keep conspicuously posted on both the upstream and downstream sides thereof, in such manner that it can easily be read at any time, a copy of the regulations in this section together with a notice stating exactly how the representative specified in paragraph (b) may be reached.

(e) The operating machinery of the draws shall be maintained in a serviceable condition, and the draws shall be opened and closed at intervals frequent enough to make certain that the machinery is in proper order for satisfactory operation.

(f) The bridges to which this section applies, and the regulations applicable in each case, are as follows:

Passaic River; Passaic and Bergen Counties highway bridge at West Eighth Street, Passaic. At least 24 hours' advance notice required.

Shrewsbury River (South Branch) at junction of Parker Creek and Oceanport Creek; Monmouth County Gooseneck Highway Bridge. During the period from November 1 to April 30, inclusive, at least four hours' advance notice required. At all other times the regulations contained in § 203.215 shall govern the operation of this bridge.

Oceanport Creek; New York and Long Branch Railroad Company bridge near Oceanport. At least four hours' advance notice required.

Tuckahoe River; New Jersey State Highway Department bridge at Tuckahoe. At least 24 hours' advance notice required.

Maurice River; New Jersey State Highway Department bridge at Main Street, Millville. At least 24 hours' advance notice required.

Manantico Creek; New Jersey State Highway Department bridge near Millville. At least 12 hours' advance notice required.

Cohansey River; New Jersey State Highway Department bridge at Broad Street, Bridgeton. At least 24 hours' advance notice required.

Alloway Creek; New Jersey State Highway Department bridge at Quinton. At least 24 hours' advance notice required.

Oldmans Creek; New Jersey State Highway Department bridge near Nortonville and Pennsylvania-Reading Seashore Lines railroad bridge near Pedricktown. At least 24 hours' advance notice required.

§ 203.227 *Delaware and Schuylkill Rivers, N. J. and Pa., in vicinity of Philadelphia and Bristol; bridges*—(a) *Signals.* When at any time during the day or night any vessel, tug, or other watercraft unable to pass under a closed drawbridge approaches it with the intention of passing through the draw, the signal for the draw to be opened shall be three blasts of a whistle or horn blown on the vessel or craft. If the draw is ready to be opened immediately when the signal is given on the vessel or craft, the signal shall be answered by two blasts of a whistle or horn blown on the bridge; if the draw is not ready to be opened immediately, the signal shall be answered by one blast of a whistle or horn blown on the bridge.

(b) *Opening the draw.* Upon hearing or perceiving the prescribed signal, the bridge tender shall immediately clear the drawspan and open the draw to its full extent for the passage of the vessel or other craft: *Provided:* That the draw of a railroad bridge need not be opened when there is a train in the bridge block approaching the bridge with the intention of crossing, nor within five minutes of the known time of passage of a scheduled passenger, mail, or express train; but in no event, except in case of breakdown of the operating machinery, shall the opening of the draw be delayed more than five minutes in the case of a highway bridge nor more than 10 minutes in the case of a railroad bridge: *And Provided further:* That the draw need not be opened for the passage of a tug or other craft equipped with a movable stack or mast which can readily be lowered so as to permit its passage under the closed draw, unless such craft has in tow a vessel which is unable to pass under the closed draw or by reason of stress of weather it is unsafe to lower such stack or mast.

(c) *Interference with operation.* Vehicles, streetcars, locomotives, and trains shall not be stopped on the drawspans, nor shall locomotives or trains be stopped in the bridge blocks of railroad bridges in such manner as to delay the operation of the draw, except in case of urgent necessity, nor shall vessels be moored to the bridge fenders or so maneuvered as to unnecessarily hinder or delay the closing of the draw, but all passages over, through, or under the bridges shall be prompt, to avoid delay to either land or water traffic.

(d) *Hinged stacks and masts.* Each tug, towboat, barge, and other small craft regularly and habitually navigating the Schuylkill River shall be subject to inspection and measurement by the District Engineer, Corps of Engineers, to determine the exact height above the water surface of its pilot or deckhouses when such vessel is in its ordinary trim; and the District Engineer is hereby empow-

cred to decide in each case whether or not the vessel shall be equipped with hinged or removable stacks, masts, and flagpoles which can be lowered to enable the vessel to pass under the closed draw of any or all of the bridges. If the District Engineer decides that such action should be taken, he shall notify the vessel owner and the bridge owner of his decision, specifying a reasonable time for making the alterations; and after the expiration of the time specified the draw need not be opened for the passage of such vessel unless it has in tow a vessel unable to pass under the closed draw or by reason of stress of weather it is unsafe to lower such stack or mast.

(e) *Operating machinery.* All drawbridges shall be equipped with adequate, quick-operating power machinery for opening and closing the draw, and this machinery shall at all times be kept in good and effective working condition and manned by competent operators.

(f) *Clearance gages.* The owners of each bridge shall provide and keep in good legible condition two board gages, painted white with black figures not less than six inches high, to indicate the headroom clearance under the closed span at all stages of the tide. These gages shall be so placed on the ends of the drawspan fenders that they will be plainly visible to the navigator of a vessel approaching the bridge either upstream or downstream.

Inland Waterway from Delaware River to Chesapeake Bay, Del. and Md. (Chesapeake and Delaware Canal). See § 207.100.

§ 203.240 *Navigable waters discharging into the Atlantic Ocean south of and including Chesapeake Bay and into the Gulf of Mexico (including the Lower Atchafalaya River, La.), except the Mississippi and its tributaries and outlets; bridges.* (a) * * *

NOTE: The special regulations contained in §§ 203.245 to 203.540 prescribed where local conditions require to govern the operation of certain bridges, supplement the general regulations contained in § 203.240.

§ 203.245 *Navigable waters discharging into the Atlantic Ocean south of and including Chesapeake Bay and into the Gulf of Mexico, except the Mississippi River and its tributaries and outlets; bridges where constant attendance of draw tenders is not required.* (a) The owners of or agencies controlling the bridges listed in paragraph (f) of this section will not be required to keep draw tenders in constant attendance.

(b) Whenever a vessel unable to pass under a closed bridge desires to pass through the draw, advance notice, as specified, of the time the opening is required shall be given to the authorized representative of the owner of or agency controlling the bridge.

(c) Upon receipt of such advance notice, the authorized representative of the owner of or agency controlling the bridge, in compliance therewith, shall arrange for the prompt opening of the draw at the time specified in the notice for the passage of the vessel.

(d) The owners of or agencies controlling the bridges shall keep conspicuously posted on both the upstream and downstream sides thereof, in such manner that it can easily be read at any time, a copy of the regulations in this section together with a notice stating exactly how the representative specified in paragraph (b) may be reached.

(e) The operating machinery of the draws shall be maintained in a serviceable condition, and the draws shall be opened and closed at intervals frequent enough to make certain the machinery is in proper order for satisfactory operation.

(f) The bridges to which this section applies, and the special regulations applicable in each case, are as follows:

Bush River, Md.; Pennsylvania Railroad Company bridge at Bush River. From October 1 to May 31, inclusive, and between 7:00 p. m. and 10:00 a. m. from June 1 to September 30, inclusive, at least three hours' advance notice required. Between 10:00 a. m. and 7:00 p. m. from June 1 to September 30, inclusive, the regulations contained in section 203.240 shall govern the operation of this bridge.

Chester River, Md.; Maryland State Roads Commission bridge at Crumpton. Between sunrise and sunset from November 1 to March 31, inclusive, at least six hours' advance notice required. Between sunset and sunrise during this period the draw need not be opened for the passage of vessels. From April 1 to October 31, inclusive, the regulations contained in § 203.240 shall govern the operation of this bridge.

Dorseys (College) Creek, Md.; bridges of the Maryland State Roads Commission and the Baltimore and Annapolis Railroad Company at Annapolis. At least five hours' advance notice required.

Hunting Creek, Md.; bridge of the County Commissioners of Caroline and Dorchester Counties near Choptank. At least 24 hours' advance notice required.

Marshyhope Creek, Md.; Maryland State Roads Commission bridge at Brookview. Between sunrise and sunset, at least six hours' advance notice required. Between sunset and sunrise the draw need not be opened for the passage of vessels.

Pocomoke River, Md.; Maryland State Roads Commission bridge at Snow Hill. At least five hours' advance notice required.

Onancock River, Warrington Branch, Va.; highway bridge at Onancock. At least three hours' advance notice required.

Cat Point Creek, Va.; Virginia Department of Highways bridge near Warsaw. At least four hours' advance notice required.

Elizabeth River, Western Branch, Va.; Virginia Department of Highways bridge at Hodges Ferry. At least eight hours' advance notice required.

Baines Creek, Va.; Atlantic Coast Line Railroad Company bridge at Portsmouth. At least 24 hours' advance notice required.

Nansemond River, Western Branch, Va.; Virginia Department of Highways bridge at Reids Ferry. At least eight hours' advance notice required.

Appomattox River, Va.; Seaboard Air Line Railroad Company bridge near Hopewell. Between 6:00 p. m. and 6:00 a. m., at least 30 minutes advance notice required. Between 6:00 a. m. and 6:00 p. m. the regulations contained in § 203.240 shall govern the operation of this bridge.

Scuppernong River, N. C.; North Carolina State Highway and Public Works Commission bridge at Creswell. At least 24 hours' advance notice required.

Pungo River, N. C.; North Carolina State Highway and Public Works Commission bridge at Leechville. At least 24 hours' advance notice required.

Pungo Creek, N. C.; North Carolina State Highway and Public Works Commission bridge near Ransomville. At least 24 hours' advance notice required.

South Creek, N. C.; bridge of North Carolina State Highway and Public Works Commission at Aurora and Atlantic Coast Line Railroad Company at Royal. At least 24 hours' advance notice required.

Bath Creek, N. C.; North Carolina State Highway and Public Works Commission bridge at Bath. At least 24 hours' advance notice required.

Tar River, N. C.; Atlantic Coast Line Railroad Company bridge at Greenville, and drawbridges upstream therefrom. At least 24 hours' advance notice required.

Neuse River, N. C.; North Carolina State Highway and Public Works Commission bridge at Maple Cypress Landing (Fort Barnwell). At least 12 hours' advance notice required.

Neuse River, N. C.; drawbridges upstream from North Carolina State Highway and Public Works Commission bridge at Maple Cypress Landing (Fort Barnwell). At least 24 hours' advance notice required.

Trent River, N. C.; Atlantic Coast Line Railroad Company bridge at Pollocksville, and drawbridges upstream therefrom. At least 24 hours' advance notice required.

Brices Creek, N. C.; North Carolina State Highway and Public Works Commission bridge near James City. At least 24 hours' advance notice required.

Contentnea Creek, N. C.; Atlantic Coast Line Railroad Company bridge at Grifton. At least 24 hours' advance notice required.

Pee Dee River, S. C.; South Carolina State Highway Department bridge near Georgetown (Pee Dee River drawspan of the Lafayette Bridge). At least 12 hours' advance notice required.

Pee Dee River, S. C.; Seaboard Air Line Railway Company bridge at Poston. At least 24 hours' advance notice required.

Black River, S. C.; South Carolina State Highway Department bridge near Georgetown. At least 12 hours' advance notice required. The owner of or agency controlling the bridge shall arrange for its representative to be reached at the same place that the representative for the Lafayette Bridge may be reached in order that one notice may suffice to secure the prompt opening of both bridges.

Santee and Congaree Rivers, S. C.; drawbridges upstream from South Carolina State Highway Department bridge near Lanes. At least 24 hours' advance notice required.

Cooper River, S. C.; Seaboard Air Line Railway Company bridge near Codesville. At least 24 hours' advance notice required: *Provided*, That a draw tender shall be placed in constant attendance on 10 days' notice in writing from the District Engineer, Corps of Engineers.

Church Creek, S. C.; South Carolina State Highway Department bridge between Johns Island and Wadmalaw Island. At least 24 hours' advance notice required.

Edisto River, S. C.; Seaboard Air Line Railway Company bridge near Fenwick. At least 24 hours' advance notice required.

Ashepoo River, S. C.; South Carolina State Highway Department bridge at Brickyard Ferry near Bennetts Point. At least 24 hours' advance notice required. Any vessel navigating Ashepoo River with the intention of making repeated trips shall notify the authorized representative of the owner of or agency controlling the bridge of the expected frequency of such trips. The bridge shall then be maintained in readiness to open promptly upon signal from the vessel without any further notice. Repeated trips shall be understood to mean trips not more than 24 hours' apart.

Ashepoo River, S. C.; Seaboard Air Line Railway Company bridge near Fenwick. At least 96 hours' advance notice required: *Provided*, That a draw tender shall be placed in constant attendance on 10 days' notice in

writing from the District Engineer, Corps of Engineers.

Combahee River, S. C.; bridges of Seaboard Air Line Railway Company near Wiggins and South Carolina State Highway Department near Sheldon. At least 12 hours' advance notice required.

North Wimbee Creek, S. C.; Seaboard Air Line Railway Company bridge near Lobeco. At least 24 hours' advance notice required.

Harbor River, a tidal estuary in St. Helena Sound, S. C.; South Carolina State Highway Department bridge on State Highway No. 285 at Hunting Island. At least 24 hours' advance notice required.

Battery Creek, S. C.; South Carolina State Highway Department bridge between Beaufort and Parris Island. At least 24 hours' advance notice required.

Broad River, S. C.; Seaboard Air Line Railway Company bridge near Whale Branch. At least 24 hours' advance notice required.

Richardson's Creek, Ga.; Chatham County highway bridge connecting Oatland Island and Whitemarsh Island near Thunderbolt. At least 24 hours' advance notice required.

Ogeechee River, Ga.; all drawbridges. At least 24 hours' advance notice required.

Altamaha River, Oconee River, and Ocmulgee River, Ga.; all drawbridges. At least 24 hours' advance notice required.

Broward River (Cedar Creek) and Clapboard Creek, Fla.; bridges on Heckscher Drive. At least 12 hours' advance notice required.

St. Johns River, Fla.; Florida East Coast Railway Company bridge at Cook's Ferry. At least eight hours' advance notice required.

Kissimmee River, Fla.; Seaboard Air Line Railway Company bridge near Fort Bassenger. At least 24 hours' advance notice required.

Caloosahatchee Canal, Fla.; Atlantic Coast Line Railroad Company bridge at Moore Haven. Between 10:00 p. m. and 6:00 a. m., the draw need not be opened for the passage of vessels. Between 6:00 a. m. and 10:00 p. m. the regulations in section 203.240 shall govern the operation of this bridge.

Orange River, Fla.; State Road Department of Florida bridge one mile above mouth near Fort Myers. At least 24 hours' advance notice required, except during a hurricane alert issued by the United States Weather Bureau affecting the area of the Caloosahatchee and Orange Rivers when a draw tender shall be constantly on duty and the bridge opened at any time for the passage of vessels giving the usual signal.

Miakka River, Fla.; highway and railroad drawbridges near Charlotte Beach. At least 36 hours' advance notice required.

Lemon Bay, Fla.; highway drawbridge near drawbridges near Charlotte Beach. At least 36 hours' advance notice required.

Palm River (Sixmile Creek), a tributary of McKay Bay near Tampa, Fla.; Atlantic Coast Line Railroad bridge about one mile above mouth. At least 12 hours' advance notice required. When such notice is given, the owner of or agency controlling the bridge shall keep a draw tender in constant attendance for a period of one hour beginning at the time of high tide at reference station Tampa, as published by the United States Coast and Geodetic Survey, occurring at any time between sunrise and sunset at latitude 28° north, as published by the United States Hydrographic Office. When a draw tender is in attendance at the bridge during such period, the bridge shall be opened for any vessel desiring passage whether or not it has given advance notice.

Coffee Pot Bayou, St. Petersburg, Fla.; highway bridge at foot of Poplar Street. At least one hour's advance notice required.

Suwannee River, Fla.; Atlantic Coast Line Railroad Company bridge at Old Town. At least five days' advance notice required.

Apalachicola River, Fla.; Louisville and Nashville Railroad Company bridge at River Junction. At least 24 hours' advance notice required: *Provided*, That operators shall be placed in attendance on the bridge when the stage of the river rises to 14 feet on the gage, and they shall be maintained thereon for the duration of all stages above 14 feet.

Flint River, Ga.; bridges of Seaboard Air Line Railway Company and Atlantic Coast Line Railroad Company at Bainbridge. At least 24 hours' advance notice required.

Chattahoochee River, Ga. and Ala.; bridges of Atlantic Coast Line Railroad Company at Alaga, Ala., Central of Georgia Railroad Company at Columbia, Ala., and Seaboard Air Line Railway Company near Omaha, Ga. At least six hours' advance notice required.

Choctawhatchee River, Fla.; State Road Department of Florida bridge on State Road No. 10 approximately 14 miles east of Freeport. At least 12 hours' advance notice required.

Three Mile Creek, Ala.; State of Alabama Highway Department bridge at Mobile. At least 12 hours' advance notice required.

Coosa River, Ala.; Seaboard Air Line Railway Company bridge at Lock. At least 24 hours' advance notice required.

Coosa River, Ala.; Louisville and Nashville Railroad Company bridge at Gadsden. At least six hours' advance notice required.

West Pearl River, La.; New Orleans and Northeastern Railroad Company bridge at Pearl River Station. At least six hours' advance notice required.

Bayou Lacombe, La.; Louisiana Department of Highways bridge at Lacombe. At least 48 hours' advance notice required.

Bayou Colyell, La.; Louisiana Department of Highways bridge near Port Vincent. At least 48 hours' advance notice required.

Bayou Lafourche, La.; Texas and New Orleans Railroad Company bridge at Lafourche. Between 5:00 p. m. and 8:00 a. m., at least 12 hours' advance notice required. Between 8:00 a. m. and 5:00 p. m. the regulations contained in section 203.240 shall govern the operation of this bridge.

Bayou Lafourche, La.; Louisiana Department of Highways bridge at Labadieville. At least 48 hours' advance notice required.

Bayou Lafourche, La.; bridges of Louisiana Department of Highways and Texas and Pacific Railway Company near Napoleonville. At least 24 hours' advance notice required.

Bayou Black, La.; Morgan's Louisiana and Texas Railroad and Steamship Company bridge at Southdown. At least 24 hours' advance notice required.

Bayou Grosse Tete, La.; The Texas and Pacific Railway Company bridge at Grosse Tete, and Louisiana Department of Highways bridge near Rosedale. At least 48 hours' advance notice required.

Bayou Teche, La.; Louisiana Department of Highways bridges at Ruth and at Breaux Bridge. At least 48 hours' advance notice required.

Bayou Teche, La.; Morgan's Louisiana and Texas Railroad and Steamship Company bridge at Breaux Bridge. At least 24 hours' advance notice required.

Stumpy Bayou, La.; Louisiana Department of Highways bridge near Weeks Island. At least six days' advance notice required.

Vermilion River, La.; Louisiana Department of Highways bridge near Lafayette. At least 48 hours' advance notice required.

Bayou Des Cannes, La.; Louisiana Department of Highways bridge near Evangeline. At least 48 hours' advance notice required.

Bayou Plaquemine Brule, La.; Texas and New Orleans Railroad Company bridge near Midland. At least 24 hours' advance notice required.

Bayou Nezpique, La.; Louisiana Department of Highways bridge near Jennings. At least 48 hours' advance notice required.

Bayou Choupique, La.; bridges of Louisiana Department of Highways near Calcasieu. At least 48 hours' advance notice required.

Bayou D'Inde, La.; Louisiana Department of Highways bridge. At least 48 hours' advance notice required.

Bayou D'Inde, La.; railroad bridge of Defense Plant Corporation, Cities Service Refining Corporation, Agent. At least 72 hours' advance notice required.

Contraband Bayou, La.; Police Jury of Calcasieu Parish highway bridge near Lake Charles. At least six hours' advance notice required.

Houston River, La.; Kansas City Southern Railway Company bridge near Lake Charles. At least 24 hours' advance notice required.

English Bayou, La.; Louisiana Department of Highways bridge near Lake Charles. At least 48 hours' advance notice required.

Sabine River, La. and Tex.; Texarkana and Fort Smith Railway Company bridge near Ruliff, Tex., and highway bridge between Starks, La., and Deweyville, Tex. At least 24 hours' advance notice required.

Cow Bayou, Tex.; Orange County highway bridges 7 and 17 miles, respectively, above the mouth near Orangefield. At least six hours' advance notice required.

Brays Bayou, Tex.; Harris County highway bridge at Broadway, Harrisburg. At least 12 hours' advance notice required.

Brazos River, Tex.; combination highway and railroad bridge between Freeport and Velasco. At least 24 hours' advance notice required.

Brazos River Diversion Channel, Tex.; highway bridge near Freeport. At least 12 hours' advance notice required.

§ 203.446 *New River; highway bridge at S. E. Sixth Avenue, Fort Lauderdale, Fla.* (a) During the period December 1 to April 30, both dates inclusive, the owner of or agency controlling this bridge will not be required to open the drawspan between the hours of 11:00 a. m. and 6:30 p. m., except on the hour and half-hour when the bridge shall be opened to allow all accumulated vessels to pass; *Provided*, That between the hours of 4:00 p. m. and 5:00 p. m. the drawspan shall be opened on the hour, half-hour, and quarter-hour to allow all accumulated vessels to pass.

(b) The draw shall be opened at any time to allow the passage of a tow or vessel in distress.

(c) The owner or agency controlling the bridge shall place a clock on each side of the drawspan at such location and of sufficient size to be seen at day or night by craft within 300 feet of the bridge. The time of opening shall be governed by this clock.

(d) The owner or agency controlling the bridge shall place signs, of a size and description designated by the District Engineer, at each side of the bridge and at intervals of ½, 1, 1½, and 2 miles above and below the bridge.

§ 203.555 *Mississippi River and its navigable tributaries and outlets, including the Atchafalaya River, La., above Grand Lake; bridges.* * * *

NOTE: The special regulations contained in §§ 203.560 to 203.635, inclusive, and § 203.665, prescribed where local conditions require to govern the operation of certain bridges, supplement the general regulations contained in § 203.555.

§ 203.560 *Mississippi River and its tributaries and outlets; bridges where constant attendance of draw tenders is not required.* (a) The owners of or agencies controlling the bridges listed in paragraph (f) of this section will not be required to keep draw tenders in constant attendance.

(b) Whenever a vessel unable to pass under a closed bridge desires to pass

through the draw, advance notice, as specified, of the time the opening is required shall be given to the authorized representative of the owner of or agency controlling the bridge.

(c) Upon receipt of such advance notice, the authorized representative of the owner of or agency controlling the bridge, in compliance therewith, shall arrange for the prompt opening of the draw at the time specified in the notice for the passage of the vessel.

(d) The owners of or agencies controlling the bridges shall keep conspicuously posted on both the upstream and downstream sides thereof, in such manner that it can easily be read at any time, a copy of the regulations in this section together with a notice stating exactly how the representative specified in paragraph (b) may be reached.

(e) The operating machinery of the draws shall be maintained in a serviceable condition, and the draws shall be opened and closed at intervals frequent enough to make certain that the machinery is in proper order for satisfactory operation.

(f) The bridges to which this section applies, and the special regulations applicable in each case, are as follows:

Tante Phine Pass, La.; Tide Water Associated Oil Company bridge near Venice. At least 24 hours' advance notice required.

Red River, La.; State of Louisiana Department of Highways bridge at Moncla. At least 48 hours' advance notice required.

Red River, La.; bridges of Louisiana and Arkansas Railway Company, Rapides Parish (highway), and Missouri Pacific Railroad Company at Alexandria. At least four hours' advance notice required.

Red River, La.; State of Louisiana Department of Highways bridges at Boyce, Grand Ecore, and Coushatta. At least 48 hours' advance notice required.

Red River, Ark.; Missouri Pacific Railroad Company bridge at Fulton. At least 24 hours' advance notice required.

Caddo Lake, La.; bridge of Kansas City, Shreveport and Gulf Railway Company, operated by Kansas City Southern Railway Company, near Mooringsport. At least 24 hours' advance notice required.

Tensas River, La.; State of Louisiana Department of Highways bridges at Clayton and near New Light. At least 48 hours' advance notice required.

Macon Bayou, La.; State of Louisiana Department of Highways bridge near Winnsboro. At least 48 hours' advance notice required.

Boeuf River, La.; State of Louisiana Department of Highways bridge near Macon. At least 48 hours' advance notice required.

Ouachita River, Ark.; St. Louis Southwestern Railway Lines bridge near Camden. At least 48 hours' advance notice required.

Yazoo River, Miss.; Columbus and Greenville Railroad Company bridge at Fort Loring. At least four hours' advance notice required.

Big Sunflower River, Miss.; Columbus and Greenville Railroad Company bridge near Baird. At least four hours' advance notice required.

Black River, Ark.; Missouri Pacific Railroad Company bridge at Paroquet. At least 24 hours' advance notice required; to be given to the station agent of the Missouri Pacific Railroad Company at Newport, Arkansas, or to the draw tender on duty at the bridge. Whenever any vessel passing through the bridge intends to return through it within 24 hours and informs the draw tender of the probable time of its return, the draw shall be opened promptly on signal for the passage of the vessel on the return trip without any further notice.

Missouri River, Neb. and Iowa; Dakota County bridge between Sioux City, Iowa, and South Sioux City, Neb. At least two hours' advance notice required.

Missouri River, S. D.; Chicago and North Western Railroad Company bridge at Pierre. At least four hours' advance notice required.

Osage River, Mo.; bridges of Missouri Pacific Railroad Company and Missouri State Highway Department near Osage City. At least 24 hours' advance notice required.

Wisconsin River, Wis.; all drawbridges. At least 48 hours' advance notice required.

Black River, Wis.; Chicago, Milwaukee, St. Paul and Pacific Railroad Company bridge at La Crosse. At least two hours' advance notice required.

Black River, Wis.; Wisconsin State Highway Commission bridge at North La Crosse. At least 24 hours' advance notice required.

§ 203.640 * * *

Duluth-Superior Harbor, Minn. and Wis. See § 207.400.

Keweenaw Waterway, Mich. See § 207.410 [Eliminated.]

§ 203.642 * * *

§ 203.712 *Tributaries of San Francisco Bay and San Pablo Bay, Calif.*—(a) *Mud Slough; Southern Pacific Company railroad bridge near Alviso.* At least 24 hours' advance notice required.

(b) *Newark Slough; Southern Pacific Company railroad bridge near Newark.* At least 24 hours' advance notice required. To be given to the Superintendent, Southern Pacific Company, Oakland Pier, Oakland, California.

(c) *San Leandro Bay; State of California highway bridge between Alameda and Bayfarm Island.* From 9:00 p. m. to 5:00 a. m. daily, the draw need not be opened for the passage of vessels.

(d) *Oakland Tidal Canal; Department of the Army highway and railroad bridge at Fruitvale Avenue.* All vessels, except motorboats without tow, are forbidden to approach within 300 feet of this bridge for the purpose of eventual passage through the draw except during slack water or when opposing the tidal flow. Vessels and barges shall not attempt passage through the draw while running with the tide, and the bridge will not be opened for vessels under such conditions.

(e) *Corte Madera Creek; Northwestern Pacific Railroad Company bridge and State of California highway bridge near Corte Madera.* At least 24 hours' advance notice required.

(f) *Novato Creek; State of California highway bridge near Ignacio.* At least 24 hours' advance notice required.

(g) *Petaluma Creek*—(1) *Northwestern Pacific Railroad Company bridge at Black Point.* The owner of or agency controlling this bridge need not keep a draw tender in constant attendance except when the draw is closed for the passage of railroad traffic. At all other times the draw may remain in full open position and unattended. During foggy weather a bell shall be tolled continuously when the draw is in open position.

(2) *City of Petaluma highway bridge at Washington Street, Petaluma.* At least six hours' advance notice required. To be given to the operator of the "D" Street Bridge, telephone Petaluma 191–R.

(h) *Sonoma Creek*—(1) *State of California highway bridge (Sears Point Cutoff Bridge).* At least four hours' advance notice required. To be given to the operator of the State of California highway bridge (Sears Point Cutoff Bridge) across Napa River at Vallejo.

(2) *Northwestern Pacific Railroad Company bridge at Wingo.* At least 24 hours' advance notice required.

(i) *Mare Island Strait, Napa River, and their tributaries*—(1) *Department of the Navy bridge (Mare Island Causeway) and State of California highway bridge (Sears Point Cutoff Bridge) at Vallejo.* From 7:00 a. m. to 8:00 a. m. and from 4:00 p. m. to 5:00 p. m. daily, except Saturdays, Sundays, and holidays, the draws need not be opened for the passage of vessels other than vessels owned, operated, or controlled by the United States.

(2) *Southern Pacific Company railroad bridge at Brazos.* The owner of or agency controlling this bridge need not keep a draw tender in constant attendance except when the draw is closed for the passage of railroad traffic. At all other times the draw may remain in full open position and unattended. During foggy weather a bell shall be tolled continuously when the draw is in open position.

(3) *Dutchman Slough; James Irvine Bridge.* At least 24 hours' advance notice required.

(4) *Devil Slough; Russ Investment Company highway bridge.* At least 24 hours' advance notice required.

§ 203.714 *San Joaquin River and its tributaries, Calif.*—(a) *San Joaquin River*—(1) *Stockton Port District railroad bridge between Rough and Ready Island and Stockton.* At least 12 hours' advance notice required. To be given to the Director of the Port, Stockton Port District, Stockton, California.

(2) *San Joaquin County highway bridge between Rough and Ready Island and Stockton.* At least 12 hours' advance notice required. To be given to the San Joaquin County Highway Department or to the County Surveyor at Stockton, California.

(3) *Atchison, Topeka and Santa Fe Railway Company bridge near Stockton.* At least 12 hours' advance notice required. To be given to the bridge owner's agent at Stockton, California.

(4) *State of California highway bridge (Garwood Bridge).* At least 12 hours' advance notice required. To be given to the Division of Highways Maintenance Superintendent, 1200 Wilson Way, Stockton, California.

(5) *San Joaquin County highway bridge (Brandt Bridge).* At least 12 hours' advance notice required. To be given to the County Surveyor of San Joaquin County, Stockton, California.

(6) *Southern Pacific Company railroad bridge, State of California highway bridges (Mossdale Bridges), and Western Pacific Railroad Company bridge, near Lathrop.* (i) The signal for opening at once all four of these bridges shall be the call signal described in § 203.710 (b) (1). The signal for opening certain of these bridges, and those bridges only, shall be as follows: For the

Southern Pacific Company railroad bridge, two long blasts followed by one short blast; for the highway bridges, two short blasts followed by one long blast; and for the Western Pacific Railroad Company bridge, one long blast followed by one short blast and one long blast.

NOTE: As used in these special regulations, the term "long blasts" means distinct blasts of a whistle or horn or calls through a megaphone of four seconds' duration, and the term "short blasts" means distinct blasts of a whistle or horn or calls through a megaphone of one second's duration.

(ii) For upstream passages through these bridges, except as provided in subparagraph (iii), at least 24 hours' advance notice required. To be given to the Chief Dispatcher of the Southern Pacific Company at Stockton, California, to the Highway Maintenance Superintendent of the Division of Highways, State of California, at Stockton, California, and to the Chief Dispatcher of the Western Pacific Railroad Company at Sacramento, California. For downstream passages through these bridges, the vessel operators shall notify the individual draw tenders at the time the upstream passages are being made.

(iii) During sand dredging seasons, when, in the opinion of the District Engineer, Corps of Engineers, the attendance of draw tenders is required between 8:30 a. m. and 4:30 p. m. from Monday to Saturday, inclusive, these bridges shall, on proper signal, be opened promptly for the passage of all vessels unable to pass under the closed bridges. Prompt opening between 8:30 a. m. and 4:30 p. m. without advance notice from Monday to Saturday, inclusive, will be directed by the District Engineer provided the operators of sand dredging barges give 15 days' written notice to him and at the same time furnish sufficient evidence that such openings without advance notice are necessary to take care of contemplated traffic.

(7) *Drawbridges above Paradise Dam.* At least seven days' advance notice required.

(a) *Burns Cutoff; San Joaquin County highway bridges (Jacobs Road and Upper Highway Bridges) between Roberts Island and Rough and Ready Island.* At least two days' advance notice required. To be given to the County Surveyor of San Joaquin County, Stockton, California.

(c) *Middle River*—(1) *Atchison, Topeka and Santa Fe Railway Company bridge.* The signal for opening this bridge shall be two long blasts followed by one short blast.

(2) *State of California highway bridge between Victoria Island and Drexler Tract.* At least 12 hours' advance notice required. To be given to the Division of Highways Maintenance Superintendent, 1200 Wilson Way, Stockton, California.

(3) *San Joaquin County highway bridge between Union Island and Drexler Tract, at Fish Camp Landing.* At least 24 hours' advance notice required. To be given to the County Surveyor of San Joaquin County, Stockton, California.

(4) *San Joaquin County highway bridge (Williams Bridge) between Union Island and Roberts Island.* At least two days' advance notice required. To be given to the County Surveyor of San Joaquin County, Stockton, California.

(d) *Mormon Channel; City of Stockton highway bridge (Washington Street Bridge), Atchison, Topeka and Santa Fe Railway Company bridge (Edison Street Bridge), and City of Stockton (Lincoln Street Bridge).* (1) The signal for opening at once all three of these bridges shall be the call signal described in § 203.710 (b) (1). The signal for opening any one of these bridges, and that bridge only, shall be as follows: For the Washington Street Bridge, two long blasts followed by one short blast; for the Edison Street Bridge, two short blasts followed by one long blast; and for the Lincoln Street Bridge, one long blast followed by one short blast and one long blast.

(2) At least 12 hours' advance notice required. To be given to the representative of the City of Stockton and to the railway company's agent at Stockton, California.

(e) *King Island Cut; San Joaquin County highway bridge between King Island and Bishop Tract.* At least 12 hours' advance notice required. To be given to the San Joaquin County Highway Department or to the County Surveyor at Stockton, California.

(f) *Honker Cut; San Joaquin County highway bridge between Empire Tract and King Island.* The owner of or agency controlling this bridge shall keep a draw tender in constant attendance from September to November, inclusive, during such other periods as crop movements may justify, and during periods when, in the opinion of the District Engineer, an emergency exists. In the event that the crop moving season is started earlier than September 1 or is extended later than November 30, the period for prompt opening of the bridge on proper signal shall be adjusted accordingly, provided the operators of vessels navigating this waterway give 15 days' written notice to the San Joaquin County Highway Department or to the County Surveyor at Stockton, California, that such an adjustment is necessary to take care of contemplated traffic. At all other times, at least 12 hours' advance notice required. To be given to the San Joaquin County Highway Department or to the County Surveyor at Stockton, California.

(g) *Little Potato Slough; State of California highway bridge at Terminous.* (1) The owner of or agency controlling this bridge shall keep a draw tender in constant attendance: (i) From 8:00 a. m. to 5:00 p. m. during the months of July to September, inclusive.

(ii) During periods when, in the opinion of the District Engineer, Corps of Engineers, an emergency exists; or during crop moving seasons when, in the opinion of the District Engineer, the attendance of a draw tender is required, provided the operators of vessels engaged in the crop moving operations give 15 days' written notice to the District Engineer and at the same time furnish sufficient evidence that such service is necessary to take care of the contemplated traffic. In the event that special periods are established by the District Engineer for the constant attendance of a draw tender during an emergency or a crop moving season, information concerning the hours and lengths of such periods will be published in local newspapers and in the "Notice to Mariners" issued by the United States Coast Guard.

(2) From 5:00 p. m. to 8:00 a. m. during the months of July to September, inclusive, when a draw tender is not in attendance, advance notice required; to be given to the draw tender verbally, or by telephone through the Lodi Exchange, before 4:00 p. m. At all other times, at least 12 hours' advance notice required; to be given to the Division of Highways Maintenance Superintendent, 1200 South Wilson Way, Stockton, California.

(h) *Mokelumne River, including North and South Forks* — (1) *Mokelumne River*—(i) *State of California highway bridge near East Isleton.* The owner of or agency controlling this bridge shall keep a draw tender in constant attendance from 9:00 a. m. to 5:00 p. m. throughout the year; and during periods when, in the opinion of the District Engineer, Corps of Engineers, an emergency exists, or during crop moving seasons when, in the opinion of the District Engineer, the attendance of a draw tender is required provided the operators of vessels engaged in the crop moving operations give 15 days' written notice to the District Engineer and at the same time furnish sufficient evidence that such service is necessary to take care of the contemplated traffic. In the event that special periods are established by the District Engineer for the constant attendance of a draw tender during an emergency or a crop moving season, information concerning the hours and lengths of such periods will be published in local newspapers and in the "Notice to Mariners" issued by the United States Coast Guard. When a draw tender is not in attendance, advance notice required; to be given to the draw tender verbally, or by telephone through the Isleton Exchange, before 4:00 p. m.

(ii) *Drawbridges above New Hope Landing.* At least two days' advance notice required.

(2) *North Fork; Sacramento and San Joaquin Counties Highway bridge (Millers Ferry Bridge).* At least 12 hours' advance notice required. To be given to the San Joaquin County Highway Superintendent or to the County Surveyor at Stockton, California.

(3) *South Fork; San Joaquin County highway bridge (New Hope Landing Bridge).* (i) The signal for opening this bridge shall be two long blasts followed by one short blast.

(ii) At least 12 hours' advance notice required. To be given to the San Joaquin County Highway Superintnedent or to the County Surveyor at Stockton, California.

(i) *Snodgrass Slough; Southern Pacific Company railroad bridge and Sacramento County highway bridge.* From 8:00 a. m. to 5:00 p. m., daily, at least 24 hours' advance notice required. From 5:00 p. m. to 8:00 a. m., the draws need not be opened for the passage of vessels except in cases of extreme emergency.

§ 203.759 * * *

Dalles Celilo Canal, Columbia River. See § 207.710.

§ 203.760 * * *

§ 203.770 *Willapa River and navigable tributaries, Wash.; bridges.* (a) When at any time during the day or night a vessel unable to pass under the closed drawspan of any of these bridges approaches it from a distance of over 1,000 feet, the person in command of such vessel shall cause to be sounded, when the vessel is at a distance of not less than 1,000 feet, the prescribed signal and shall repeat this signal until it is understood at the bridge.

* * * * *

(e) The following signals are prescribed for vessels wishing to have the draws opened: For the State highway bridge over Willapa River (North Fork) at Raymond, one long blast of a whistle followed quickly by one short blast and one long blast; for the Northern Pacific Railway Company bridge over Willapa River (South Fork) at Raymond, two long blasts of a whistle followed quickly by one short blast; for the State highway bridge over Willapa River (South Fork) at Raymond, two long blasts of a whistle followed quickly by two short blasts. These bridges shall also be opened for the passage of vessels or watercraft of any description propelled by other than steam power upon like signals given by whistle or trumpet or upon verbal request of the person or persons in charge of the vessels.

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§ 203.790 * * *.

Lake Washington Ship Canal, Seattle, Wash. See § 207.760. [Eliminated.]

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[Regs. Dec. 17, 1948, ENGWR] (28 Stat. 362, 33 U. S. C. 499)

[SEAL] EDWARD F. WITSELL,
Major General,
The Adjutant General.

[F. R. Doc. 48-11390; Filed, Dec. 29, 1948; 9:16 a. m.]

PART 211—REAL ESTATE ACTIVITIES OF THE CORPS OF ENGINEERS IN CONNECTION WITH CIVIL WORKS PROJECTS

REVISION OF PART

The heading of Part 211 is changed to read as set out above, and the remainder of Part 211 is rescinded and the following substituted therefor:

REAL ESTATE; GENERAL

Sec.

211.1 Real estate defined.
211.2 Authority to acquire real estate.
211.3 Functions of the Chief of Engineers.
211.4 Acquisition of land.

TEMPORARY USE BY OTHERS OF CIVIL WORKS REAL ESTATE

211.5 Temporary use; how granted.
211.6 Rights which may be granted by the Secretary of the Army.
211.7 Rights which may be granted division and district engineers.
211.8 Limitation on rights which may be granted.
211.9 Applications for leases, easements, licenses and permits.

DISPOSAL OF REAL ESTATE ACQUIRED FOR CIVIL WORKS PURPOSES

211.10 Disposition of lands.
211.11 Sale of salvage of buildings, improvements, or crops.
211.12 Exchange of lands.
211.13 Approval of the Office, Chief of Engineers.

REAL ESTATE CLAIMS

211.14 Definition.
211.15 Statutory provisions.
211.16 Scope and application of Army Regulations.
211.17 Authority of Division Engineers to settle claims.
211.18 Action by claimant.
211.19 Place of filing claims.
211.20 Form of claim.
211.21 Evidence to be submitted by claimant.
211.22 Real estate claims officers.
211.23 Procedure.
211.24 Disposition of claims.

FEDERAL JURISDICTION OVER REAL ESTATE

211.25 General considerations in the acquiring of Federal jurisdiction.
211.26 Functions in acquiring Federal jurisdiction.
211.27 Methods of acquiring Federal jurisdiction.
211.28 Acceptance of jurisdiction.

AUTHORITY: §§ 211.1 to 211.28 issued under R. S. 161; 5 U. S. C. 22.

REAL ESTATE; GENERAL

§ 211.1 *Real estate defined.* The term "real estate" as used in this part includes land; buildings; piers and wharves; office and storage space; rights-of-way or easements, whether temporary or permanent; and any interests which may be acquired or held therein for the use or benefit of the United States by the Department of the Army or any branch thereof.

§ 211.2 *Authority to acquire real estate*—(a) *Congressional authority necessary.* No land shall be acquired on account of the United States except under a law authorizing such acquisition. (See R. S. 3736; 41 U. S. C. 14.)

(b) The authority of the Secretary of the Army to acquire real estate for river and harbor improvements, flood control projects and allied purposes, is based upon enactments of the Congress authorizing the particular projects and appropriating funds therefor. These enactments are generally termed Flood Control Acts and are passed following the submission by the Secretary of the Army of preliminary plans and surveys to the Congress for consideration and approval.

(c) *Local cooperation.* As a general rule in river and harbor and flood control projects, except channel improvements, channel rectifications, dam and reservoir, and certain other types of projects, local interests are required to provide without cost to the United States, all lands, easements and rights-of-way necessary for the construction of the projects.

§ 211.3 *Function of Chief of Engineers.* (a) The Chief of Engineers, under the authority of the Secretary of the Army, is charged with the responsibility for the acquisition, management and disposal of all real estate or interests therein required for use by the Department of the Army for river and harbor, flood control and allied purposes.

§ 211.4 *Acquisition of land.* (a) Real property and interests therein may be acquired by the Department of the Army by:

(1) Purchase.
(2) Condemnation.
(3) Transfer from other Government departments and agencies.
(4) Lease or similar instrument.
(5) Donation or gift.

(b) *Methods of acquisition*—(1) *Purchase.* It is the policy of the Department of the Army to secure title to lands, or the desired interest therein, by direct negotiation and purchase, where possible. Each tract of land to be acquired is approved by qualified appraisers for the purpose of determining the market value. Options for the purchase of land will not be negotiated containing reservations or exceptions by landowners or subject to outstanding rights in third parties which may interfere with the use of the land for which it is being acquired. In no case will an option be negotiated in which a vendor excepts or reserves the right to repurchase the property, or undertakes to convey subject to rights in a third party. Generally, landowners or tenants are authorized to reserve, or except from the sale, crops, timber, buildings and improvements with the right to remove same within a specified period, provided such buildings, etc., are not required for use by the Department of the Army. Land is acquired subject to public highways, roads, railroads, pipelines, and other utilities, and if it is determined that they interfere with the Government's use of the property, will be relocated or extinguished by contract between the Government and State, county or utility involved. If at any time in the course of acquisition by direct purchase, it becomes apparent that acquisition by such means will involve substantial delay or cannot be accomplished because of title defects which cannot be eliminated within a reasonable time, or because of failure to agree on the price to be paid, action is taken to acquire the land by condemnation.

(2) *Condemnation.* Condemnation of land is accomplished by the Secretary of the Army requesting the Attorney General to file a condemnation petition and procure an order from the court in the Federal Judicial District where the land is located, granting to the United States the right of immediate possession. The declaration of taking act (40 U. S. C. 258a-d) permits the Government to file a declaration of taking in conjunction with the condemnations proceedings, and provides that title to the property described therein vests immediately upon filing of the declaration in court and deposit of the Government's estimate of compensation, named in the declaration, in the registry of the court. The court may enter orders directing that all or part of the money deposited by the Government be paid to the owner of the land or other persons having an interest therein. This payment is without prejudice to the landowner's right to seek a higher value for his land in the trial of

the case before the court. Pending or during the trial under condemnation proceedings, negotiations may still be conducted with the landowner for the direct purchase of his property, and in the event an agreement is reached, action is taken to dismiss the land in question from the condemnation proceedings.

(3) *Transfer of land.* Transfer of land from other Government agencies to the Department of the Army is generally accomplished by obtaining a use permit, or if the land is desired permanently, then by transfer under applicable legislative authority. In the absence of such authority, a permit is obtained pending enactment of special legislation by the Congress. Public domain land under the Department of the Interior may be withdrawn and set aside for the use of the Department of the Army by Executive Order or a Public Land Order.

(4) *Lease.* The negotiation of leases for river and harbor and flood control purposes must be approved by the Chief of Engineers or his duly authorized representative.

TEMPORARY USE BY OTHERS OF CIVIL WORKS REAL ESTATE

§ 211.5 *Temporary use; how granted.* There are three methods by which the temporary use of real estate under the control of the Department of the Army may be granted: Lease, easement and licenses, or permit.

§ 211.6 *Rights which may be granted by the Secretary of the Army in river and harbor and flood control property—* (a) *Leases.* (1) The Secretary of the Army is authorized, whenever he shall deem it to be advantageous to the Government, to lease such real property under the control of his Department as is not surplus to the needs of the Department within the meaning of the Act of 3 October 1944 (58 Stat. 765), and is not for the time required for public use, to such lessee or lessees and upon such terms and conditions as in his judgment will promote the national defense or will be in the public interest. Each such lease shall be for a period not exceeding five years unless the Secretary of the Army shall determine that a longer period will promote the national defense or will be in the public interest. The Secretary of the Army may include, among other terms and conditions in the lease, a right of first refusal in the lessee to purchase the property in the event of the revocation of the lease in order to permit sale thereof by the Government, but this shall not be construed as authorizing the sale of any property unless the sale thereof is otherwise authorized by law. Each such lease shall contain a provision permitting the Secretary of the Army to revoke the lease at any time, unless he shall determine that the omission of such provision from the lease will promote the national defense or will be in the public interest. In any event each such lease shall be revocable by the Secretary of the Army during a national emergency declared by the President. Notwithstanding section 321 of the Act of 30 June 1932 (47 Stat. 412; 40 U. S. C. 303b), or any other provision of law, any such lease may provide for the maintenance, protection, repair, or restoration by the lessee, of the property leased or of the entire unit or installation where a substantial part thereof is leased, as a part or all of the consideration for the lease of such property. In the event utilities or services shall be furnished by the Department of the Army to the lessee in connection with any lease, payments for utilities or services so furnished may be covered into the Treasury to the credit of the appropriation or appropriations from which the costs of furnishing any such utilities or services to the lessee was paid. Except as otherwise hereinabove provided, any money rentals received by the Government directly under any such lease shall be deposited and covered into the Treasury as miscellaneous receipts. The authority herein granted shall not apply to oil, mineral, or phosphate lands (Act of 5 August 1947, 61 Stat. 774; 10 U. S. C. 1270).

(2) The Chief of Engineers, under the supervision of the Secretary of the Army, is authorized to construct, maintain, and operate public park and recreational facilities in reservoir areas under the control of the Department of the Army and to permit the construction, maintenance, and operation of such facilities. The Secretary of the Army is authorized to grant leases of lands, including structures or facilities thereon, in reservoir areas for such periods and upon such terms as he may deem reasonable: *Provided,* That leases to non-profit organizations may be granted at reduced or nominal rentals in recognition of the public service to be rendered in utilizing the leased premises: *Provided further,* That preference shall be given to Federal, State, or local governmental agencies, and licenses may be granted without monetary considerations to such agencies for the use of all or any portion of a reservoir area, when the Secretary of the Army determines such actions to be in the public interest, and for such periods of time and upon such conditions as he may find advisable. The water areas of all such reservoirs shall be open to the public use generally, without charge, for boating, swimming, bathing, fishing, and other recreational purposes, and ready access to and exit from such water areas along the shores of such reservoirs shall be maintained for general public use, when such use is determined by the Secretary of the Army not to be contrary to the public interest, all under such rules and regulations as the Secretary of the Army may deem necessary. No use of any area to which this section applies shall be permitted which is inconsistent with the laws for the protection of fish and game of the State in which such area is situated. All moneys received for leases or privileges shall be deposited in the Treasury of the United States as miscellaneous receipts. (Sec. 4, Act of 22 December 1944, 58 Stat. 887, 889, as amended by sec. 4, Act of 24 July 1946, 60 Stat. 641)

(b) *Easements.* The Secretary of the Army is authorized to grant easements for rights-of-way across real estate acquired for civil purposes as follows:

(1) *Poles and wires.* The Secretary of the Army may grant easements for rights-of-way, for periods not exceeding 50 years, for poles and lines for the transmission and distribution of electrical power, and for poles and lines for telephone and telegraph purposes, over lands under his jurisdiction, upon a finding that the same is not incompatible with the public interest (see Act 4 March 1911; 36 Stat. 1253; 43 U. S. C. 961). Form of easement is ENG Form 1360.

(2) *Pipe lines.* The Secretary of the Army may grant easements for rights-of-ways for gas, water, and sewer pipe lines across lands under his control provided that such grants will be in the public interest and will not substantially injure the interest of the United States in the property affected thereby (see Act 17 May 1926; 44 Stat. 562; 10 U. S. C. 1351). Form of easement is ENG Form 1361.

(3) *Other easements.* The Secretary of the Army is authorized and empowered, under such terms and conditions as are deemed advisable by him, to grant easements for rights-of-way over, across, in and upon acquired lands under his jurisdiction and control, and public lands permanently withdrawn or reserved for the use of the Department of the Army, to any State, political subdivision thereof, or municipality, or to any individual, partnership, or corporation of any State, Territory, or possession of the United States, for:

(1) Railroad tracks;
(2) Oil pipe lines;
(3) Substations for electric power transmission lines, telephone lines, and telegraph lines, and pumping stations for gas, water, sewer, and oil pipe lines;
(4) Canals;
(5) Ditches;
(6) Flumes;
(7) Tunnels;
(8) Dams and reservoirs in connection with fish and wildlife programs, fish hatcheries, and other fish-cultural improvements;
(9) Roads and streets;

Provided, That:

(a) Such rights-of-way shall be granted only upon a finding by the Secretary of the Army that the same will not be incompatible with the public interest.

(b) Such rights-of-way shall not include any more land than is reasonably necessary for the purpose for which granted.

(c) All or any part of such rights-of-way may be annulled and forfeited by the Secretary of the Army for failure to comply with the terms and conditions of the grant or for the nonuse for a period of two consecutive years or abandonment of rights granted. (See Act 24 July 1946, 60 Stat. 641.)

§ 211.7 *Rights which may be granted by division and district engineers—*(a) *Authority of division and district engineers.* Division engineers, the President of the Mississippi River Commission, and district engineers of districts to which real estate functions have been or may be assigned are authorized to lease, in the name of and by authority of the Secretary of the Army, lands of the United States and improvements thereon, acquired for reservoirs for navigation and flood control, subject to the prior approval of the Chief of Engineers. Recommendations of district engineers will be considered by division engineers and

the President of the Mississippi River Commission in granting leases and district engineers will administer the provisions of the leases, including the collection and deposit of payments.

§ 211.8 *Limitations on rights which may be granted*—(a) *Advertising.* It is the policy to grant leases to the highest responsible bidders after advertising, where competition is practicable. Advertising consists of the circularization of notices among former owners of the land, owners of adjacent lands, and others known to be interested and by the posting of notices in public places, and publication of notices in newspapers where such publication is deemed advisable. Exceptions have been made to this policy in favor of former owners in granting leases for agricultural and grazing purposes in reservoir areas.

(b) *Consideration.* The act of 5 August 1947 (61 Stat. 774; 10 U. S. C. 1270) provides that notwithstanding section 321 of the Act of 30 June 1932 (47 Stat. 412; 40 U. S. C. 303b) or any other provision of law, any such lease may provide for the maintenance, protection, repair, or restoration by the lessee, of the property leased or of the entire unit or installation where a substantial part thereof is leased, as a part or all of the consideration for the lease of such property. The consideration will be adequate but may consist of money and/or maintenance, protection, repair, or restoration by the lessee, of the property leased.

(c) *Consideration in easements and licenses.* In order to fully protect the interests of the United States, the Secretary of the Army will not, without substantial compensation grant to nongovernment agencies, for the purpose of private profit, valuable rights in Government property. A fair charge will be made for such privileges, the amount to be determined by all the circumstances surrounding the case, including an estimate as to what private interest in the vicinity would charge for a similar privilege.

§ 211.9 *Applications for leases, easements, licenses, and permits.* Applications for use of Civil Works property should be made to the district engineer of the district within the boundaries of which the real estate is located. The district engineer will determine whether the property will be required for public use during the period of the contemplated grant and whether the requested grant will interfere with any operations of the United States.

DISPOSAL OF REAL ESTATE ACQUIRED FOR CIVIL WORKS PURPOSES

§ 211.10 *Disposition of lands.* (a) Acts authorizing the Secretary of the Army to dispose of land acquired for the improvements of canals, rivers and harbors, or for flood control purposes are as follows:

(1) Section 7 of the act of Congress approved August 30, 1935 (49 Stat. 1048; 33 U. S. C. 558a) as extended by section 6 of the act approved August 18, 1941 (55 Stat. 650; 33 U. S. C. 701c–2, 77th Congress) authorizing sale of lands no longer needed for the purpose for which acquired.

§ 211.11 *Sale or salvage of buildings, improvements, or crops*—(a) *Authority of law.* When any property (except land) which has been heretofore or may be hereafter purchased or acquired for the improvement of rivers and harbors or for flood control work is no longer needed, or is no longer serviceable, it may be sold in such manner as the Secretary of the Army may direct and the proceeds credited to the appropriation for the work for which it was purchased or acquired. (Section 5, act of June 13, 1902 (32 Stat. 373; 33 U. S. C. 558), as extended by Section 3, act of March 1, 1917 (39 Stat. 450; 33 U. S. C. 701)).

(b) *Division Engineers.* Sales are conducted by the Division Engineers, Corps of Engineers.

(c) *Removal of Buildings, improvements, or crops other than by sale.* If the buildings, improvements, or crops cannot be sold, they may be salvaged or razed as a part of the work under the project if they are in the way of new construction or interfere with the efficient operation of the project.

§ 211.12 *Exchange of lands.* The Secretary of the Army is authorized to exchange lands acquired for river and harbor and flood control projects for privately-owned lands required for such purposes (Sec. 2 of the act of June 20, 1938 (52 Stat. 804; 33 U. S. C. 558b) as extended by sec. 3 of the act of August 11, 1939 (53 Stat. 1414, 33 U. S. C. 558b–1)).

§ 211.13 *Approval of the Office of the Chief of Engineers.* In any case in which it may be necessary or advisable in the execution of an authorized project to exchange real property of the Government for real property required for such project, the Chief of Engineers receives a directive from the Secretary of the Army, and effects the exchange through the Division Engineers, Corps of Engineers.

REAL ESTATE CLAIMS

§ 211.14 *Definition.* The term "real estate claims" refers to those demands for payment submitted by individuals, partnerships, associations or corporations, including states, territories, and political subdivisions thereof, for rent, damages, utilities, out-of-pocket expenses and other payments, arising under the terms and conditions, whether express or implied, of leases or other contracts for the use and occupancy of real estate by the Department of the Army or the Army, including right of entry permits, options to purchase, and other instruments sufficient to support a contractual relationship between the United States and property owner, or arising from the use and occupancy of real estate by the Department of the Army or the Army with the express or implied consent of the owner thereof in the absence of any formal lease or other contract therefor.

§ 211.15 *Statutory provisions.* (a) All claims and demands whatever against the Government, unless there is some special authority for the settlement thereof by the department concerned, shall be settled and adjusted in the General Accounting Office (See R. S., sec. 236, as amended by Act of 10 June 1921, 42 Stat. 24; 31 U. S. C. 71).

(b) *Meritorious Claims Act.* When there is filed in the General Accounting Office a claim or demand against the United States that may not lawfully be adjusted by the use of an appropriation theretofore made, but which claim or demand in the judgment of the Comptroller General of the United States contains such elements of legal liability or equity as to be deserving of the consideration of the Congress, he shall submit the same to the Congress, by a special report containing the material facts and his recommendations thereon (Act of 10 April 1928; c. 334, 45 Stat. 413; 31 U. S. C. 236).

(c) *Limitations of time on claims and demands under (a) and (b) of this section.* The Act of 9 October 1940 (54 Stat. 1061; 31 U. S. C. 71a) provides that every claim or demand (except a claim or demand by any State, Territory, possession or the District of Columbia) against the United States cognizable by the General Accounting Office under the Act of 10 June 1921 and the Act of 10 April 1928 will be forever barred unless such claim, bearing the signature and address of the claimant or of an authorized agent or attorney, will be received in said office within ten full years after the date such claim first accrued: *Provided, however,* That when such a claim of any person serving in the military or naval forces of the United States accrues in time of war, or when war intervenes within five years after its accrual, such claim may be presented within five years after peace is established. The Act further provides that whenever any claim barred by the preceding provision will be received in the General Accounting Office, it will be returned to the claimant, with a copy of this Act (Act of 9 October 1940) and such action will be a complete response without further communication.

(d) *Domestic Claims Act.* The Act of 3 July 1943 (57 Stat. 372; 31 U. S. C. 223b, 223c) as amended by the Act of 29 May 1945 (Public Law 67, 79th Congress) and as further amended by the Act of 28 June 1946 (Public Law 466, 79th Congress), provides for the payment of claims arising on or after 27 May 1941, for damage to or loss or destruction of property, real or personal, caused by military personnel or civilian employees of the Department of the Army or of the Army while acting within the scope of their employment or otherwise incident to noncombat activities of the Department of the Army or of the Army, including claims for damages to real property incident to the use and occupation thereof, whether under a lease, express or implied, or otherwise, and including claims of the foregoing categories arising out of civil works, provided they do not exceed $1,000. The act further provides that the damage to or loss or destruction of property shall not have been caused in whole or in part by any negligence or wrongful act on the part of the claimant, his agent or employee; that no claim shall be settled under the Act unless presented in writing within one year after the incident out of which such claim arises shall have occurred except that if the incident

occurs in time of war, or if war intervenes within one year after its occurrence, any claim may, on good cause shown, be presented within one year after peace is established. The Secretary of the Army is authorized to report such claims as exceed $1,000 to Congress for its consideration.

§ 211.16 *Scope and application of Army Regulations.* (a) AR (Army Regulations) 25–25 has been issued in furtherance of the Act of 3 July 1943. The regulations in this part, in keeping with the terms of the act, apply to claims for damages only. Paragraph 7 of AR 25–25 provides that claims for damages to real property incident to the use and occupancy thereof by the Government under a lease express or implied, or otherwise, are payable under these regulations even though legally enforceable against the Government as contract claims. However, if deemed preferable in the best interest of the Government claims payable under paragraph 7 may be processed to the General Accounting Office for direct settlement under sec. 236, Revised Statutes. Claims for rent of real property are not payable under AR 25–25.

(b) AR 100–64 has been issued in furtherance of Section 236, Revised Statutes, as amended by the Act of 10 June 1921; 42 Stat. 24, 31 U. S. C. 71. These regulations provide exclusive authority for the consideration and settlement of claims for rent and other payments of an express or implied contractual nature, and optional authority with AR 25–25 for settlement of damages, in excess of $1,000 arising out of the use and occupancy of real estate by the Department of the Army or the Army under an agreement expressed or implied. AR 100–64 applies to all claims for rent regardless of amount and for other payments of a contractual nature, for example, claims for electricity, heat, light, water, and other out-of-pocket expenses, repairs, etc., where such expenses are not included in the lease as a part of the rental consideration.

§ 211.17 *Authority of Division Engineers, Corps of Engineers, to settle claims.* (a) Authority has been delegated to Division Engineers, within the geographical limits of their respective jurisdictions, to approve or disapprove, in amounts not exceeding $1,000, any claim within the purview of the Act of 3 July 1943, as amended. Insofar as real estate claims are concerned this delegation of authority applies only to claims for damages incident to the use and occupancy of real property by the Department of the Army or the Army.

(b) Division Engineers have no authority to settle and make payment of claims for damages in excess of $1,000 or for rents or other payments of a contractual nature regardless of amount arising out of the use and occupation of real estate under an agreement, express or implied, or otherwise.

§ 211.18 *Action by claimant.* Real estate claims may be presented by the owner of the property or his duly authorized agent or legal representative. The word "owner", as so used, includes lessees, mortgagors, and conditional vendees, but does not include mortgagees, conditional vendors, and others having title for purposes of security only. The claim, if filed by an agent or legal representative, should show the title of the person signing and be accompanied by evidence of the appointment of such person as agent, executor, administrator, guardian, or other fiduciary.

§ 211.19 *Place of filing claims.* All real estate claims should be submitted to the United States Division Engineer in whose jurisdiction the claim arises.

§ 211.20 *Form of claim.* Claims should be submitted by presenting in triplicate a signed statement, giving the claimant's address, setting forth the amount of the claim, and, so far as possible, the detailed facts and circumstances giving rise to the claim, indicating and describing the property involved, the date or dates, and the nature and extent of the damage, loss or destruction claimed, and the agency or branch of the Department of the Army or Army using the property. Upon receipt of such a claim the Division Engineer will, where practicable or necessary, furnish the claimant with Department of the Army forms for a more formal presentation of his claim including instructions as to their use.

§ 211.21 *Evidence to be submitted by claimant.* (a) All claims must be substantiated by competent evidence. If the claim is for rent or other payment the claimant should furnish evidence as to the value of the property, income from the property if previously rented, or rental value of similar property in the vicinity. If the property is under a formal lease to the Government, the claimant should identify the lease and state the covenants of the lease upon which he predicates his claim. Where the claim is for damage to the property which has been or can be economically repaired the claimant should submit in triplicate an itemized signed statement or estimate of the cost of repairs and copies of itemized receipts, evidencing payment for any expenditures made in relation to the property for which reimbursement is claimed.

(b) In support of claims for damage to crops the claimant should submit a statement showing the number of acres, or other unit measure, of crops damaged, the normal yield per unit, the gross amount which would have been realized from normal yield, and an estimate of the further cost of cultivation, harvesting and marketing; if the crops are one which need not be planted each year, the diminution in value of the land beyond the damage to the current year's crop should also be stated. All such statements or estimates should, if possible, be by disinterested competent witnesses, preferably responsible dealers of the type of property damaged.

§ 211.22 *Real Estate Claims Officers.* In each Division Office the Division Engineer has appointed a Claims Officer or Assistant Claims Officers who have the duty and responsibility under the direction of the Division Real Estate Officer, to investigate all real estate claims. The activities and responsibilities of these Claims Officers are described more fully below under "Procedure".

§ 211.23 *Procedure.* Upon the receipt of any real estate claim it is submitted to a Claims Officer who investigates the matter and secures all evidence necessary for a full consideration of the claim and upon which a determination can be made as to the liability of the Government. For this purpose the Claims Officer is authorized and charged with the duty of securing sufficient evidence to establish with certainty the following general points:

(a) The nature of the claim.

(b) The interest of the claimant in the property and the interest that others may have in the property.

(c) Date and circumstances under which occupation of premises occurred and date of vacation. If under a lease, the lease number and date of lease.

(d) Inspection of the premises and determination of the amount of damages.

(e) If claim is for rental without formal lease or agreement, data as to the market and rental value of the property.

(f) Any other pertinent evidence the particular facts of the case require.

The above obligations of the Claims Officer does not relieve the claimant from the burden of proving his claim and it is the duty and obligation of the claimant to furnish such evidence within his particular knowledge as the Claim Officer may require.

Upon completion of his investigation the Claims Officer prepares a report setting forth completely but briefly the nature and amount of the claim, all pertinent facts necessary to determine the rights and liabilities of the claimant and the Government, and the Claims Officer's conclusions and recommendations as to allowance or disallowance of the claim in whole or in part and reasons therefor, including citations to any laws, statutes, or other decisions which it is believed will substantiate his recommendation.

§ 211.24 *Disposition of claims.* (a) Real estate claims for damages not exceeding $1,000 may be settled by the Division Engineer. If the Division Engineer allows the claim in toto it is transmitted to the local Disbursing Officer who transmits a check to claimant in payment of the claim. Where the claim is disallowed by the Division Engineer, in whole or in part, the claimant is so advised and in the event that he is unwilling to accept the decision of the Division Engineer, he may appeal within 30 days after receipt of such notice, through the Division Engineer's Office, to the Secretary of the Army. This appeal should state in full reasons for not acceptiing the Division Engineer's award.

(b) Claims for damages in excess of $1,000 arising out of the use and occupancy of real estate under an agreement, express or implied, or otherwise, are forwarded to the General Accounting Office for settlement.

(c) *Claims for rent or other payments.* Claims for rent or other payments of a contractual nature regardless of amount arising out of the use and occupancy of real estate under an agreement, express or implied, or otherwise, are forwarded to the General Accounting Office.

(d) *Mixed claims for rental and damages.* When a claim arising from the use and occupancy of real estate has been received, the elements of the claim are first determined. If the claim is for damages not in excess of $1,000 and rental, these elements are if practicable, separated and the damages settled under AR 25–25, otherwise the claims are forwarded to the General Accounting Office for direct settlement.

FEDERAL JURISDICTION OVER REAL ESTATE

§ 211.25 *General considerations in the acquiring of Federal jurisdiction*—(a) *Laws governing the acquisition of Federal jurisdiction*—(1) *Constitution of the United States.* By Article 1, Section 8, Clause 17, of the Constitution, Congress has the power to exercise exclusive legislation in all cases in the District of Columbia and to exercise like authority over all land acquired by the United States with the consent of the legislature of the State in which the land is located for the erection of forts, magazines, arsenals, dockyards, and other needful buildings.

(2) *Section 355, Revised Statutes of the United States.* Under this section as amended by the Acts of Congress approved 1 February 1940 (54 Stat. 19) and 9 October 1940 (54 Stat. 1083; 40 U. S. C. 255), jurisdiction over lands acquired by the Department of the Army does not vest until the Secretary of the Army has indicated acceptance of such jurisdiction by filing a notice of acceptance with the governor of the State or in such manner as may be prescribed by the laws of the State where the land is situated.

(3) *State laws.* The laws of the various States indicate the type of jurisdiction ceded or to be ceded, and prescribe the requirements, if any, to be complied with prior to the vesting of jurisdiction in the United States.

§ 211.26 *Functions in acquiring Federal jurisdiction*—(a) *The Division Engineer.* Upon determination that Federal jurisdiction is desired over a Civil Works Project, the Office of the Division Engineer concerned prepares such maps and descriptions of the lands involved as may be required and forwards them to the Office of the Chief of Engineers with any further information called for by the laws of the State where the lands are located.

(b) *Chief of Engineers.* All letters and other papers required to procure cessions of jurisdiction and all notices of acceptance are prepared in the Office of the Chief of Engineers.

§ 211.27 *Method of acquiring Federal jurisdiction.* Jurisdiction is acquired in accordance with the laws of the various States.

§ 211.28 *Acceptance of jurisdiction.* The jurisdiction ceded by the State laws, by deeds of cession and by the enactment of special legislation shall be accepted in accordance with section 355, Revised Statutes, as amended, in order to establish Federal jurisdiction. This is accomplished by a letter from the Secretary of the Army addressed to the Governor of the State concerned or by an indorsement on the deed of cession giving notice of such acceptance.

[SEAL] EDWARD F. WITSELL,
Major General,
The Adjutant General.

[F. R. Doc. 48–11378; Filed, Dec. 29, 1948; 9:15 a. m.]

TITLE 34—NATIONAL MILITARY ESTABLISHMENT

Chapter VI—Department of the Navy

REDESIGNATION AND REVISION OF REGULATIONS

Correction

In the document appearing in Part II of the issue for Tuesday, December 28, 1948, the signature and file line were inadvertently omitted. These should read: "W. John Kenney, *Acting Secretary of the Navy*" and "[F. R. Doc. 48–11311; Filed, Dec. 27, 1948; 8:46 a. m.]".

Chapter VII—Department of the Air Force

APPLICABILITY OF CERTAIN PORTIONS OF ARMY REGULATIONS TO THE DEPARTMENT OF THE AIR FORCE

Pending adoption of Air Force regulations the following parts of Chapter V—Department of the Army are applicable to the Department of the Air Force and are assigned numbers in this chapter as indicated in the following table:

Chapter V, Part No.		*Chapter VII, Part No.*
501	Employment of troops in aid of civil authorities	801
502	Relief assistance	802
503	Arrest and confinement of persons not subject to military law	803
505	Safeguarding technical information	805
506	Use of military telegraph lines	806
507	Manufacture of decorations	807
508	Competition with civilian bands	808
512	Prisoners	812
531	Bonds of accountable officers	831
533	Gratuity upon death	833
534	Military court fees	834
535	Payment of bills and accounts	835
536	Claims against the United States	836
537	Claims on behalf of the United States	837
538	Allotments of pay	838
554	Army exchanges	854
555	Motion picture service	855
557	Service clubs, hostesses and librarians	857
564	Enlisted Reserve Corps	864
571	Recruiting and induction for the Army of the United States	871
578	Decorations, medals, ribbons, and similar devices	878
580	Women's Army Corps	880
582	Discharge or separation from service	882
631	General transport regulations	931
633	Transportation of individuals	933

(Sec. 207f, Pub. Law 253, 80th Cong., 61 Stat. 502; 5 U. S. C. Sup. 626 (f); Transfer Order 1, Sept. 26, 1947, 32 CFR 1947 Sup. Chapter I)

L. L. JUDGE,
Colonel, U. S. Air Force,
Air Adjutant General.

[F. R. Doc, 48–11395; Filed, Dec. 29, 1948; 9:19 a. m.]

Subchapter B—Aircraft

PART 821—USE OF AIR FORCE AIRCRAFT

TRANSFER AND REVISION OF REGULATIONS

The material contained in §§ 201.1, 201.3 to 201.10 inclusive, Chapter II of Subtitle B, Title 10, is hereby revised and transferred to Chapter VII, Title 34 and is redesignated Subchapter B, Part 821 as follows:

Sec.
821.1 Purpose.
821.2 Definition.
821.3 Passengers.
821.4 Additional authorizations.
821.5 Release from claim for injury or death.

AUTHORITY: §§ 821.1 to 821.5 issued under R. S. 161; 5 U. S. C. 22; E. O. 9886, Aug. 22, 1947, 3 CFR 1947 Sup.; Order, Secretary of Defense, Nov. 18, 1947, 12 F. R. 7941, 32 CFR 1947 Sup. Chapter I.

§ 821.1 *Purpose.* This part establishes precedence for personnel who may ride in Air Force aircraft. This part and its provisions are not applicable to aircraft operated by or for the Military Air Transport Service.

§ 821.2 *Definition.* The term "state officials" as used in § 821.3 (b) applies only to state governors, lieutenant governors, and adjutants general or persons specified by them in writing as being on National Guard or Federal business.

§ 821.3 *Passengers.* Commanding officers of Air Force bases may authorize the following personnel to ride as passengers in Air Force aircraft, as distinguished from Air National Guard aircraft, subject to conditions outlined below:

(a) *Reserve and National Guard.* Military personnel of the National Guard of the United States and the United States Air Force Reserve; Organized Reserve Corps, Department of the Army; Naval Reserve; Coast Guard Reserve and Marine Reserve may be authorized to ride as passengers in Air Force aircraft when:

(1) In uniform or civilian clothing upon presentation of orders issued by competent authority and proper identification.

(2) In uniform and upon presentation of proper identification only on a space available basis after all priority requirements have been satisfied.

(3) Military personnel of the Air National Guard and Organized Reserve of the United States Air Force Reserve, on local flights, upon presentation of proper identification.

(b) *State officials of National Guard.* State officials of the National Guard (see § 821.2) may be permitted to ride as passengers on Air Force aircraft provided:

(1) The necessity for air travel is connected directly with the National Guard or Federal activities.

(2) The flight is confined to the continental limits of the United States.

(3) Persons riding as passengers in Air Force aircraft in accordance with this authority will comply with the provisions of § 821.5 except when such persons are being transported in their capacity as military personnel of the National Military Establishment of the United States.

(c) *Reserve Officers Training Corps student.* Reserve Officers Training Corps students of the Army and the Air Force

at summer camps on regularly scheduled flights which do not involve special hazards, upon approval of Reserve Officers Training Corps camp commander. Upon approval of the Commanding General, Continental Air Command, in each case, commanding officers of Air Force bases may authorize flights of Air Force Reserve Officers Training Corps students during the school year, *Provided*, That:

(1) Aircraft is on a regular scheduled flight.

(2) Aircraft is not on an extended flight.

(3) Flights are not involved in special hazards, such as formation flying, instrument flying, night flying, bombing, gunnery, etc.

(4) Students are undergoing formal Reserve Officers Training Corps and academic training during a regular school term.

(5) Flights are not arranged for the personal convenience of the students.

(6) Students are in proper uniform.

(7) Students execute required waiver. (See § 821.5).

(d) *Civil Air Patrol.* Civil Air Patrol senior members are authorized to be carried as passengers in Air Force aircraft when engaged in the performance of official Civil Air Patrol duties, upon presentation of orders, and provided such transportation does not interfere with normal Air Force activities. Civil Air Patrol cadets participating in Civil Air Patrol activities when authorized by the Commanding General, headquarters and headquarters squadron, Civil Air Patrol, United States Air Force. Normally, flights will be of short orientation type not involving special hazard, and will be accomplished to permit Civil Air Patrol cadets to travel as passengers on routine training flights without additional expense to the Government.

(e) *Senior Scouts in the Air Scout Program.* Senior scouts of the Boy Scouts of America participating in Air Scout activities when authorized by the Commanding General, Continental Air Command. Normally, the flights will be of short orientation type not involving special hazard, and will be accomplished to permit travel as passengers on routine training flights without additional expense to the Government.

(f) *Retired personnel.* Retired personnel of the armed forces, on a space available basis, upon proper identification.

(g) *Congressional Medal of Honor personnel.* Persons holding the Congressional Medal of Honor may be transported on a space available basis, upon presentation of proper identification and valid authorization card issued by either the Departments of the Army or Navy.

(h) *Civilian employees.* Civilian employees of the National Military Establishment, other Government agencies, Government contractors, and technical advisers to military authorities, when engaged in activities for the National Military Establishment requiring their transportation by air or their presence aboard aircraft during flight, and upon presentation of orders issued by competent authority.

(i) *Dependents.* (1) Fathers, wives, mothers, or children over the age of 10, of military personnel holding currently effective aeronautical ratings and on flying status, when on flights which will not extend beyond the local flying area, in transport or other suitable type aircraft; these flights to be of a maximum of 1-hour duration; and not to exceed two flights per year for any one person.

(2) Dependents of military personnel, when such dependents are in a patient status and have been authorized admission to military hospitals, may be transported on air evacuation flights to the military hospital for which admission has been authorized. One adult dependent of the military individual concerned may be authorized to accompany a dependent child under 17 years of age while being evacuated by air.

(3) The transportation of military dependents in military aircraft other than those listed in subparagraphs (1) and (2) of this paragraph, is not authorized unless subject dependents are covered by competent orders.

§ 821.4 *Additional authorizations.* The transportation of individuals in the following categories is determined to be on matters of concern to the armed forces, and the commanders of major air commands are authorized to permit these individuals to travel in military aircraft.

(a) Accredited representatives of informational media (i. e., press, radio, news, etc.) on assignments to cover National Military Establishment activities. In addition, these representatives may be furnished transportation in the event of spot news stories of transcendent National interest for which commercial or charter facilities cannot be obtained.

(b) Inspection personnel of the Civil Aeronautics Administration when engaged in the examination of rated pilot personnel of the armed forces for civil pilot certificates or ratings.

§ 821.5 *Release from claim for injury or death.* With the exception of those listed in § 821.3 (a) (b) (f) and (h), all personnel outlined above, are required to execute the release shown below. In the case of minors, the release will be indorsed suitably by the parent or guardian. Persons specified in § 821.3 (i) (1) will, when practicable, be required to sign the release form.

RELEASE

_____
(Place)

_____
(Date)

Know all men by these presents: Whereas, I, _____ am about to take a flight or flights as a passenger in certain Air Force aircraft on _____ (Date _____; and whereas I am doing so or dates)

entirely upon my own initiative, risk, and responsibility; now, therefore, in consideration of the permission extended to me by the United States through its officers and agents to take said flight or flights, I do hereby, for myself, my heirs, executors, and administrators, remise, release, and forever discharge the Government of the United States and all its officers, agents, and employees, acting officially or otherwise, from any and all claims, demands, actions, or causes of action, on account of my death or on account of any injury to me which may occur from any cause during said flight or flights or continuances thereof, as well as all ground and flight operations incident thereto.

_____
(Signature)

_____
(Name of person to be notified in emergency)

_____
(Address of person to be notified in emergency)

_____
(Witness)

_____
(Witness)

[SEAL] L. L. JUDGE,
Colonel, U. S. Air Force,
Air Adjutant General.

[F. R. Doc. 48-11396; Filed Dec. 29, 1948; 9:20 a. m.]

Subchapter F—Organized Reserves

PART 861—OFFICERS' RESERVE CORPS

UNITED STATES AIR FORCE RESERVE

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861.1 General.
861.2 Structure of the United States Air Force Reserve.
861.3 Maintenance of proficiency.
861.4 Officers called to extended active duty.
861.5 Appointment and promotion.
861.6 Seniority of rank.
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861.8 Table of active and inactive duty credits.
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APPOINTMENT IN THE UNITED STATES AIR FORCE RESERVE OF PROFESSIONAL AND TECHNICAL SPECIALISTS

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INACTIVE DUTY TRAINING PAY AND ALLOWANCES

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861.63 Inactive duty training pay.

Sec.
861.64 Inactive duty training without pay.
861.65 Volunteer training without remuneration.

AUTHORITY: §§ 861.1 to 861.65 issued under sec. 37, 39 Stat. 189, 40 Stat. 73, sec. 32, 41 Stat. 775, sec. 2, 42 Stat. 1033, sec. 3, 48 Stat. 154, 48 Stat. 939, sec. 1, 49 Stat. 1028, sec. 5, 53 Stat. 557, secs. 207(f), 208(e) Pub. Law 253, 80th Cong., 61 Stat. 502, 503, Pub. Law 460, 80th Cong., 62 Stat. 89; 10 U. S. C. 351, 352, 353, 369, 369a, 5 U. S. C. Sup. 626, 626c; Transfer Order 10, April 27, 1948, 13 F. R. 2428.

UNITED STATES AIR FORCE RESERVE

§ 861.1 *General.* The purpose of this part is to outline the personnel structure of the United States Air Force Reserve, and establish policies and standards for the maintenance of proficiency and for the appointment and promotion of officers below the grade of brigadier general of the United States Air Force Reserve.

§ 861.2 *Structure of the United States Air Force Reserve*—(a) *Organized Air Reserve.* The Organized Air Reserve consists of all personnel of the United States Air Force Reserve who are physically and professionally qualified for active duty and who are assigned to Table of Organization and Equipment units of the United States Air Force Reserve or who have a Mobilization-Day assignment within the United States Air Force Reserve program. (See § 861.8.)

(b) *Volunteer Air Reserve.* The Volunteer Air Reserve consists of personnel of the United States Air Force Reserve who are physically and professionally qualified for active duty, but who are not eligible for assignment in the Organized Air Reserve because of being over-age-in-grade or because of lack of vacancies in the Organized Air Reserve; and those individuals who for personal reasons do not participate in the Reserve training program to the extent required for assignment to the Organized Air Reserve. Officers of the Volunteer Air Reserve who maintain their proficiency in accordance with § 861.3 (c) will accrue credit for promotion purposes, but will not be eligible for promotion unless transferred to the Organized Air Reserve. However, they will be given Certificates of Capacity for promotion upon meeting the specifications required.

(c) *Inactive Air Reserve.* The Inactive Air Reserve is composed of personnel who do not maintain the required proficiency for the Organized Air Reserve or Volunteer Air Reserve and who are transferred by administrative action to the Inactive Air Reserve. No officer will remain assigned to the Inactive Air Reserve for a period in excess of five years. If, at the end of such period, an officer has failed to qualify for reassignment to the Organized Air Reserve or the Volunteer Air Reserve, his commission will be terminated; or if qualified, at his request, he may be transferred to the Honorary Air Reserve.

(d) *Honorary Air Reserve.* The Honorary Air Reserve consists of the United States Air Force Reserve personnel whose service has been honorable and:

(1) Who have reached the maximum age-in-grade for service in the Organized Air Reserve or the Volunteer Air Reserve, provided that they have completed a total of twenty years of service in any component or components of the Army of the United States and/or the United States Air Force, or

(2) Who, upon completion of a total of twenty years of service in any component of the Army of the United States and/or the United States Air Force, apply for transfer to the Honorary Air Reserve, or

(3) Who, having become physically disqualified, other than through their own misconduct, to perform the duties incident to the grade held by them, apply for transfer to the Honorary Air Reserve.

§ 861.3 *Maintenance of proficiency*—(a) *Means of maintaining proficiency.* Professional capability of officers of the United States Air Force Reserve will be maintained by:

(1) Extended active duty.

(2) Attendance at scheduled assemblies for instruction and training.

(3) Attendance at service and staff schools and at such other schools as may be available.

(4) Successful completion of Air Force extension courses.

(5) Participation in field training exercises.

(6) Active participation in military training or duty to include flying, administrative duties, instructional duties, duties as members of courts or boards, or other participation in military training or duties.

(b) *Required credits for officers of the Organized Air Reserve.* An officer of the Organized Air Reserve will be considered to have properly maintained his proficiency, provided he obtains an average of 225 credits (see § 861.7) annually during each three-year period. Accordingly, any officer of the Organized Air Reserve who, in any period of three consecutive years, fails to obtain a total of at least 675 credits (including 150 credits for attendance at field training) will be considered to have not properly maintained his proficiency and will be required to appear before a board of officers for the purpose of determining whether or not such officer should be relieved of assignment to the Organized Air Reserve. Officers of the United States Air Force Reserve thus relieved of assignment to the Organized Air Reserve will be assigned to the Volunteer Air Reserve or, if qualified, at their request may be assigned to the Honorary Air Reserve.

(c) *Required credits for officers of the Volunteer Air Reserve.* An officer of the Volunteer Air Reserve will be considered to have maintained his proficiency, provided he obtains 150 credits annually. Accordingly, any officer of the Volunteer Air Reserve who fails to thus maintain his proficiency will be required to appear before a board of officers for the purpose of determining whether or not he should be relieved of assignment in the Volunteer Air Reserve. Any officer thus relieved will, by administrative action, be transferred to the Inactive Air Reserve or if qualified at his request may be transferred to the Honorary Air Reserve.

(d) *Certificate of Capacity.* A Certificate of Capacity will be awarded when an officer meets the requirements for a promotion to a higher grade. (See § 861.5 (d) and (j).)

(e) *Efficiency report.* A periodic efficiency report will be rendered on each officer in the Organized Air Reserve as prescribed by Air Force Regulations.

§ 861.4 *Officers called to extended active duty.* Officers who are called to extended active duty for more than a period of one year will lose their United States Air Force Reserve Table of Organization and Equipment unit or Mobilization-Day assignment upon accepting such extended active-duty assignment. On completion of extended active duty such officers may be given an opportunity for reassignment in the grade for which qualified and for which a vacancy exists in the Organized Air Reserve, Volunteer Air Reserve, or Honorary Air Reserve.

§ 861.5 *Appointment and promotion.* The following provisions will govern appointment and promotion of officers of the United States Air Force Reserve:

(a) No individual will be commissioned prior to reaching his twenty-first birthday.

(b) Officers of the Honorary Air Reserve are not eligible for promotion.

(c) No officer will be initially appointed to a grade unless he shall be able to serve a minimum of two years in the grade to which appointed prior to reaching the maximum age-in-grade specified in § 861.7.

(d) No officer will be promoted unless he shall have attained the credits specified in (j) below. Attainment of such credits will be indicated by a Certificate of Capacity.

(e) No officer will be appointed, promoted, or assigned to a Table of Organization and Equipment unit or Mobilization-Day assignment unless a position vacancy exists either in the grade held by such officer at the time appointment, promotion, or assignment is made, or in a higher grade.

(f) Recommendations for promotion of officers will be made by promotion boards consisting of three officers, at least one of which shall be an officer of the United States Air Force. Such boards will be appointed by the Chief of Staff, United States Air Force, who may delegate this authority at his discretion. Officers will be considered by the boards in order of seniority. The Chief of Staff, United States Air Force, will notify an individual of his promotion.

(g) All members of promotion boards will be senior in permanent grade and temporary rank to officers being considered for promotion by such boards.

(h) No officer who has been considered and not recommended for promotion by a promotion board will be considered again by a promotion board composed of the same members or on which a member of the board which did not recommend him for promotion is sitting.

(i) The minimum periods of service-in-grade for promotion are as follows:

	Years
Second Lieutenant to First Lieutenant	2
First Lieutenant to Captain	3
Captain to Major	5
Major to Lieutenant Colonel	3
Lieutenant Colonel to Colonel	4

(j) Subject to the preceding provisions, officers may be promoted a grade higher than that held upon attaining the number of credits as follows:

(1) For promotion to first lieutenant, officer shall attain 500 credits while in the grade of second lieutenant.

(2) For promotion to captain, officer shall attain 800 credits while in the grade of first lieutenant.

(3) For promotion to major, officer shall attain 1500 credits while in the grade of captain.

(4) For promotion to lieutenant colonel, officer shall attain 1500 credits while in the grade of major.

(5) For promotion to colonel, officer shall attain 500 credits while in the grade of lieutenant colonel.

(k) The requirement for attainment of credits in (j) above may be waived in those cases where officers have clearly demonstrated qualifications by actual performance of duties of the higher grade for a minimum period of six months on active duty between December 7, 1941, and July 8, 1948. Subsequently the requirement for the attainment of credits may be waived in those cases where officers have clearly demonstrated qualifications by actual performance of duties of the higher grade for a specified period of time as follows:

	Months
Colonel	24
Lieutenant Colonel	18
Major	15
Captain	12
First Lieutenant	6

§ 861.6 *Seniority of rank.* For purposes of determining seniority the date of rank of an officer will be computed as follows:

(a) In the event an officer has no prior service in the grade to which appointed or in a higher grade or in an equivalent grade in another service of the armed forces, his date of rank will be the date on which he accepted the appointment.

(b) If an officer has, prior to his current appointment, completed active commissioned service in that grade or in a higher grade or an equivalent grade in another arm or service, his date of rank will precede that on which he is appointed by a period equal to the total length of service previously completed in that grade, a higher grade, or an equivalent grade in another service of the armed forces.

§ 861.7 *Maximum ages-in-grades for assignment to Table of Organization and Equipment units.* Effective January 1, 1951, the maximum ages-in-grades for officers of the Organized Air Reserve will be as follows:

	Lt.	Capt.	Maj.	Lt. Col.	Col.
Personnel assigned to tactical flying units and tactical headquarters below wing level	32	37	40	44	49
Other officers assigned to Table of Organization and Equipment units and all other officers in the Organized Air Reserve	34	41	48	55	60

(a) Officers who reach the maximum age-in-grade for tactical flying units and headquarters below wing level may be given an assignment to a command or staff position within the available vacancies in other type units, may be given an appropriate Mobilization-Day assignment (see § 861.9), or may be reassigned to or commissioned in Volunteer Air Reserve in the grade then held.

(b) Officers who reach the maximum age-in-grade for both tactical and nontactical assignments will be reassigned to or commissioned in the Volunteer Air Reserve or the Inactive Air Reserve, released from military service or, if qualified, reassigned to the Honorary Air Reserve.

(c) Reserve officers serving on active duty in the United States Air Force in any grade below commissioned officer will be assigned to the Volunteer Air Reserve.

§ 861.8 *Table of active and inactive duty credits.* For the purpose of counting credits accrued under this table "annual" shall be construed as meaning from the beginning to the end of a fiscal year. Credits will be awarded as follows:

(a) For attendance at each scheduled assembly for instruction and training—5 credits (maximum annual credit—250).

(b) For attendance at 15-day field training exercises or maneuvers—150 credits for completion of each field training period or a pro rata share for completion of any part thereof (maximum annual credit—150).

(c) For participation in tours of active duty or temporary duty, excluding field training, but including attendance at service schools—25 credits for each week of such duty or a pro rata share for completion of any part thereof (maximum annual credit—250).

(d) For successful completion of each extension course subcourse, the number of credits as specified for such subcourse will be awarded (maximum annual credit—260).

(e) For active participation in training or duty with troops to include flying, administrative duties, instructional duties, duty as a member of a court or board, and similar miscellaneous participation in military training or duties—1 credit for each hour of such duty or training; 1 credit for each hour of preparation by instructor, but not to exceed three times the number of hours required for actual instruction; 1 credit for each hour of flying time recorded pursuant to training directives; maximum daily credits—5 (maximum annual credit—250).

§ 861.9 *Mobilization assignment.* Mobilization assignment is duty for which a United States Air Force Reserve officer volunteers and is assigned on inactive duty status in anticipation of war or other National emergency. For the purpose of these instructions, assignment to a United States Air Force Reserve Table of Organization and Equipment unit is not considered an individual mobilization assignment, and United States Air Force Reserve officers presently holding such assignments may not be given a mobilization assignment unless relieved from assignment to the Table of Organization and Equipment unit. Mobilization assignments will take precedence over all other inactive duty assignments.

§ 861.10 *Training.* An individual having a mobilization assignment may be attached for training only to an appropriate unit or activity of the Regular Air Force, the Organized Air Reserve or the Air National Guard, subject to the approval of the State concerned. Whenever practicable, officers having mobilization assignments will accomplish inactive duty training with the unit or activity to which assigned. Officers having mobilization assignments to activities with which it is not practicable for them to participate in inactive duty training may be attached to activities or units for training with the consent of the major air command concerned. Normally, active duty training of officers having mobilization assignments will be accomplished with the unit or activity to which assigned. Subject to the availability of funds, individuals holding mobilization assignments will receive 15 days active duty training each fiscal year.

APPOINTMENT IN THE UNITED STATES AIR FORCE RESERVE OF PROFESSIONAL AND TECHNICAL SPECIALISTS

§ 861.16 *General.* The regulations of this part generally govern the appointment in the United States Air Force Reserve of such persons who may or may not have had prior military service, who possess technical knowledge or skills readily adaptable to one or more of the Military Occupational Specialties set forth below, in a grade commensurate with their professional qualifications and/or experience.

§ 861.17 *Persons eligible.* (a) Former personnel of the Armed Forces of the United States, persons without prior military service, and all members of the Air Force of the United States, except officers of the Regular component or civilian components on extended active duty are eligible. Officers of the Civilian Components may apply for appointment in a higher grade under the provisions of this part upon relief from active duty. Officers holding commissions in civilian components under the jurisdiction of the Department of the Army or Department of the Navy, may not apply for appointment in the United States Air Force Reserve under the provisions of this Regulation until after they have obtained a conditional resignation from their commissions.

(b) Persons residing in foreign countries not occupied by the armed forces of the United States are not eligible to apply for appointment under the provisions of this part. Persons residing in any other foreign country may apply provided that they can furnish an address within the continental limits of the United States to which mail will eventually reach them.

(c) Persons who are or have been conscientious objectors are not eligible to apply for appointment under the provisions of this part.

(d) Persons having a record of conviction by any type of military or civil court for other than a minor traffic vio-

lation are not eligible to apply for appointment under the provisions of this part. The Chief of Staff, United States Air Force, may grant a waiver in the case of other minor violations which are nonrecurrent and which are not considered prejudicial to performance of duty as an officer. No waivers for convictions involving moral turpitude or a felony will be considered. Any request for waiver under this paragraph must be submitted by the applicant through the air force or oversea commander as indicated in § 861.20 (b) to the Chief of Staff, United States Air Force, Washington 25, D. C., Attention: AFPMP-8, stating fully the circumstances of the case.

(e) Former officers or enlisted personnel of any of the armed forces who were discharged under other than honorable conditions or were relieved from active service solely by reason of unsatisfactory service are not eligible to apply for appointment under the provisions of this part.

(f) Females who have a dependent or dependents under 18 years of age or a child or children under 18 years of age are not eligible to apply for appointment under the provisions of this part. The fact that the applicant does not have legal custody of the child or children will not remove the disqualification.

§ 861.18 *Requirements*—(a) *Citizenship.* All applicants must be citizens of the United States. Applicants who are not citizens of the United States by birth must furnish evidence of citizenship. In the case of United States citizenship by naturalization, a certificate by an officer, notary public, or other person authorized by law to administer oaths, giving the following information will be satisfactory evidence:

I certify that I have this date seen the original certificate of Citizenship Number ------ (or certified copy of the court order establishing citizenship) stating that ---------- was admitted to
(Full name)
United States Citizenship by the Court of ---------- on ----------.
(County and State) (Date)
The following was named in the certificate as a minor child: ----------; age ------.
(Full name)

Under no circumstance will facsimiles or copies, photographic or otherwise, be made of naturalization certificates.

(b) *Age.* All applicants must have reached their twenty-first birthday and on the date of appointment must not have reached the age set forth below for the grade for which applying.

(1) All applicants except those applicants applying for Reserve commission as legal specialists:

Second lieutenant	28
First lieutenant	31
Captain	38
Major	45
Lieutenant colonel	52
Colonel	57

(Appointment of colonels is restricted by law to male individuals.)

(2) Applicants applying for Reserve commissions as legal specialists:

First lieutenant	28
Captain	32
Major	39
Lieutenant colonel	46
Colonel	50

(Appointment of colonels is restricted by law to male individuals.)

(c) *Physical requirements.* All applicants must be physically qualified for general service or general service with waiver.

(d) *Moral requirements.* All applicants must be possessed of high moral character and personal qualifications.

(e) *Specific requirements.* All applicants for appointment under the provisions of this part must meet the requirements specified in § 861.19 (a). Applications will not be accepted from persons who do not possess the qualifications required for the fields indicated.

§ 861.19 *Appointment*—(a) Qualifications. Individuals possessing the following professional and technical qualifications and otherwise qualified may apply for appointment:

(1) *Production inspection officer.* Applicant must possess a college degree in the field of mechanical, electrical, or chemical engineering with a minimum of two years' civilian experience in industrial design production.

(2) *Photographic equipment engineer.* Applicant must possess a college degree in engineering with a minimum of three years' experience in the design, manufacture, or repair of cameras, or in the manufacture of optical instruments. In exceptional cases, individuals, who have completed two years of college may substitute practical experience in responsible positions at the rate of one year of experience for one semester of college education.

(3) *Aircraft inspection officer.* Applicant must possess a college degree in mechanical or aeronautical engineering with a minimum of two years' experience as a supervising inspector or production manager in civilian enterprise in the manufacture of automotive, aircraft, or other mechanical equipment.

(4) *Maintenance and repair officer (Airborne Signal Equipment).* Applicant must possess a college degree in electrical engineering with specialization in radio engineering and a minimum of one year's experience in the installation, maintenance, and repair of airborne signal equipment.

(5) *Safety officer, ground.* Applicant must possess a college degree in industrial, or other appropriate field of engineering with a minimum of one year's experience as a safety engineer. In exceptional cases, individuals who have completed two years of college may substitute practical experience in responsible positions at the rate of one year of experience for one semester of college education.

(6) *Weather officer (meteorologist).* Applicant should possess a college degree with at least twenty semester hours in meteorology from an accredited college or university or be a college graduate with post graduate training in meteorology or aerological engineering. If an applicant has a minimum of two years of college training, practical professional experience in the meteorological field for a minimum period of three years may be substituted for the above educational requirements.

(7) *Comptroller specialist.* Applicant must possess a bachelor degree from an accredited college or university with a major in at least one of the following fields of business administration and supplemented by a minimum of one year's practical operating experience therein. A master degree with a major in one of the specified fields may be substituted for the one year of practical experience. In exceptional cases, individuals who have completed two years of college may substitute practical business experience in progressively responsible positions at the rate of one year of experience for one semester of college education.

Analytical (administrative, management, statistical, budget, cost, financial, market, etc.)
Accounting and/or auditing.
Statistics (general).
Management planning.
Management engineering.
Industrial planning and/or production control.
Budgetary control.
Public administration.

(8) *Intelligence production specialists.* Applicants must possess successful qualifying experience in the various fields of air intelligence or possess education or background indicating the ability to perform the duties of an air intelligence officer specialist. The fields of intelligence in which successful experience would be qualifying are: order of battle research, target research and analysis, photo or radar scope interpretation, prisoner of war interrogation, communications and electronics. The educations or brackground substitute for qualifying experience is possession of: a Ph. D. degree; or a master degree in engineering, architecture, electronics, political science, economics, history, psychology, geophysics, geopolitics, chemistry, forestry, botany, geography, modern languages, library science, sociology, education, journalism; or a bachelor degree with a major in engineering, architecture, law, geography, geology, photogrammetry, electronics, education; or, in addition to two years of college work, an ideomatic oral and written knowledge of the language, and knowledge of the physical characteristics, customs, and habits of one or more foreign countries; or, in addition to two years of college work, a thorough knowledge of the culture, economy, industry, transportation, political institutions, or agriculture of one or more foreign countries; or, in addition to two years of college work in engineering, a thorough knowledge of, and experience in, at least one type of major industrial or aeronautical field. (The number of persons to be commissioned as intelligence production specialists is limited; therefore, all applicants possessing the necessary qualifications will not necessarily receive commissions in the Air Reserve.)

(9) *Design and development officer.* Applicant must possess a college degree within one of the following or associated fields, with civilian experience to demonstrate that he has acquired a thorough knowledge of the physical and mathematical sciences underlying that field.

A minimum of one year's experience is required, and the applicant must be working in the field for which applying at the time of application.

Aeronautical engineer.
Jet, ramjet, rockets.
Rotary wing.
Compressibility.
Servo mechanisms and instrumentation.
Heat transfer.
Fluid mechanics.
Theory of probability.
Guided missiles.
Wind tunnel testing.
Airplane design.
Electronics.
Geophysics.
Engineering.
Nuclear physics.
Propulsion and thermodynamics.
Metallurgy.
Advance dynamics.
Basic physical sciences.

(10) *Production management specialist.* Applicant must possess a college degree in industrial or other appropriate field of engineering with a minimum executive experience of three years in manufacturing, commercial enterprise, or industrial management. Additional civilian experience may be considered instead of the college degree.

(11) *Armament officer.* Applicant must possess a college degree within one of the following fields with a minimum of two years' experience, and the applicant must be working or teaching in the field for which applying at the time of application. In exceptional cases, individuals who have completed two years of college may substitute practical experience in responsible positions at the rate of one year of experience for one semester of college education.

Mechanical engineering.
Chemical engineering.
Industrial engineering.
Metallurgical engineering.
Biology.
Physics.

Experience in the above fields must be in any one, or any combination of, the following activities: research, testing, and development; inspection of workmanship, materials, and equipment; teaching at college level; administration and management; design of plants and equipment; technical sales and service; or consulting engineering. Federal employees possessing two years' minimum experience as armament technicians with the National Military Establishment may apply for appointment.

(12) *Special investigations officer.* Applicants must possess a degree from an accredited college or university supplemented by a minimum of two years' qualifying progressive experience in recognized investigative fields. The fields of investigation in which successful experience would be qualifying are: experience in military or Federal, State or municipal investigative agency conducting law enforcement type investigations; experience in military or a civilian intelligence investigation agency; experience in accounting and bankruptcy investigations. Applicants with degrees in law or accounting preferred. In exceptional cases, individuals who have completed two years of college may substitute practical experience in investigation fields listed above, at the rate of one year of experience for one semester of college education.

(13) *Special investigations technical officer.* Applicants must possess at least a bachelor degree in the engineering or physical science field and a minimum of two years' experience in any one of the fields listed below. For appointment to grades higher than first lieutenant, applicant must possess successful qualifying experience in technical phases of investigative work and preferably experience in a recognized scientific crime detection laboratory. Candidates for commissions in this category would include specialists in the following fields:

Fingerprint identification.
Firearms identification.
Investigative photography.
Serology.
Document, handwriting, and related sciences.
Toxicology.
Analytical chemistry.
Spectrography.
Microscopy and photomicrograph.
Petrography.
Electrical and sound engineering.

Experience in the above specialties must be in connection with their application to investigative activity. (The number of persons to be commissioned in this category is limited. Therefore, all applicants possessing enough necessary qualifications will not necessarily receive commissions in the Air Reserve.)

(14) *Air installation officer.* Applicant must possess a college degree in architecture; architectural, structural, civil, mechanical, industrial, or electrical engineering; city management or planning; industrial management; with a minimum of three years' executive or technical experience in one or more of the following fields; city manager, airport manager, real estate manager, industrial manager, utilities manager, buildings and ground superintendent, architect, building contractor, or construction, civil, or industrial engineer. A college degree in engineering, other than those enumerated above, may be considered. In exceptional cases, individuals who have completed two years of college may substitute practical experience in responsible positions at the rate of one year of experience for one semester of college education.

(15) *Legal specialists.* For appointment as first lieutenant, applicant must be a graduate of an approved law school with a professional degree and be admitted to practice before the highest court of a State or Territory or of the District of Columbia and be in good standing at the bar. For appointment in grades above that of first lieutenant, applicants must possess all of the qualifications specified above for first lieutenant and have had additional professional experience which may include Governmental, judicial, teaching, military legal experience and private practice, as follows: for captain, 4 years; for major, 8 years; for lieutenant colonel, 12 years; and for colonel, 16 years. Appointments in the grades of lieutenant colonel and colonel will be limited to those applicants who, in addition to the years of experience, have shown unequivocal prominence or ability in their professional field. Waivers of requirements on professional experience may be granted where demonstrated military experience justifies such waivers.

(16) *Industrial planning specialist.* Applicant must possess a college degree in industrial or other appropriate field of engineering with a minimum of three years' experience of a management control and programming nature with industrial concerns or Governmental agencies. This experience must demonstrate the applicant's qualifications to recommend basic policies and procedures to implement major industrial programs. Experience in production schedules, manufacturing controls, and estimating manufacturing potential is desirable. In exceptional cases, individuals who have completed two years of college may substitute practical experience in responsible positions at the rate of one year of experience for one semester of college education.

(17) *Industrial specialist.* Applicant must possess a college degree in industrial or other appropriate field of engineering with a minimum of three years' experience of the operational phases of industry, such as production engineering, process engineering, metallurgy, manufacturing methods, tools design, etc. The experience must be of a nature to demonstrate a thorough understanding of the technical fields in which the applicant claims specialty and of his ability to deal with the solution of important problems arising in these fields. In exceptional cases, individuals who have completed two years of college may substitute practical experience in responsible positions at the rate of one year of experience for one semester of college education.

(18) *Industrial planning economist.* Applicant must possess a college degree with major study in economics or statistics and possess a minimum of three years' experience in economic or statistical research with industrial concerns, Governmental agencies, private organizations, or educational institutions. The experience must be of a responsible and planning nature in order to indicate the applicant's ability to establish the scope of the economic problem, develop methods for obtaining solutions, and for integrating the results of these studies with parallel work being conducted in industrial fields. Routine statistical and information gathering work are not considered applicable in this field. The work performed in fulfilling the experience requirement must be on a high professional level. In exceptional cases, individuals who have completed two years of college may substitute practical experience in responsible positions at the rate of one year of experience for one semester of college education.

(19) *Public information officer.* Applicant must possess a college degree with a major in public relations, journalism, radio, advertising, motion picture production, photography, or closely related fields, with a minimum of three years of civilian experience in one or more of these fields. In exceptional cases, individuals who have completed two years of college may substitute practical experi-

ence in responsible positions at the rate of one year of experience for one semester of college education.

(20) *Human resources research specialist.* Applicant must possess a graduate degree from an accredited college or university in one or more of the following fields: psychology, education, educational tests and measurements, human engineering, statistics, sociology, economics, psychophysiology or personnel management, or a bachelor degree in one of these fields plus three years of teaching, research, or practical experience. A college degree in related fields other than those listed above may be considered. In exceptional cases, individuals who have completed at least two years of college may receive credit for additional college training, provided he has sufficient research experience or practical experience which may be substituted on the basis of one year of experience for one semester of college training.

(b) *Grades in which appointed.* For direct appointment in the United States Air Force Reserve, applicants must possess the minimum qualifications indicated in the fields listed in (a) above. Grades in which appointed will be determined on the basis of technical skill and experience, except legal specialists, as follows: A minimum of 3 years for first lieutenants; 7 years for captain; 14 years for major; 19 years for lieutenant colonel and 25 years for colonel. Possession of a doctor degree in any of the fields will be considered as equivalent to three years of professional experience. For appointment in the grade of lieutenant colonel and colonel, applicant must have held an administrative or supervisory position in the field for ten or more years, except legal specialists. Applicants are required to demonstrate that their experience has been of such quality and scope that they possess competence on a level of responsibility, skill, and knowledge appropriate to the grade for which recommended.

§ 861.20 *Method of application*—(a) *Forms.* Interested individuals may obtain blank forms at any installation, recruiting stations, Air National Guard, Air Reserve unit, Reserve training center, or by writing to the air force or oversea commander having jurisdiction over the area in which they reside. In assembling the application prior to forwarding, the applicable requirements listed below will be used as a check list to insure that all necessary information and papers have been included, thus precluding delays which will result from the return of incomplete applications. The following documents properly completed constitute the application and allied papers.

(1) Air Force Form 24, "Application for Appointment in the United States Air Force Reserve," in triplicate. WD AGO Form 170 "Application for Appointment and Statement of Preferences for Reserve Officers," may be used for this purpose pending availability of Air Force Form 24, but in no case later than 30 June 1949. Plain sheets of paper, attached to the application, may be used for inclusion of additional information for which there is insufficient space on the application form. When WD AGO Form 170 is used, item 34 thereof, must contain the following statement by the applicant. "I am not now nor have I ever been a conscientious objector," and "I am not (am) now and have not (have) been a member of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter the form of government of the United States by unconstitutional means.".

(2) Original or photostat copy of honorable discharge certificate, or certificate of service, when applicable.

(3) Completed WD AGO Form 63 or 64 (Physical Examination). (See § 861.66.)

(4) WD AGO Form 643A, "Personal History Statement," in duplicate.

(5) Documentary evidence of educational level.

(6) A recent photograph of the applicant, head and shoulders type, not less than 3 by 5 inches (legal specialists).

(7) A certificate from proper authority showing admission to practice and standing at the bar (legal specialists).

(8) An affidavit from the applicant containing a statement of his full time or part time legal experience. Legal experience may include Governmental, judicial, teaching, military legal experience, and private practice. If applicant has practiced law, he should include a list of the more important cases that he has handled, showing the nature of each, and a general statement of the character of his practice; if he has taught law, the subjects which he teaches or has taught; if he has held a judicial office, the extent of the jurisdiction of his course; and if he has had Governmental or military legal experience, a description of his position and rating (legal specialists).

(9) Any other documents or information the applicant may desire to submit as evidence of his qualifications for appointment under the provisions of this part.

(b) *Channels of communication.* Applications and allied papers will be forwarded as follows:

(1) Personnel on active duty as warrant officers or officers or enlisted personnel—through channels to the commanding general of the air force having jurisdiction over the air force area in which applicant is stationed, or if stationed overseas, to the Commanding General, Far East Air Forces, United States Air Forces in Europe, Alaskan Air Command, Pacific Air Command, or Caribbean Air Command, as appropriate.

(2) Personnel on inactive duty—members of the United States Air Force Reserve assigned to Reserve units—to the commanding general of the air force having jurisdiction over the air force area in which applicant resides, as indicated in § 861.23, through their immediate commanding officers.

(3) All others—direct to the commanding general of the air force having jurisdiction over the air force area in which applicant resides; or if applicant resides in a foreign country occupied by the armed forces of the United States, to the appropriate oversea commander indicated in (1) above.

§ 861.21 *Physical examinations.* An applicant for appointment who has undergone a physical examination under Air Force supervision within the preceding ninety days will submit a copy thereof with the application for appointment. An applicant for appointment who has not undergone or satisfactorily passed a physical examination under Air Force supervision within ninety days of date of application is required to undergo a final type physical examination less (except when otherwise indicated) serology, chest X-ray, electrocardiogram, audiogram determination, microscopic urinalysis, and lens correction. The report of physical examination may be accomplished and signed by a medical officer of any component of the armed forces of the United States, whether he is on active or inactive duty status. In the absence of such medical officer, the report of physical examination may be accomplished and signed by any reputable doctor of medicine, without expense to the Government. An applicant for appointment who is drawing a pension, disability allowance, disability compensation, or retired pay from the Government of the United States is required to undergo a physical examination as indicated in (b) above, regardless of the period of time since latest physical examination.

§ 861.22 *Action on completed application.* The applications of applicants who do not meet the initial requirements for consideration for appointment under the provisions of this Regulation will be returned to the applicant setting forth the reason the application cannot be accepted. The applications and allied papers of those applicants who meet the initial requirements will be forwarded to an examining board established in each air force area. The applicant will be notified of time and place of appearance before the board for interview. Applicants not in the active military service must provide for travel, quarters, and meals at their own expense. Applicants will be so scheduled that, as far as practicable, no one will have to spend more than one day at the place of examination. Upon completion of action by the board, the application and allied papers will be forwarded to the Chief of Staff, United States Air Force for final decision regarding appointment. Each applicant will ultimately be notified by the Chief of Staff, United States Air Force, of his appointment or nonselection.

§ 861.23 *Addresses of area served.* Addresses of area served are as follows:

Address and area responsibility

Commanding General, First Air Force, Fort Slocum, N. Y.: Maine, Michigan, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Delaware, Pennsylvania, Maryland, Virginia, West Virginia, Kentucky, Ohio, and District of Columbia.

Commanding General, Fourteenth Air Force, Orlando Air Force Base, Orlando, Fla.: Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Arkansas, Louisiana, Texas, Oklahoma, and New Mexico.

Commanding General, Tenth Air Force, Fort Benjamin Harrison, Indianapolis, Ind.: Wisconsin, Illinois, Missouri, Iowa, Minnesota, North Dakota, Nebraska, Kansas, Wyoming, Colorado, and Indiana.

Commanding General, Fourth Air Force, Hamilton Air Force Base, Hamilton Field, Calif.: Montana, Idaho, Utah, Arizona, Nevada, California, Oregon, and Washington.

AIR FORCE OFFICER CANDIDATE SCHOOL

§ 861.31 *Purpose and mission.* The purpose of this Regulation is to outline the policy and procedures for selection of personnel for appointment as commissioned officers in the United States Air Force Reserve through attendance at the Air Force Officer Candidate School. Its mission is to provide an opportunity for each individual to attain the highest degree of professional recognition consistent with his ability, to develop the necessary officer personnel required to accomplish the mission of the Air Force, to maintain the high standard of leadership, and to afford the youth of the Nation the opportunity of military service as a commissioned officer.

§ 861.32 *Information.* Detailed information with respect to the Air Force Officer Candidate School program, application blanks, and instructions for execution of application blanks, etc., may be obtained from:

(a) Any Air Force Aviation Cadet—Officer Candidate Examining Board.

(b) Any Air Force base.

(c) Any Army and Air Force recruiting station.

(d) Chief of Staff, United States Air Force, Washington 25, D. C.

§ 861.33 *Definitions.* The following definitions are prescribed for this part.

(a) "An Applicant" is any person who has submitted his application as prescribed in this part.

(b) "Processed Applicant" is one who has completed the appropriate examining procedures.

(c) "A Selected Applicant" is one who has been selected to attend a specific Air Force Officer Candidate School class.

(d) "A Rejected Applicant" is one whose application has been rejected.

(e) "A Candidate" is a selected applicant who is actually in an Air Force Officer Candidate School class.

§ 861.34 *Requirements*—(a) *Eligibility.* The following are eligible to apply for appointment to the Air Force Officer Candidate School and must meet the prescribed requirements:

(1) Enlisted members and warrant officer of the Regular Air Force of the United States.

(2) Former enlisted personnel, warrant officers, and flight officers who served honorably during World War II and have been returned to civilian status.

(3) Civilians.

(b) *Age.* Applicants must be at least 20 years and 6 months of age and must not be older than 26 years and 6 months on date of enrollment in a class for which selected. No waivers for age will be granted.

(c) *Citizenship.* Each applicant must be a citizen of the United States. Applicants who are not citizens of the United States by birth must provide documentary evidence of citizenship. In the case of citizenship by naturalization or adoption, a form of certificate by an officer may be submitted as set forth in § 861.18 (a). Under no circumstances will copies, photographic or otherwise, of naturalization certificates be made.

(d) *Mental requirements.* Each applicant must attain an equal or higher grade than the predetermined passing grade in such mental or aptitude examinations as may be prescribed by the Chief of Staff, United States Air Force.

(e) *Educational requirements.* Each applicant must present a transcript of credits equaling one-half the normal required credits (two years) leading to a degree from an accredited college or university or be able to pass an examination which will measure the equivalent thereof. (Personnel who possess the required college credits will be exempt from taking this examination.)

(f) *Moral requirements.* Each applicant must be of high moral character and must possess personal qualifications.

(g) *Physical requirements.* All applicants will be required to have a complete final-type physical examination.

(h) *General requirements.* Applicant must possess such other general qualifications as may be prescribed by the Chief of Staff, United States Air Force.

(i) *Application.* Application will be limited to those personnel who are stationed or reside within the territorial limits of the United States, to include the zone of the interior, Hawaii, Alaska, and Puerto Rico.

(j) *Agreement to active duty.* Each applicant must agree to serve on active duty for a minimum of three years, if commissioned, unless sooner relieved by a competent authority.

(k) *Basic training.* No prior military service is required of applicants. However, it is mandatory that all persons shall have completed basic training or its equivalent prior to attending the Air Force Officer Candidate School. Equivalency of basic training will be in accordance with the current regulations governing enlistment.

(l) *Certificates of eligibility.* Individuals who have successfully completed two years of college, along with the Elementary Course, Senior Division, Air Reserve Officers Training Corps, may be exempt from basic training provided they have met the established requirements of the college and Air Reserve Officers Training Program and possess a certificate of eligibility for entrance to the Air Force Officer Candidate School awarded by the professor of military science and tactics. These certificates are valid for two years.

§ 861.35 *Ineligibles.* The following persons will not be eligible for selection or appointments, and their applications will not be accepted:

(a) Those who have been, or presently are, conscientious objectors.

(b) Those who have a record of conviction by any type of court-martial or by any civil court for other than a minor traffic violation. Request for waiver may be submitted to the Chief of Staff, United States Air Force, in the case of a minor violation which is nonrecurrent and which is not considered prejudicial to performance of duty as an officer. No waiver involving moral turpitude will be granted.

(c) Those who have been separated from the service under other than honorable conditions.

(d) Those who have held, or now are holding, a commission in any component of the armed service.

(e) Those who are drawing a pension disability allowance, disability compensation, or retired pay from the Government of the United States.

§ 861.36 *Application*—(a) *Forms and documents.* Applications for Air Force Officer Candidate School must be submitted on Air Force Form 160 (Officer Candidate School Application). Each application will be accompanied by a birth certificate, transcript of college or university credits where applicable, documentary evidence of citizenship if by naturalization or adoption, as outlined in § 861.34 (c), and a supplemental statement in triplicate containing the following statements:

(1) "I do (do not) desire basic training." (See § 861.34 (k).)

(2) "If I am enlisted in or promoted to the third enlisted grade under the authority contained in paragraph 18, Air Force Regulation 53–2, for the specific purpose of attending Air Force Officer Candidate School and fail to complete the prescribed training for any reason, I hereby request voluntary reduction from the third enlisted grade to the exact grade held at the time of my enlistment in or promotion to the third grade as provided above unless sooner reduced by competent authority."

(3) "I agree to serve for three years on active duty if commissioned." (Of individuals who apply under the separate additional quota established for the Air National Guard and the Air Force Reserve, may submit the statement, "I agree to serve on active duty for at least six months unless sooner relieved by competent authority and to participate in inactive duty training for at least three years if commissioned.")

(4) "I have (have not) previously applied for Air Force Officer Candidate School."

(5) "I am (am not) a member of the (Air National Guard), (Officer Reserve Corps), (Air Force Enlisted Reserve)."

(6) "I am (am not) a conscientious objector; I have (have not) been a conscientious objector."

(7) "I am (am not) drawing a pension, disability allowance, disability compensation, or retired pay from the Government of the United States."

(8) "I have (have not) been and I am (am not) now a commissioned officer in one or more components of the armed forces."

(9) "I am not (am) now and have not (have) been a member of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter the form of Government of the United States by unconstitutional means."

(b) *To whom forwarded.* Applications and allied papers will be forwarded by individuals in the following manner:

(1) Application and allied papers of enlisted personnel will be forwarded to

the commanding officer of the Air Force base or installation to which the applicant is assigned, for appropriate remarks and recommendations.

(2) Individuals applying under the separate additional quota established for the Air National Guard and Air Force Reserve will forward application and allied papers through military channels to the Chief of Staff, United States Air Force, with appropriate remarks and recommendations.

(3) Application and allied papers of former enlisted personnel, warrant officers, and flight officers may be submitted to any Aviation Cadet—Officer Candidate Examining Board or to the Chief of Staff, United States Air Force.

(4) Application and allied papers of civilians may be submitted to an Aviation Cadet—Officer Candidate Examining Board or to the Chief of Staff, United States Air Force.

§ 861.37 *Examinations.* Unless otherwise prescribed by the Chief of Staff, United States Air Force, each applicant for the Air Force Officer Candidate School will be given examinations as follows:

(a) All applicants will be required to have a complete final-type physical examination. No waiver for physical disqualification will be granted.

(b) Applicants who do not present documentary evidence of one-half the required credits that normally lead to a baccalaureate degree from any accredited college or university will be required to take the Aviation Cadet Educational Examination. The numerical score obtained in the Aviation Cadet Educational Examination will be used in computing the final composite score in the manner prescribed by the Chief of Staff, United States Air Force. Failure to attain the passing score or better in the Aviation Cadet Educational Examination will preclude further examination of the applicant by the board. Applicants who present documentary evidence of one-half or more of the prescribed credits normally leading to a baccalaureate degree from an accredited college or university will be exempt from taking the Aviation Cadet Educational Examination. Numerical credits for computing final composite score will be based on the number of years applicant has attended accredited colleges or universities, as prescribed by the Chief of Staff, United States Air Force.

(c) All Air Force Officer Candidate School applicants will be administered the Officer Candidate Test Battery.

(d) The tests and examinations contained in (b) and (c) above, will be transposed into individual numerical scores for each test and combined, the sum of which will be the final composite score, in the manner prescribed by the Chief of Staff, United States Air Force. Upon successful completion of the examinations, the president of the borad will so advise the applicant, and the applicant will return to his duty station or place of residence to await notice of selection or rejection for a specific class.

§ 861.38 *Selection.* Selections for Air Force Officer Candidate classes will be made on a competitive basis from those qualified applicants on the eligible list who attain the highest composite scores in the examinations prescribed in § 861.37.

§ 861.39 *Rejection.* Qualified applicants on the eligible list who are not selected will be notified that they did not attain a sufficiently high composite score for section to a specific class. When qualified applicants are not selected for a specific class, applications and allied papers, excluding the Officer Candidate Test Battery and Aviation Cadet Educational Examination, will be returned to the applicant with the notice of nonselection. Qualified applicants who are not selected for a specific class may reapply for future classes, without prejudice, if they so desire. Reapplication will necessitate complete processing.

§ 861.40 *Grades and enlistments of selected applicants.* Civilians will be authorized to enlist in the third grade with the reservations outlined in § 861.36 (a) for the purpose of attendance to the Air Force Officer Candidate School. Each applicant will be notified by the Chief of Staff, United States Air Force, of selection and authorized to enlist at the nearest recruiting station or Air Force base in sufficient time to permit travel to the Air Force Officer Candidate School or to basic training center. Selected civilian applicants are required to enlist for a period of three years. Officer candidates will not be permitted to reside off base while attending basic training centers or Air Force Officer Candidate School. Government quarters for dependents are not available at the school.

§ 861.41 *Relief from duty.* Candidates may be relieved from attendance at the Air Force Officer Candidate School or the military indoctrination course for disciplinary reasons, disqualifying physical defects, academic deficiencies, deficiencies in leadership, or upon their own request.

§ 861.42 *Disposition of nongraduates.* All nongraduating candidates from the Air Force Officer Candidate School who were not on active duty at the time of application will be discharged for the convenience of the Government. Candidates may be retained for the next class in the Air Force Officer Candidate School or the military indoctrination course, who fail to complete the course through no fault of his own or who failed, but whose record is such that he may reasonably be expected to overcome his deficiency by joining the next class, provided he desires to be retained for such purpose.

§ 861.43 *Appointments in the Air Force Reserve.* Officer candidates who successfully complete the prescribed course of training will be commissioned as second lieutenants in the United States Air Force Reserve. All graduates who were selected under the separate additional quota and who did not elect to serve on active duty for three years will serve a minimum of six months of active duty as Air Reserve Officers unless sooner relieved for the convenience of the Government. During the six months of active duty, it is the responsibility of the individual to initiate application for appointment and Federal recognition as an Air National Guard officer. Application will be submitted on WD NGB Form 62 (Application for Federal Recognition as a National Guard Officer and Warrant Officer for Appointment in the National Guard of the United States), in triplicate, through appropriate channels. Immediately prior to the termination of the prescribed course of training, completion of which normally qualifies an officer candidate for appointment as second lieutenant, a board of officers will consider the physical, moral, educational, and professional qualifications of each officer candidate due to complete his training. Officer candidates recommended to be commissioned as second lieutenants in the Air Force Reserve, by the board, will be so commissioned in the manner prescribed by the Secretary of the Air Force. An officer candidate will be discharged from the service upon being commissioned a second lieutenant in the Air Force Reserve. Graduates, except those who were selected under the separate additional quota established for the Air National Guard and Air Force Reserve will be required to sign voluntary service statements that they will remain on active duty for a period of three years unless sooner relieved by competent authority. The Commandant, Air Force Officer Candidate School, will issue orders placing each officer on initial active duty at such station as directed by the Chief of Staff, United States Air Force.

VOLUNTARY CALL TO EXTENDED ACTIVE DUTY

§ 861.51 *General.* Voluntary calls or recalls to extended duty will be utilized by the Department of the Air Force to maintain the officer strength necessary to accomplish its assigned mission. Tours of duty will be on a voluntary basis for the duration of three years unless sooner relieved for the convenience of the Government. The duration of a normal tour of extended active duty shall be computed as commencing on the first day of the month following the date of reporting on active duty and shall be completed when the officer has served the prescribed tour which will not be shortened by considering the officer's accrued leave.

§ 861.52 *Eligibility.* To be eligible for extended active duty, the applicant must: (a) Hold a commission in the United States Air Force Reserve or Air National Guard of the United States (Not applicable to warrant officers desiring extended active duty in the grade of their temporary existing appointments inasmuch as there are no provisions of law for warrant officers in the United States Air Force Reserve).

(b) Agree to accept active duty in a grade not higher than the grade in which the applicant served in the Army of the United States or Air Force of the United States immediately prior to processing for relief from active duty, except that newly commissioned officers may be called to active duty in the grade in which appointed.

(c) Agree to accept any general downgrade readjustments in the same man-

ner as all officers on extended active duty.

(d) Possess two years of college or the equivalent thereof.

§ 861.53 *Officers not subject to recall.* Officers will not be called to extended active duty for the sole purpose of:

(a) Reclassification.

(b) Trial by courts-martial.

(c) Appearance as a witness in a military trial.

(d) Completion of a project left unfinished at the time of relief from active duty, or assignment to a project or activity of a temporary nature.

(e) Rectifying an error committed during a previous tour of active duty.

(f) Appearance before a Retiring Board.

§ 861.54 *Application.* All applications for extended active duty from officers on inactive status will be submitted on Air Force Form 125 to the Chief of Staff, United States Air Force, Attention: AFPMP–8D, Washington 25, D. C. Air National Guard officers will forward their applications through their State (Territory or Possession) adjutant general who will indicate approval or disapproval in their forwarding indorsement.

§ 861.55 *Physical qualifications.* All officers recalled to extended active duty must be found physically qualified for general service or general service with a waiver. Upon reporting to the first duty station, each officer will undergo a final-type physical examination unless one within three months of the date of entry on active duty is of record.

§ 861.56 *Orders.* Orders calling or recalling officers to extended active duty will be issued by the Department of the Air Force, and whenever practicable, will be issued 14 days or more in advance of the active duty date. Officers will be ordered to duty in a temporary Air Force of the United States (AFUS) grade as Air Force of the United States officers and not United States Air Force Reserve officers, and will not be entitled to the lump-sum payment authorized by Public Law 97, 77th Congress, (sec. 6, 55 Stat. 240; 10 U. S. C. 300a), however, officers' commissions in the United States Air Force Reserve remain in effect. Effective date of duty is the date the officer is to depart from his home in compliance with orders. Air National Guard officers will obtain clearance of Federal property or State funds for which they are responsible. Travel by private automobile is authorized for all personnel who are recalled to extended active duty.

§ 861.57 *Date of rank*—(a) *Recomputation of date of rank of officers recalled to active duty.* The date of rank of officers recalled to active duty will be recomputed in accordance with section 127a of the National Defense Act as amended (sec. 51, 41 Stat. 785, sec. 5, 43 Stat. 1078 and 56 Stat. 1050; 10 U. S. C. 511).

(b) *Absence without leave.* A Reserve officer who is ordered to active duty and who is absent without leave during a part or the whole of the period for which ordered to active duty, is not entitled to count the time absent without leave in placing rank.

(c) *Credit as National Guard officers.* Reserve officers who are entitled to credit for relative rank for service as officers of the National Guard under sections 94, 97, and 99, National Defense Act, as amended (secs. 94, 97, 99, 39 Stat. 206, 207; sec. 5, 42 Stat. 1035; secs. 2, 3, 44 Stat. 674; 32 U. S. C. 63, 64, 65), should submit request therefor to the Chief of Staff, United States Air Force, Attention: AFPMP–8D, Washington 25, D. C., through military channels, including the major air command and the Chief of the National Guard Bureau. Such requests should specify the claimant's full name; his grade, section, and serial number in the United States Air Force Reserve; the dates (day, month, and year) of duty, the nature of duty and where performed, and the State in which claimant served as a National Guard officer with his grade and organization at the time the service was rendered.

INACTIVE DUTY TRAINING PAY AND ALLOWANCES

§ 861.61 *Policy*—(a) *Priorities.* United States Air Force Reserve personnel assigned to the Organized Air Reserve will be eligible to receive inactive duty training pay and will be paid, on a quarterly basis, to the extent provided for by appropriations and in accordance with the following priorities:

(1) Individuals who have a mobilization assignment.

(2) Individuals who have an assignment to a United States Air Force Reserve Table of Organization and Equipment unit.

(b) *Active duty.* Inactive duty training pay will not accrue to individuals while on active duty.

(c) *Training period.* Only one training period or unit training assembly per calendar day will be authorized for pay purposes.

§ 861.62 *Definitions*—(a) *Mobilization assignment.* Duty for which an individual volunteers and is assigned by competent authority on inactive duty status in anticipation of war or other National emergency and for which it is anticipated the individual will be called to active duty in the event of mobilization.

(b) *Table of Organization and Equipment unit assignment.* Duty within an authorized United States Air Force Reserve Table of Organization and Equipment unit for which an individual volunteers and to which he is assigned on inactive duty status in anticipation of war or other National emergency.

(c) *Training period.* A duly authorized period of instruction or other appropriate duty for pay purposes of at least two hours' duration performed by an individual with a mobilization assignment.

(d) *Unit training assembly.* A duly authorized and scheduled period of instruction or other appropriate duty for pay purposes of at least two hours' duration conducted by a United States Air Force Reserve Table of Organization and Equipment unit.

(e) *Competent authority.* Chief of Staff, United States Air Force, and commanding generals, major air commands, or subordinate commanders as delegated.

§ 861.63 *Inactive duty training pay*—(a) *Mobilization assignments.*

(1) Not more than 48 training periods per fiscal year will be authorized personnel with a mobilization assignment for inactive duty training pay purposes.

(2) In order to qualify for inactive duty training pay personnel holding mobilization assignments will attend a minimum of eight training periods per quarter per fiscal year.

(3) Rated personnel with other than aircrew assignments will not be considered to have participated in a training period by virtue of individual flight training activities.

(4) Rated personnel with aircrew assignments will not be considered to have participated in a training period by virtue of flight activities unless such training is authorized by competent authority and accomplished with the organization to which assigned or with a similar organization.

(b) *United States Air Force Reserve Table of Organization and Equipment unit assignment.* (1) Table of Organization and Equipment units will be authorized unit training assemblies for pay purposes as follows:

(i) Class A units specifically designated for prompt mobilization by the Department of the Air Force will be authorized a maximum of 48 unit training assemblies in each fiscal year of which not less than two or more than six will be conducted in any calendar month. The minimum of two periods per month may be waived for the months in which a unit is scheduled for active duty training.

(ii) Class A units not specifically designated for prompt mobilization and class B units will be authorized a maximum of 24 unit training assemblies in each fiscal year of which not less than one or more than three will be conducted in any calendar month. The minimum of one period per month may be waived for the month in which a unit is scheduled for active duty training.

(iii) Class C units will be authorized a maximum of 12 unit training assemblies in each fiscal year of which not less than two or more than four will be conducted in any fiscal quarter.

(2) In addition to the other requirements listed in this directive personnel of Table of Organization and Equipment units will qualify for inactive duty pay, not including additional pay for flight training, when at least 60 per cent of the officer strength and 60 per cent of the enlisted strength assigned as of the date of such assembly, attend an authorized unit training assembly. (Personnel absent on military orders are excluded from the assigned strength.)

(3) Additional pay for flight training will be authorized upon publication of appropriate orders required by law and when an individual accomplishes the required minimum flight training through:

(i) Participation in prescribed individual flight training.

(ii) Participation in an authorized unit flight training mission which is conducted to maintain unit flying pro-

ficiency. (If the minimum of 60 per cent of the assigned officer strength and 60 per cent of the assigned enlisted strength participate in such a mission, credit may also be given for a unit training assembly.)

(c) *Administrative function pay.* Administrative function pay will accrue on a day-to-day basis and is payable only for periods during which the payee is in an inactive duty training pay status. In addition to other inactive duty training pay, commanding officers of the United States Air Force Reserve Table of Organization and Equipment units having administrative functions connected therewith shall receive pay on a quarterly basis within the limitation of appropriations, but not to exceed the following amounts:

(1) All class A units—not to exceed $240.000 annually and to accrue at the rate of $20.00 per month.

(2) All class B units—not to exceed $120.00 annually and to accrue at the rate of $10.00 per month.

(3) All class C units—not to exceed $60.00 annually and to accrue at the rate of $5.00 per month.

§ 861.64 *Inactive duty training without pay.* When authorized by competent authority, personnel assigned to the Organized Air Reserve may participate in inactive duty training without pay. When such training is performed, personnel shall be entitled to transportation to and from such duty, with subsistence en route, and during the performance of such duty, shall be furnished subsistence and quarters in kind or commutation thereof. Authorization for this training will be limited by allotments of funds from Headquarters, United States Air Force for this specific purpose.

§ 861.65 *Volunteer training without remuneration.* Nothing in this part shall be interpreted to limit the amount of individual or unit training that may be authorized or voluntarily conducted without pay or reimbursement of any kind.

[SEAL] L. L. JUDGE,
Colonel, U. S. Air Force,
Air Adjutant General.

[F. R. Doc. 48-11394; Filed, Dec. 29, 1948; 9:19 a. m.]

TITLE 41—PUBLIC CONTRACTS

Chapter I—Bureau of Federal Supply, Department of the Treasury

REVISION OF CHAPTER

[NOTE: The codification of sections heretofore numbered 1.1–1.5, 2.1–2.13, 3.1–3.7, 5.1–5.7, 10.1–10.4, 11.1–11.3, 11.100–11.105, 13.1–13.4, 20.1–20.7, 33.1–33.107, 35.1–35.9, 36.1–36.8 and 37.1–37.3 is discontinued. Future amendments to descriptions of organization, delegations of authority and public information procedure will appear in the Notices section of the FEDERAL REGISTER.]

The regulations in this chapter are revised to read as follows:

Part
1 General.
2 Procedures.
3 Directed procurement.
4 Standard contracts.
5 Surplus personal property.

PART 1—GENERAL

Sec.
1.1 Executive agencies.
1.2 Continental United States.
1.3 Businessmen cautioned.

AUTHORITY: §§ 1.1 to 1.3 issued under sec. 1, E. O. 6166, June 10, 1933; 5 U. S. C. 132 note.

§ 1.1 *Executive agencies.* The term "Executive agencies," as used in this chapter, means departments, boards, commissions and other establishments, except Government corporations, in the Executive Branch of the United States, and includes the District of Columbia Government to the extent authorized by the acts of July 1, 1918, February 27, 1929 and June 28, 1944, as amended (40 Stat. 672, 45 Stat. 1341, 58 Stat. 531; 40 U. S. C. 110, 41 U. S. C. 7a, D. C. Code, Supp., 1–241).

§ 1.2 *Continental United States.* The term "continental United States," as used in this chapter, means the area comprising the forty-eight States and the District of Columbia.

§ 1.3 *Businessmen cautioned.* Those selling supplies to or buying surplus supplies from Executive agencies are cautioned that the transactions may be invalidated if made contrary to the regulations in this chapter.

PART 2—PROCEDURES

Sec.
2.1 Forfeited distilled spirits.
2.2 Tort claims.

CONTRACTS

2.3 Invitations for bids.
2.4 Awards.
2.5 Protests of awards.
2.6 Disputes.
2.7 Term contracts.

AUTHORITY: §§ 2.1 to 2.7 issued under sec. 1, E. O. 6166, June 10, 1933; 5 U. S. C. 132 note.

§ 2.1 *Forfeited distilled spirits.* In the disposal under section 2805 (a) of the Internal Revenue Code of forfeited distilled spirits, wine and malt beverages as a gift to eleemosynary institutions for medicinal purposes, institutions are required to establish eligibility and needs by filing with the Director, Bureau of Federal Supply, Washington, D. C., Bureau of Federal Supply Form TS 735 Rev., "Affidavit on Behalf of Eleemosynary Institution." Eligible institutions are placed on a mailing list to receive circulars of available distilled spirits and from time to time request transfers of distilled spirits listed in the circulars. No special form or request for transfer is prescribed.

§ 2.2 *Tort claims.* Procedures for the settlement of tort claims arising from actions of Treasury Department employees are published in 31 CFR Part 3.

CONTRACTS

§ 2.3 *Invitations for bids.* Bids are solicited for the procurement of supplies and services and the disposition of surplus supplies through public notices posted or published and invitations for bids sent to suppliers and purchasers believed qualified and interested, within such limits as the public interest requires. Invitations for bids are issued by both the Washington Office and the several field offices. Those wishing to receive invitations for bids should apply separately to each office as desired. Before being placed on the mailing list to receive pertinent invitations for bids, Bureau of Federal Supply Form TS 705 (Revised), "Mailing List Application" must be filed. Copies are available at all offices.

§ 2.4 *Awards.* Contracts are awarded to the lowest responsible bidder offering to furnish supplies and services and to the highest responsible bidder offering to purchase surplus supplies in the absence of special security or other public interest factors. A Board of Review of Bidders' Responsibility appointed by the Director, Bureau of Federal Supply considers referred questions of bidders' responsibility arising in connection with the award of contracts by the Washington Office. Contracts are signed by authorized contracting officers in Washington, D. C., and the field, upon the recommendations of purchasing and sales officers and their supervisors. Standard Government contract forms are used as applicable (§§ 4.11–4.27 of this chapter). For foreign relief contracts, Bureau of Federal Supply Form No. 818 and Contract Terms No. 7, dated March 7, 1946, as revised from time to time, are used. For strategic and critical materials purchase contracts, Bureau of Federal Supply Form TS–SCM 1 is used. Copies of these forms are available at the Washington Office and of the standard Government forms at all offices.

§ 2.5 *Protests of awards.* Protests of awards of contracts should be in writing and filed with the head of the local field office or the Deputy Director, Purchase Branch, Bureau of Federal Supply, Washington, D. C., or the Assistant Director, Strategic and Critical Materials, Bureau of Federal Supply, Washington, D. C., depending on the program and place of award. No special forms are needed, but the protester should indicate the nature of his interest in the matter. On awards made in Washington, D. C., not involving strategic and critical materials, hearings will be arranged on request, in Washington, D. C., before a committee composed of the Deputy Director, Purchase Branch, a member of the Legal Division, the Chief, Contract Division and the Chief, Purchase Section concerned. Recommendations of this committee will be made to the Director, Bureau of Federal Supply.

§ 2.6 *Disputes.* All questions and disputes with respect to contract performance, payment and procedure should be referred to the contracting officer concerned, through an inspector if available at the premises, in the absence of special instructions or notice received in particular cases. Determinations of the contracting officer are ordinarily reviewable, in the manner prescribed by the contract, by the Secretary of the Treasury or such representative as he may designate from time to time. No special forms are required to submit questions,

disputes and claims, or appeals from determinations thereon. However, claims for amounts due deceased contractors must be filed on Standard Form No. 1055 (Revised), "Claim Against the United States for Amounts Due in the Case of a Decedent."

§ 2.7 *Term contracts.* Where contracts are made by contracting officers of the Bureau of Federal Supply with contractors to furnish supplies and services as required by Executive agencies during specified periods, frequently referred to as contracts composing the Federal Supply Schedule, purchase orders are placed directly with contractors by ordering Executive agencies which have been informed of such contracts. Ordering offices make payments directly to the contractor and, in the first instance, determine whether performance is in accordance with contract requirements. In the event the contractor offers defective supplies, they may accept or reject them, make price adjustments or seek replacements, or terminate purchase orders, purchase from other sources and charge the contractor with any resulting excess costs. All disputes concerning questions of fact arising under the contract which cannot satisfactorily be settled between the ordering office and the contractor and all notices filed by the contractor that a delay in the time of performance was due to an excusable cause preventing assessment of excess costs under the provisions of the contract must be referred to the contracting officer of the Bureau of Federal Supply for consideration. His determinations are reviewable by the Secretary of the Treasury as in other contracts (§ 2.6 of this chapter). In order that the Bureau of Federal Supply may properly supervise operations of the contracts and ascertain the suitability of the contractor for further awards, ordering offices are required to report to the Bureau of Federal Supply, Washington, D. C., the details concerning all material instances of unsatisfactory performance by a contractor, whether or not adequately adjusted and settled.

PART 3—DIRECTED PROCUREMENT

SUBPART A—SUPPLIES AND SERVICES

Sec.
3.1 Term contracts.
3.2 Stock items.
3.3 Lubricating oil.
3.4 Vehicle identification tags.
3.5 Special supplies.

SUBPART B—PURCHASE SPECIFICATIONS

3.11 Federal Specifications.
3.12 Inappropriate parts of Federal Specifications.
3.13 Proposed revision of Federal Specifications.

SUBPART C—SHIPMENT OF SUPPLIES

3.21 Routing.

SUBPART D—PREFERENCE FOR DOMESTIC PRODUCTS

3.31 Purchase of domestic products; favoring differential.
3.32 Duty; unreasonable cost.
3.33 Saving provision.

AUTHORITY: §§ 3.1 to 3.33 issued under sec. 1, E. O. 6166, June 10, 1933; 5 U. S. C. 132 note.

SUBPART A—SUPPLIES AND SERVICES

§ 3.1 *Term contracts.* Executive agencies shall procure needed supplies and services as provided under term contracts awarded by the Bureau of Federal Supply. (Further information concerning these contracts may be obtained from any office of the Bureau of Federal Supply, and see § 2.7 of this chapter.)

§ 3.2 *Stock items.* Executive agencies, within continental United States and Alaska, shall procure needed supplies as listed in the national Stock Catalog of the Bureau of Federal Supply, except as exempted by the Director, Bureau of Federal Supply. (Further information concerning these stock items and exemptions granted may be obtained from any office of the Bureau of Federal Supply.)

§ 3.3 *Lubricating oil.* Executive agencies, within continental United States, shall procure needed lubricating oil as provided under term contracts awarded by the Navy Department, except as exempted by the Director, Bureau of Federal Supply. (Further information concerning these contracts and exemptions granted may be obtained from any office of the Bureau of Federal Supply.)

§ 3.4 *Vehicle identification tags.* Executive departments and establishments shall procure required Government identification tags for motor vehicles used outside the District of Columbia from the Department of Corrections, District of Columbia Government.

§ 3.5 *Special supplies.* Executive agencies, within continental United States, shall procure as needed the following supplies from the Bureau of Federal Supply:

(a) *Construction machinery.* Heavy construction machinery, in the following categories, and major attachments therefor, except for the National Military Establishment and the Economic Cooperation Administration: asphalt mixers and pavers, portable compressors, concrete mixers and pavers, portable conveyors, portable cranes, portable crushers, ditching machines, portable engines and power units, motor graders, portable power hoists, power shovels, road rollers, scrapers and dump wagons, snow plows, sweepers, wheel and track-laying tractors and allied equipment, and well-drilling machines.

(b) *Fans.* (1) Electric fans, except shipboard fans for the Coast Guard, the Navy Department and the U. S. Maritime Commission.

(2) "Electric fan" means any propeller type fan designed for desk, pedestal, wall bracket, ceiling, or portable window mounting. It includes such fans whether completely assembled or assembled in knocked down form. It does not include any centrifugal fan or blower, propeller type attic fan, industrial propeller type exhaust fan or any fan which is a functional part of any equipment or device having a primary use other than ventilation.

(c) *Filing cabinets.* Letter size and cap size steel upright filing cabinets.

(d) *Household furniture.* Household and quarters furniture, where the purchase exceeds $100.

(e) *IBM control panels.* Additional control panels for use with electric accounting machines of the International Business Machines Corporation, above the standard number furnished by the corporation with the machine.

(f) *Motor vehicles.* Motor-propelled vehicles for the carriage of passengers and freight, including passenger automobiles, station wagons, ambulances, buses, motorcycles, motor scooters, carry-alls, trucks, truck-tractors, trailers, etc., except for the National Military Establishment.

(g) *Office furniture.* Steel office desks, tables and storage cabinets, except for the National Military Establishment.

(h) *Paper and paperboard.* (1) Paper and paperboard, except for the following:

(i) Needs of the National Military Establishment and the U. S. Maritime Commission;

(ii) Distinctive paper for United States securities;

(iii) Quarterly requirements of less than 100 reams or 500 pounds;

(iv) Items obtained from the Government Printing Office as listed in its bulletins entitled "Standard Forms and Miscellaneous Supplies Catalog" and "Blank Paper and Envelopes";

(v) Items obtained from surplus property inventories of Federal disposal agencies;

(vi) Items required for scientific, laboratory or research work.

(2) "Paper and paperboard" mean all types of paper and paperboard listed in the Standard Commodity Classification, Volume I, May 1943, as items 14 5000 to 14 5319, 14 5330 to 14 5459, 14 5490 to 14 5524, 14 5529 to 14 5531, 14 5539 to 14 5540, 14 5560 to 14 5599, 14 5800 to 14 7900 and 14 7990.

(i) *Refrigerators.* Domestic mechanical refrigerators, except for the Housing and Home Finance Agency, National Military Establishment, Panama Canal, Public Health Service and U. S. Maritime Commission.

SUBPART B—PURCHASE SPECIFICATIONS

§ 3.11 *Federal Specifications.* Executive agencies, in procuring supplies within continental United States, shall use applicable Federal Specifications promulgated by the Director, Bureau of Federal Supply, except as otherwise authorized. (All published Federal Specifications and a Federal Specifications Index are available at the Government Printing Office, Washington, D. C.)

§ 3.12 *Inappropriate parts of Federal Specifications.* Executive agencies may disregard portions of Federal Specifications believed for administrative reasons to be inappropriate to meet their particular or essential needs.

§ 3.13 *Proposed revision of Federal Specifications.* When a revision, in whole or in part, of a Federal Specification has been approved by a Technical Committee of the Federal Specifications Board and is circulated by the Bureau of Federal Supply to Executive agencies for comment, Executive agencies may disregard in the original Federal Specification the whole or the part, as the case may be, proposed to be revised.

SUBPART C—SHIPMENT OF SUPPLIES

§ 3.21 *Routing.* Executive agencies, except the Post Office Department, the Department of Agriculture, the National Military Establishment and the District of Columbia Government, shall obtain from the Bureau of Federal Supply, Washington, D. C., routing orders to cover the shipment of their supplies consisting of two or more carloads moving under a Government bill of lading within continental United States from one point of origin to one destination, in the absence of an emergency or waiver granted by the Director, Bureau of Federal Supply.

SUBPART D—PREFERENCE FOR DOMESTIC PRODUCTS

§ 3.31 *Purchase of domestic products; favoring differential.* In applying the exception contained in title III, section 2, of the so-called Buy-American Act of March 3, 1933 (47 Stat. 1520; 41 U. S. C. 10a), which permits purchase of products of foreign origin if the cost of domestic products is unreasonable, the following differentials shall be applied by Executive departments and independent establishments in favor of domestic products to be delivered in continental United States:

(a) Where the cost of the foreign product exceeds $100, a differential of 25%;

(b) Where the cost of the foreign product is $100 or less, a differential of 100%.

§ 3.32 *Duty; unreasonable cost.* When the cost is enhanced by duty paid the United States, the differential shall be 25% or 100%, as the case may be, of the cost exclusive of duty. The cost of the domestic product is unreasonable whenever it exceeds the cost of the foreign product including duty plus the amount of the differential.

§ 3.33 *Saving provision.* Nothing in this subpart prejudices the authority of any Executive department or independent establishment to reject a bid for a domestic product as unreasonable, or to negotiate for a lower price, for any reason other than the comparative cost of a foreign product.

PART 4—STANDARD CONTRACTS

SUBPART A—PRESCRIBED FORMS

Sec.
4.1 Forms to be used.
4.2 Use in foreign countries.
4.3 Additional stipulations and instructions.
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SUBPART B—CONTENT OF FORMS

4.11 Lease.
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4.19 Invitation for bids; supply.
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4.25 Telephone service contract.
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SUBPART C—SPECIAL STANDARD CONTRACT PROVISIONS

4.31 Labor and material reports; construction contracts.

AUTHORITY: §§ 4.1 to 4.31 issued under sec. 1, E. O. 6166, June 10, 1933; 5 U. S. C. 132 note.

SUBPART A—PRESCRIBED FORMS

§ 4.1 *Forms to be used.* Except as otherwise authorized, the following standard forms shall be used without deviation by all Executive agencies for or in connection with every formal contract of the kinds specified that may be entered into by them:

(a) *Leases.* U. S. Standard Form No. 2 (Revised), approved by the Secretary of the Treasury May 6, 1935—for leases of real property where the Government is lessee.

(b) *Construction or supply contracts.* (1) U. S. Standard Form No. 22, approved by the Acting Secretary of the Treasury July 13, 1939—in connection with contracts for construction or supplies.

(2) Standard Form No. 24, approved by the President November 19, 1926—where bid bonds are required in connection with contracts for construction or supplies.

(3) U. S. Standard Form No. 25 (Revised), approved by the Secretary of the Treasury September 16, 1935, or U. S. Standard Forms Nos. 25–B, 25–B1, and 25–B3, approved by the Secretary of the Treasury May 29, 1941—where performance bonds are required in connection with contracts for construction or supplies.

(c) *Construction contracts.* (1) U. S. Standard Form No. 23–Rev., approved by the Secretary of the Treasury, Revised April 3, 1942—for fixed-price contracts for the construction or repair of public buildings or works.

(2) U. S. Standard Form No. 25–A, approved by the Secretary of the Treasury September 16, 1935, or U. S. Standard Forms Nos. 25–C, 25–C1, and 25–C3, approved by the Secretary of the Treasury May 29, 1941—whenever a payment bond under the Act of August 24, 1935, 49 Stat. 793, is required.

(d) *Supply contracts, except coal.* The following forms, for or in connection with fixed-price contracts for the procurement of supplies, except coal:

(1) Standard Forms Nos. 30 and 31, approved by the President June 10, 1927, and U. S. Standard Form No. 32 (Revised), approved by the Secretary of the Treasury June 18, 1935; or

(2) U. S. Standard Form 33 (Revised), approved by the Secrtary of the Treasury January 17, 1939.

(3) Standard Form No. 36, approved by the President June 10, 1927.

(4) U. S. Standard Form No. 34 (Revised), approved by the Secretary of the Treasury February 19, 1937, and U. S. Standard Form No. 35 (Revised), approved by the Secretary of the Treasury May 10, 1937—may be used in lieu of Standard Form No. 24 and U. S. Standard Form No. 25, respectively, where bid or performance bonds are required.

(e) *Contracts for coal.*[1] The following forms, for or in connection with contracts for the procurement of coal within continental United States, except coal for marine use:

(1) The forms referred to in paragraph (d) (2) and (3) of this section, except that when Standard Form No. 43 is used with U. S. Standard Form 33 (Revised) the following paragraph shall be added to Form 33:

Standard Form No. 43 (Standard Government Purchase Conditions for Coal), is a part of this bid. Paragraph 4 of above Conditions of U. S. Standard Form 33 (Revised) is hereby deleted, and paragraph 6 "Delays" of Standard Form No. 43 shall apply.

(2) The forms referred to in paragraph (b) (2) and (3) of this section, or those referred to in paragraph (d) (4) of this section, where bid or performance bonds are required.

(3) Standard Forms Nos. 42 and 43, approved by the President March 1, 1929, omitting paragraph 3 of Form No. 43, entitled "Wage scales"—except that the use of these forms shall be optional for contracts for 300 tons or less, for delivery in less than carload lots, or for coal for emergency use or testing purposes.

(f) *Contracts for telephone service.* U. S. Standard Form No. 40 (Revised), approved by the Secretary of the Treasury September 10, 1937—for contracts for telephone service within the United States, except in the District of Columbia, and except for contracts entered into by the National Military Establishment and Coast Guard, and contracts covering the requirements of two or more agencies entered into by the Bureau of Federal Supply.

§ 4.2 *Use in foreign countries.* The forms prescribed are not required to be used in foreign countries.

§ 4.3 *Additional stipulations and instructions.* Additional stipulations or instructions deemed necessary but not inconsistent with the provisions of the forms prescribed may be incorporated in the specifications, schedules, or other accompanying papers.

§ 4.4 *Printing specifications.* Specifications currently in use by the Government Printing Office for the printing of the forms prescribed, and as to the paper and ink to be used, shall remain effective except as authorized by the Director, Bureau of Federal Supply.

§ 4.5 *Prior authorizations.* All presently effective authorizations for deviations from the forms prescribed, or for the use of existing stocks of earlier forms,

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[1] Use of Standard Forms Nos. 30 and 31, in conjunction with Standard Form No. 41, approved by the President March 1, 1929, is understood to have been discontinued generally. If occasion for their use should arise, request for authorization should be submitted to the Director, Bureau of Federal Supply.

whether such authorizations were issued by the Director of the Bureau of the Budget, by the Secretary of the Treasury, or by the Director, Bureau of Federal Supply, shall remain in effect until modified or revoked.

SUBPART B—CONTENT OF FORMS

§ 4.11 *Lease.*

U. S. Standard Form No. 2 (Revised)
Approved by the Secretary of the Treasury
May 6, 1935

LEASE

BETWEEN

AND

THE UNITED STATES OF AMERICA

1. This lease, made and entered into this _____ day of _____, in the year one thousand nine hundred and _____ by and between _____ whose address is _____ for _____ heirs, executors, administrators, successors, and assigns, hereinafter called the Lessor, and The United States of America, hereinafter called the Government:

Witnesseth: The parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

2. The Lessor hereby leases to the Government the following described premises, viz:

---

to be used exclusively for the following purposes (see instruction No. 3):

---

3. To have and to hold the said premises with their appurtenances for the term beginning and ending with _____

---

4. The Government shall not assign this lease in any event, and shall not sublet the demised premises except to a desirable tenant, and for a similar purpose, and will not permit the use of said premises by anyone other than the Government, such sublessee, and the agents and servants of the Government, or of such sublessee.

5. This lease may, at the option of the Government, be renewed from year to year at a rental of _____ and otherwise upon the terms and conditions herein specified, provided notice be given in writing to the Lessor at least _____ days before this lease or any renewal thereof would otherwise expire: Provided that no renewal thereof shall extend the period of occupancy of the premises beyond the _____ day of _____.

6. The Lessor shall furnish to the Government, during the occupancy of said premises, under the terms of this lease, as part of the rental consideration, the following:

---

7. The Government shall pay the Lessor for the premises rent at the following rate:

Payment shall be made at the end of each _____.

8. The Government shall have the right, during the existence of this lease, to make alterations, attach fixtures, and erect additions, structures, or signs, in or upon the premises hereby leased (provided such alterations, additions, structures, or signs shall not be detrimental to or inconsistent with the rights granted to other tenants on the property or in the building in which said premises are located); which fixtures, additions, or structures so placed in or upon or attached to the said premises shall be and remain the property of the Government and may be removed therefrom by the Government prior to the termination of this lease, and the Government, if required by the Lessor, shall, before the expiration of this lease or renewal thereof, restore the premises to the same condition as that existing at the time of entering upon the same under this lease, reasonable and ordinary wear and tear and damages by the elements or by circumstances over which the Government has no control, excepted: Provided, however, that if the Lessor requires such restoration, the Lessor shall give written notice thereof to the Government _____ days before the termination of the lease.

9. The Lessor shall, unless herein specified to the contrary, maintain the said premises in good repair and tenantable condition during the continuance of this lease, except in case of damage arising from the act or the negligence of the Government's agents or employees. For the purpose of so maintaining the premises, the Lessor reserves the right at reasonable times to enter and inspect the premises and to make any necessary repairs thereto.

10. If the said premises be destroyed by fire or other casualty this lease shall immediately terminate. In case of partial destruction or damage, so as to render the premises untenantable, either party may terminate the lease by giving written notice to the other within fifteen days thereafter, and if so terminated no rent shall accrue to the Lessor after such partial destruction or damage.

11. No Member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this lease or to any benefit to arise therefrom. Nothing, however, herein contained shall be construed to extend to any incorporated company, if the lease be for the general benefit of such corporation or company.

In witness whereof, the parties hereto have hereunto subscribed their names as of the date first above written.

(Lessor)

UNITED STATES OF AMERICA,

By _____

_____
(Official title)

In presence of:

_____

_____
(Address)

(If Lessor is a corporation, the following certificate shall be executed by the secretary or assistant secretary.)

I, _____, certify that I am the _____ Secretary of the corporation named as Lessor in the attached lease; that _____, who signed said lease on behalf of the Lessor, was then _____ of said corporation; that said lease was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

[CORPORATE SEAL] _____

INSTRUCTIONS TO BE OBSERVED IN EXECUTING LEASE

1. This standard form of lease shall be used whenever the Government is the lessee of real property; except that when the total consideration does not exceed $100 and the term of the lease does not exceed 1 year the use of this form is optional. In all cases where the rental to be paid exceeds $2,000 per annum the annual rental shall not exceed 15 per centum of the fair market value of the rented premises at the date of lease. Alterations, improvements, and repairs of the rented premises by the Government shall not exceed 25 per centum of the amount of the rent for the first year of the rental term or for the rental term if less than 1 year.

2. The lease shall be dated and the full name and address of the lessor clearly written in paragraph 1.

3. The premises shall be fully described, and, in case of rooms, the floor and room number of each room given. The language inserted at the end of article 2 of the lease should specify only the general nature of the use, that is, "office quarters," "storage space," etc.

4. Whenever the lease is executed by an attorney, agent, or trustee on behalf of the lessor, two authenticated copies of his power of attorney, or other evidence to act on behalf of the lessor, shall accompany the lease.

5. When the lessor is a partnership, the names of the partners composing the firm shall be stated in the body of the lease. The lease shall be signed with the partnership name, followed by the name of the partner signing the same.

6. Where the lessor is a corporation, the lease shall be signed with the corporate name, followed by the signature and title of the officer or other person signing the lease on its behalf, duly attested, and, if requested by the Government, evidence of his authority so to act shall be furnished.

7. Under paragraph 6 of the lease insert necessary facilities to be furnished, such as heat, light, janitor service, etc.

8. There shall be no deviation from this form without prior authorization by the Director of Procurement, except—

(a) Paragraph 3 may be drafted to cover a monthly tenancy or other period less than a year.

(b) In paragraph 5, if a renewal for a specified period other than a year, or for a period optional with the Government is desired, the phrase "from year to year" shall be deleted and proper substitution made. If the right of renewal is not desired or cannot be secured paragraph 5 may be deleted.

(c) Paragraph 6 may be deleted if the owner is not to furnish additional facilities.

(d) If the premises are suitable without alterations, etc., paragraph 8 may be deleted.

(e) Paragraph 9 provides that the lessor shall, *"unless herein specified* to the contrary, maintain the said premises in good repair, etc." A modification or elimination of this requirement would not therefore be a deviation.

(f) In case the premises consist of unimproved land, paragraph 10 may be deleted.

(g) When executing leases covering premises in foreign countries, departure from the standard form is permissible to the extent necessary to conform to local laws, customs, or practices.

(h) Additional provisions, relating to the particular subject matter mutually agreed upon, may be inserted, if not in conflict with the standard provisions, including a mutual right to terminate the lease upon a stated number of days' notice, but to permit only the lessor so to terminate would be a deviation requiring approval as above provided.

9. When deletions or other alterations are permitted specific notation thereof shall be entered in the blank space following paragraph 11 before signing.

10. If the property leased is located in a State requiring the recording of leases in order to protect the tenant's rights, care should be taken to comply with all such statutory requirements.

§ 4.12 *Instructions to bidders; construction and supplies.*

U. S. Standard Form No. 22
Approved by the Acting Secretary of the Treasury
July 13, 1939

INSTRUCTIONS TO BIDDERS

(CONSTRUCTION AND SUPPLIES)

1. *Preparation of bids.* Unless otherwise directed in the invitation, bids shall be submitted in triplicate. Forms furnished, or copies thereof, shall be used, and strict compliance with the requirements of the invitation, these instructions, and the instructions printed on the forms is necessary. Special care should be exercised in the preparation of bids. Bidders must make their own estimates of the facilities and difficulties attending the performance of the proposed contract, including local conditions, uncertainty of weather, and all other contingencies. All designations and prices shall be fully and clearly set forth. Copies of the bids shall be identical. The proper blank spaces in the bid and guaranty forms shall be suitably filled in.

2. *Labor and material not to be furnished by the Government.* The Government will not furnish any labor, material, or supplies unless specifically provided for in the contract.

3. *Signature to bids.* Each bid must give the full business address of the bidder and be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the State of incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word "president," "secretary," "agent," or other designation, without disclosing his principal, may be held to be the bid of the individual signing. When requested by the Government, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

4. *Bids for all or part.* Where bids are not qualified by specific limitations, the Government reserves the right of awarding all or any of the items according to its best interests. Unless otherwise required in the specifications, bids for supplies shall be submitted in accordance with the numbered item or items given in the schedule.

5. *Alternative bids.* Alternative bids will not be considered unless called for.

6. *Specifications and schedules.* The specifications, conditions, schedules, and drawings which form the basis of any bid will be considered as a part thereof and will form a part of the contract. Copies of these papers, together with a copy of the standard contract form, including authorized additions or deletions, if any, will be furnished to or made available for the inspection of bidders by the office indicated in the advertisement or invitation.

7. *Corrections.* Erasures or other changes in the bids must be explained or noted over the signature of the bidder.

8. *Guaranty.* Where security is required to insure the execution of contract and bond for performance of the service, no bid will be considered unless it is so guaranteed. The bidder, at his option, may furnish a guaranty bond or certified check, or may deposit, in accordance with Treasury Department regulations, bonds or notes of the United States (at par value) as security in the amount required: *Provided*, That where not in conflict with the law, the bidder may be limited to the option of furnishing a certified check or bonds or notes of the United States when the amount of the security does not exceed $1,000, notice of such requirement to be given in the invitation to bidders.

In case security is in the form of a certified check or bonds or notes of the United States, the Government may make such disposition of the same as will accomplish the purpose for which submitted. Certified checks may be held uncollected at the bidder's risk. Certified checks, or the amount thereof, and bonds or notes of the United States deposited by unsuccessful bidders will be returned as soon as practicable after the opening.

9. *Bonds.* The bond of any surety company authorized by the Secretary of the Treasury to do business, or of two responsible individual sureties, will be accepted as security for any bid or contract. See the instructions at the end of the applicable standard form bond with respect to the qualifications and sufficiency of sureties and the manner in which bonds should be executed.

10. *Marking and mailing bids.* Bids with their guaranties, must be securely sealed in suitable envelopes, addressed and marked on the outside as required by the invitation.

11. *Time for receiving bids.* Bids received prior to the time of opening will be securely kept, unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and no bid received thereafter will be considered, except that when a bid arrives by mail after the time fixed for opening, but before award is made, and it is shown to the satisfaction of the officer authorized to make the award that the nonarrival on time was due solely to delay in the mails for which the bidder was not responsible, such bid will be received and considered. No responsibility will attach to an officer for the premature opening of a bid not properly addressed and identified. Unless specifically authorized, telegraphic bids will not be considered, but modifications by telegraph of bids already submitted will be considered if received prior to the hour set for opening.

12. *Withdrawal of bids.* Bids may be withdrawn on written or telegraphic request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

13. *Bidders present.* At the time fixed for the opening of bids, their contents will be made public for the information of bidders and others properly interested, who may be present either in person or by representative.

14. *Award or rejection of bids.* The contract will be awarded to the lowest responsible bidder complying with conditions of the invitation for bids, provided his bid is reasonable and it is to the interest of the United States to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The United States, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the United States. It also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a bidder who is not in a position to perform the contract.

15. *Time of performance.* When not otherwise specified, the bidder must state the least number of calendar days (counting Sundays and holidays) after date of receipt of notice to proceed, in which he will commence performance, and the number of calendar days (counting Sundays and holidays) after the date of receipt of notice to proceed in which he will complete. In stating time the bidder should make due allowance for probable difficulties which may be encountered.

16. *Bidders interested in more than one bid.* If more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected. This shall not prevent a bidder from submitting alternative bids when called for, nor from quoting different prices on different qualities of material or different conditions of delivery. A party who has quoted prices on materials to a bidder is not thereby disqualified from quoting prices to other bidders or from submitting a bid directly for the materials or work.

17. *Errors in bid.* Bidders or their authorized agents are expected to examine the maps, drawings, specifications, circulars, schedule, and all other instructions pertaining to the work, which will be open to their inspection. Failure to do so will be at the bidder's own risk, and he cannot secure relief on the plea of error in the bid. In case of error in the extension of prices the unit price will govern.

18. *Dealer or manufacturer.* In bids for supplies or manufactured articles, bidders will state whether they are manufacturers of or regular dealers in the articles. If practicable to do so, bidders who are not manufacturers will give the name of the manufacturer from whom the articles are to be obtained, including catalog references.

19. *Samples.* When samples are required, they must be submitted by the bidder so as to reach the office designated prior to the hour set for opening the bids. Samples shall be furnished free of expense to the Government, properly marked for identification, and accompanied by a list when there is more than one sample. The Government reserves the right to mutilate or destroy any sample submitted whenever it may be considered necessary to do so for the purpose of testing. Samples not so mutilated or destroyed, when no longer required to be retained in connection with the award or delivery of supplies, will be returned, at the bidder's expense, if such return is requested in the bid.

20. *Contract and bond.* The bidder to whom award is made must, when required, enter into written contract on the standard Government form, with satisfactory security in the amount required, within the period specified or, if no period be specified, within 10 days after the prescribed forms are presented to him for signature.

(These instructions are not to be incorporated in the contract.)

§ 4.13 *Construction contract.*

U. S. Standard Form No. 23—Rev.
Approved by the Secretary of the Treasury
Revised April 3, 1942

Contract No. _____

CONTRACT

(CONSTRUCTION)

_____
(Contractor)

_____
(Department)

Contract for _____ Amount, $_____

Place _____

CONTRACT FOR CONSTRUCTION

This contract, entered into this _____ day of _____, 19____, by The United States of America, hereinafter called the Government, represented by the contracting officer executing this contract, and _____
_____
a corporation organized and existing under the laws of the State of _____
a partnership consisting of _____
_____
an individual trading as _____
of the city of _____ in the State of _____ hereinafter called the contractor, witnesseth that the parties hereto do mutually agree as follows:

ARTICLE 1. *Statement of work.* The contractor shall furnish the materials, and perform the work for _____
_____
_____
for the consideration of _____
_____
in strict accordance with the specifications,

schedules, and drawings, all of which are made a part hereof and designated as follows:

The work shall be commenced _____ and shall be completed _____

ART. 2. *Specifications and drawings.* The contractor shall keep on the work a copy of the drawings and specifications and shall at all times give the contracting officer access thereto. Anything mentioned in the specifications and not shown on the drawings, or shown on the drawings and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both. In case of difference between drawings and specifications, the specifications shall govern. In any case of discrepancy in the figures, drawings, or specifications, the matter shall be immediately submitted to the contracting officer, without whose decision said discrepancy shall not be adjusted by the contractor, save only at his own risk and expense. The contracting officer shall furnish from time to time such detail drawings and other information as he may consider necessary, unless otherwise provided.

ART. 3. *Changes.* The contracting officer may at any time, by a written order, and without notice to the sureties, make changes in the drawings and/or specifications of this contract and within the general scope thereof. If such changes cause an increase or decrease in the amount due under this contract, or in the time required for its performance, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. No change involving an estimated increase or decrease of more than Five Hundred Dollars shall be ordered unless approved in writing by the head of the department or his duly authorized representative. Any claim for adjustment under this article must be asserted within 10 days from the date the change is ordered: *Provided, however,* That the contracting officer, if he determines that the facts justify such action, may receive and consider, and with the approval of the head of the department or his duly authorized representative, adjust any such claim asserted at any time prior to the date of final settlement of the contract. If the parties fail to agree upon the adjustment to be made the dispute shall be determined as provided in article 15 hereof. But nothing provided in this article shall excuse the contractor from proceeding with the prosecution of the work so changed.

ART. 4. *Changed conditions.* Should the contractor encounter, or the Government discover, during the progress of the work subsurface and/or latent conditions at the site materially differing from those shown on the drawings or indicated in the specifications, or unknown conditions of an unusual nature differing materially from those ordinarily encountered and generally recognized as inhering in work of the character provided for in the plans and specifications, the attention of the contracting officer shall be called immediately to such conditions before they are disturbed. The contracting officer shall thereupon promptly investigate the conditions, and if he finds that they do so materially differ the contract shall, with the written approval of the head of the department or his duly authorized representative, be modified to provide for any increase or decrease of cost and/or difference in time resulting from such conditions.

ART. 5. *Extras.* Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the same has been ordered in writing by the contracting officer and the price stated in such order.

ART. 6. *Inspection.* (a) All material and workmanship (if not othrwise designated by the specifications) shall be subject to inspection, examination, and test by Government inspectors at any and all times during manufacture and/or construction and at any and all places where such manufacture and/or construction are carried on. The Government shall have the right to reject defective material and workmanship or require its correction. Rejected workmanship shall be satisfactorily corrected and rejected material shall be satisfactorily replaced with proper material without charge therefor, and the contractor shall promptly segregate and remove the rejected material from the premises. If the contractor fails to proceed at once with the replacement of rejected material and/or the correction of defective workmanship the Government may, by contract or otherwise, replace such material and/or correct such workmanship and charge the cost thereof to the contractor, or may terminate the right of the contractor to proceed as provided in article 9 of this contract, the contractor and surety being liable for any damage to the same extent as provided in said article 9 for terminations thereunder.

(b) The contractor shall furnish promptly without additional charge, all reasonable facilities, labor, and materials necessary for the safe and convenient inspection and test that may be required by the inspectors. All inspection and tests by the Government shall be performed in such manner as not unnecessarily to delay the work. Special, full size, and performance tests shall be as described in the specifications. The contractor shall be charged with any additional cost of inspection when material and workmanship is not ready at the time inspection is required by the contractor.

(c) Should it be considered necessary or advisable by the Government at any time before final acceptance of the entire work to make an examination of work already completed, by removing or tearing out same, the contractor shall on request promptly furnish all necessary facilities, labor, and material. If such work is found to be defective in any material respect, due to fault of the contractor or his subcontractors, he shall defray all the expenses of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the contract, the actual cost of labor and material necessarily involved in the examination and replacement, plus 15 percent, shall be allowed the contractor and he shall, in addition, if completion of the work has been delayed thereby, be granted a suitable extension of time on account of the additional work involved.

(d) Inspection of material and finished articles to be incorporated in the work at the site shall be made at the place of production, manufacture, or shipment, whenever the quantity justifies it, unless otherwise stated in the specifications; and such inspection and acceptance, unless otherwise stated in the specifications, shall be final, except as regards latent defects, departures from specific requirements of the contract and the specifications and drawings made a part thereof, damage or loss in transit, fraud, or such gross mistakes as amount to fraud. Subject to the requirements contained in the preceding sentence, the inspection of material and workmanship for final acceptance as a whole or in part shall be made at the site.

ART. 7. *Materials and workmanship.* Unless otherwise specifically provided for in the specifications, all workmanship, equipment, materials, and articles incorporated in the work covered by this contract are to be of the best grade of their respective kinds for the purpose. Where equipment, materials, or articles are referred to in the specifications as "equal to" any particular standard, the contracting officer shall decide the question of equality. The contractor shall furnish to the contracting officer for his approval the name of the manufacturer of machinery, mechanical and other equipment which he contemplates incorporating in the work, together with their performance capacities and other pertinent information. When required by the specifications, or when called for by the contracting officer, the contractor shall furnish the contracting officer for approval full information concerning the materials or articles which he contemplates incorporating in the work. Samples of materials shall be submitted for approval when so directed. Machinery, equipment, materials, and articles installed or used without such approval shall be at the risk of subsequent rejection. The contracting officer may require the contractor to remove from the work such employee as the contracting officer deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed by the contracting officer to be contrary to the public interest.

ART. 8. *Superintendence by contractor.* The contractor shall give his personal superintendence to the work or have a competent foreman or superintendent, satisfactory to the contracting officer, on the work at all times during progress, with authority to act for him.

ART. 9. *Delays—Damages.* If the contractor refuses or fails to prosecute the work, or any separable part thereof, with such diligence as will insure its completion within the time specified in article 1, or any extension thereof, or fails to complete said work within such time, the Government may, by written notice to the contractor, terminate his right to proceed with the work or such part of the work as to which there has been delay. In such event the Government may take over the work and prosecute the same to completion, by contract or otherwise, and the contractor and his sureties shall be liable to the Government for any excess cost occasioned the Government thereby. If the contractor's right to proceed is so terminated, the Government may take possession of and utilize in completing the work such materials, appliances, and plant as may be on the site of the work and necessary therefor. If the Government does not terminate the right of the contractor to proceed, the contractor shall continue the work, in which event it will be impossible to determine the actual damages for the delay and in lieu thereof the contractor shall pay to the Government as fixed, agreed, and liquidated damages for each calendar day of delay until the work is completed or accepted the amount as set forth in the specifications or accompanying papers and the contractor and his sureties shall be liable for the amount thereof: *Provided,* That the right of the contractor to proceed shall not be terminated or the contractor charged with liquidated damages because of any delays in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including, but not restricted to, acts of God, or of the public enemy, acts of the Government, acts of another contractor in the performance of a contract with the Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather or delays of subcontractors due to such causes, if the contractor shall within 10 days from the beginning of any such delay (unless the contracting officer, with the approval of the head of the department or his duly authorized representative, shall grant a further period of time prior to the date of final settlement of the contract) notify the contracting officer in writing of the causes of delay, who shall ascertain the facts and the extent of the delay and extend the time for completing the work when in his judgment the findings of fact justify such an extension, and his findings of fact thereon shall be final and conclusive on the parties hereto, subject only to appeal, within 30 days, by the contractor to the head of the department concerned or his duly authorized representative, whose decision on such appeal as to the facts

of delay and the extension of time for completing the work shall be final and conclusive on the parties hereto.

ART. 10. *Permits and responsibility for work.* The contractor shall, without additional expense to the Government, obtain all required licenses and permits and be responsible for all damages to persons or property that occur as a result of his fault or negligence in connection with the prosecution of the work, and shall be responsible for all materials delivered and work performed until completion and final acceptance. Upon completion of the contract the work shall be delivered complete and undamaged.

ART. 11. *Eight-hour law—Overtime compensation—Convict labor.*—(a) No laborer or mechanic doing any part of the work contemplated by this contract, in the employ of the contractor or any subcontractor contracting for any part of said work contemplated, shall be required or permitted to work more than eight hours in any one calendar day upon such work at the site thereof, except upon the condition that compensation is paid to such laborer or mechanic in accordance with the provisions of this article. The wages of every laborer and mechanic employed by the contractor or any subcontractor engaged in the performance of this contract shall be computed on a basic day rate of eight hours per day and work in excess of eight hours per day is permitted only upon the condition that every such laborer and mechanic shall be compensated for all hours worked in excess of eight hours per day at not less than one and one-half times the basic rate of pay. For each violation of the requirements of this article a penalty of five dollars shall be imposed upon the contractor for each laborer or mechanic for every calendar day in which such employee is required or permitted to labor more than eight hours upon said work without receiving compensation computed in accordance with this article, and all penalties thus imposed shall be withheld for the use and benefit of the Government: *Provided*, That this stipulation shall be subject in all respects to the exceptions and provisions of U. S. Code, title 40, sections 321, 324, 325, 325a, and 326, relating to hours of labor and compensation for overtime.

(b) The contractor shall not employ any person undergoing sentence of imprisonment at hard labor.

ART. 12. *Covenant against contingent fees.* The contractor warrants that he has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Government the right to terminate the contract, or, in its discretion, to deduct from the contract price or consideration the amount of such commission, percentage, brokerage, or contingent fees. This warranty shall not apply to commissions payable by contractors upon contracts or sales secured or made through bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business.

ART. 13. *Other contracts.* The Government may award other contracts for additional work, and the contractor shall fully cooperate with such other contractors and carefully fit his own work to that provided under other contracts as may be directed by the contracting officer. The contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor.

ART. 14. *Officials not to benefit.* No Member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

ART. 15. *Disputes.* Except as otherwise specifically provided in this contract, all disputes concerning questions of fact arising under this contract shall be decided by the contracting officer subject to written appeal by the contractor within 30 days to the head of the department concerned or his duly authorized representative, whose decisions shall be final and conclusive upon the parties thereto. In the meantime the contractor shall diligently proceed with the work as directed.

ART. 16. *Payments to contractors.* (a) Unless otherwise provided in the specifications, partial payments will be made as the work progresses at the end of each calendar month, or as soon thereafter as practicable, on estimates made and approved by the contracting officer. In preparing estimates the material delivered on the site and preparatory work done may be taken into consideration.

(b) In making such partial payments there shall be retained 10 percent on the estimated amount until final completion and acceptance of all work covered by the contract: *Provided, however*, That the contracting officer, at any time after 50 percent of the work has been completed, if he finds that satisfactory progress is being made, may make any of the remaining partial payments in full: *And provided further*, That on completion and acceptance of each separate building, vessel, public work, or other division of the contract, on which the price is stated separately in the contract, payment may be made in full, including retained percentages thereon, less authorized deductions.

(c) All material and work covered by partial payments made shall thereupon become the sole property of the Government, but this provision shall not be construed as relieving the contractor from the sole responsibility for all materials and work upon which payments have been made or the restoration of any damaged work, or as a waiver of the right of the Government to require the fulfillment of all of the terms of the contract.

(d) Upon completion and acceptance of all work required hereunder, the amount due the contractor under this contract will be paid upon the presentation of a properly executed and duly certified voucher therefor, after the contractor shall have furnished the Government with a release, if required, of all claims against the Government arising under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the contractor from the operation of the release in stated amounts to be set forth therein.

ART. 17. *Rate of wages.* (In accordance with the act of August 30, 1935, 49 Stat. 1011, as amended by the act of June 15, 1940, 54 Stat. 399 (U. S. Code, title 40, secs. 276a and 276a–1), this article shall apply if the contract is in excess of $2,000 in amount and is for the construction, alteration, and/or repair, including painting and decorating, of a public building or public work within the geographical limits of the States of the Union, the Territory of Alaska, the Territory of Hawaii, or the District of Columbia.)

(a) The contractor or his subcontractor shall pay all mechanics and laborers employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment, computed at wage rates not less than those stated in the specifications, regardless of any contractual relationship which may be alleged to exist between the contractor or subcontractor and such laborers and mechanics; and the scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work. The contracting officer shall have the right to withhold from the contractor so much of accrued payments as may be considered necessary by the contracting officer to pay to laborers and mechanics employed by the contractor or any subcontractor on the work the difference between the rates of wages required by the contract to be paid laborers and mechanics on the work and the rates of wages received by such laborers and mechanics and not refunded to the contractor, subcontractors, or their agents.

(b) In the event it is found by the contracting officer that any laborer or mechanic employed by the contractor or any subcontractor directly on the site of the work covered by the contract has been or is being paid a rate of wages less than the rate of wages required by the contract to be paid as aforesaid, the Government may, by written notice to the contractor, terminate his right to proceed with the work or such part of the work as to which there has been a failure to pay said required wages and prosecute the work to completion by contract or otherwise, and the contractor and his sureties shall be liable to the Government for any excess costs occasioned the Government thereby.

(c) The regulations of the Secretary of Labor, referred to in article 19 hereof, allow certain "permissible deductions" from the wages required by this article to be paid.

ART. 18. *Domestic preference.* In the performance of the work covered by this contract the contractor, subcontractors, material men or suppliers shall use only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States. The foregoing provision shall not apply to such articles, materials, or supplies of the class or kind to be used or such articles, materials, or supplies from which they are manufactured, as are not mined, produced, or manufactured, as the case may be, in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality, or to such articles, materials, or supplies as may be excepted by the head of the department under the proviso of title III, section 3, of the act of March 3, 1933, 47 Stat. 1520 (U. S. Code, title 41, sec. 10b).

ART. 19. *Nonrebate of wages.* The contractor shall comply with the regulations of the Secretary of Labor pursuant to the act of June 13, 1934, 48 Stat. 948 (U. S. Code, title 40, secs. 276b and 276c), and any amendments or modifications thereof, shall cause appropriate provisions to be inserted in subcontracts to insure compliance therewith by all subcontractors subject thereto, and shall be responsible for the submission of affidavits required of subcontractors thereunder, except as the Secretary of Labor may specifically provide for reasonable limitations, variations, tolerances, and exemptions from the requirements thereof.

ART. 20. *Additional security.* Should any surety upon any bond furnished in connection with this contract become unacceptable to the Government, or if any such surety shall fail to furnish reports as to his financial condition from time to time as requested by the Government, the contractor must promptly furnish such additional security as may be required from time to time to protect the interests of the Government or of persons supplying labor or materials in the prosecution of the work contemplated by the contract.

ART. 21. *Definitions.* (a) The term "head of the department" as used herein shall mean the head or any assistant head of the executive department or independent establishment involved, and the term "his duly authorized representative" shall mean any person authorized to act for him other than the contracting officer.

(b) The term "contracting officer" as used herein shall include his duly appointed successor or his authorized representative.

ART. 22. *Alterations.* The following changes were made in this contract before it was signed by the parties hereto:

In witness whereof, the parties hereto have executed this contract as of the day and year first above written.

THE UNITED STATES OF AMERICA,
By _____
_____
(Official title)
_____
_____
(Contractor)
_____
(Business address)

Two witnesses:
_____
_____

I, _____, certify that I am the _____ secretary of the corporation named as contractor herein; that _____ who signed this contract on behalf of the contractor, was then _____ of said corporation; that said contract was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

[CORPORATE SEAL] _____

I hereby certify that, to the best of my knowledge and belief, based upon observation and inquiry, _____, who signed this contract for the _____ had authority to execute the same, and is the individual who signs similar contracts on behalf of this corporation with the public generally.

_____
(Contracting officer)

This contract is authorized by the acts of
_____
_____

DIRECTIONS FOR PREPARATION OF CONTRACT

1. This form shall be used for every formal contract, except contracts on a cost-plus basis, for the construction or repair of public buildings or works, but its use will not be required in foreign countries.

2. There shall be no deviation from this standard contract form, except as provided for in these directions, as required or authorized by law, or as authorized by the Director of Procurement. Where interlineations, deletions, additions, or other alterations are permitted, specific notation of those made shall be entered in the blank space following the article entitled "Alterations" before signing. This article is not to be construed as general authority to deviate from the standard form. Deletion of the descriptive matter not applicable in the preamble need not be noted in the article entitled "Alterations."

3. The blank space of article 1 is intended for the insertion of a statement of the work to be done, together with place of performance, or for the enumeration of papers which contain the necessary data.

4. If it is deemed necessary to include an article on patents, the Invitation to Bidders shall so state and the following article be used:

ARTICLE ___. *Patents.* The contractor shall hold and save the Government, its officers, agents, servants, and employees, harmless from liability of any nature or kind, including costs and expenses, for or on account of any patented or unpatented invention, article, or appliance manufactured or used in the performance of this contract, including their use by the Government.

Where any patent or patents are to be excepted from the operation of this article, such exceptions will be specifically stated, by reference to the patent number, date of issue and name of patentee, in a proviso to be added to the article.

5. Where only one payment is contemplated, upon completion of the contract, all except paragraph (*d*) of article 16, "Payments to Contractor," must be stricken out.

6. If approval of the contract is required before it shall become binding, the following article must be added:

ARTICLE ___. *Approval.* This contract shall be subject to the written approval of _____ and shall not be binding until so approved.

Contracts subject to approval are not valid until approved by the authority designated to approve them, and the contractor's copy will not be delivered, nor any distribution made, until such approval. All changes and deletions must have been made before the contract is forwarded for approval.

7. The number of executed copies and of certified copies, designation of disbursing officer, statement of appropriation, amount of bond, designation of place of inspection, as well as other administrative details, shall be as directed by the department to which the contract pertains.

8. All blank spaces must be filled in or ruled out. The contract must be dated, and the bond must bear the same or subsequent date.

9. An officer of a corporation, a member of a partnership, or an agent signing for the principal, shall place his signature and title after the word "By" under the name of the principal. A contract executed by an attorney or agent on behalf of the contractor shall be accompanied by two authenticated copies of his power of attorney, or other evidence of his authority to act on behalf of the contractor.

10. If the contractor is a corporation, one of the certificates following the signatures of the parties must be executed. If the contract is signed by the secretary of the corporation, then the first certificate must be executed by some other officer of the corporation under the corporate seal, or the second certificate executed by the contracting officer. In lieu of either of the foregoing certificates there may be attached to the contract copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.

11. The full name and business address of the contractor must be inserted, and the contract signed with his usual signature. Typewrite or print name under all signatures to contract and bond.

12. The contracting officer must fill in the citation of the act authorizing the contract as indicated at the end of the last page of the contract, or equivalent information must be furnished elsewhere in the contract.

13. The Invitation, Bid, Acceptance, and Instructions to Bidders are not to be incorporated in the contract.

14. The specifications should include a paragraph stating the amount of liquidated damages that will be paid by the contractor for each calendar day of delay, as indicated in article 9 of the contract. If time is not of the essence of the contract the words "No liquidated damages" or an equivalent phrase should be inserted on the reverse side of Standard Form No. 20. So much of the language in article 9 as relates to liquidated damages shall then be deleted.

15. Additional contract provisions and instructions, deemed necessary for the particular work, not inconsistent with the standard forms nor involving questions of policy, may be incorporated in the specifications or other accompanying papers.

§ 4.14 *Bid bond; construction or supply.*

Standard Form No. 24
Approved by the President Nov. 19, 1926

STANDARD GOVERNMENT FORM OF BID BOND

(CONSTRUCTION OR SUPPLY)

Know all men by these presents, that we,
_____
_____
(See instructions 4, 5, and 7)
as principal, and _____
_____
(See instructions 2, 3, 4, and 7)
_____ as surety, are held and firmly bound unto the United States of America, hereinafter called the Government, in the penal sum of _____ _____ dollars lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, that whereas the principal has submitted the accompanying bid, dated _____, 19____, for _____
_____
_____
_____
_____

Now, therefore, if the principal shall not withdraw said bid within the period specified therein after the opening of the same, or, if no period be specified, within sixty (60) days after said opening, and shall within the period specified therefor, or, if no period be specified, within ten (10) days after the prescribed forms are presented to him for signature, enter into a written contract with the Government in accordance with the bid as accepted, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract, or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such bond within the time specified, if the principal shall pay the Government the difference between the amount specified in said bid and the amount for which the Government may procure the required work and/or supplies, if the latter amount be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

In witness whereof, the above-bounden parties have executed this instrument under their several seals this _____ day of _____, 19____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

[SEAL] _____
(Individual principal)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual surety)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual surety)
_____
(Business address)

In presence of—

(Address)

(Corporate principal)

(Business address)

[AFFIX CORPORATE SEAL]

By ---

Attest:

(Corporate surety)

(Business address)

[AFFIX CORPORATE SEAL]

By ---

Attest:

The rate of premium on this bond is ---- per thousand.

Total amount of premium charged, $----

(The above must be filled in by corporate surety.)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, ----, certify that I am the ---- secretary of the corporation named as principal in the within bond; that ----, who signed the said bond on behalf of the principal was then ---- ---- of said corporation; that I know his signature, and his signature thereto is genuine; and that said bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

[CORPORATE SEAL] ----

AFFIDAVIT BY INDIVIDUAL SURETY

STATE OF ----

County of ----, *ss:*

I, ----, being duly sworn, depose and say that I am one of the sureties to the foregoing bond; that I am a citizen of the United States, and of full age and legally competent; that I reside at ---- ---- and that I am worth in real estate and personal property the sum of ---- dollars, over and above (1) all my debts and liabilities, owing and incurred, (2) any property exempt from execution, (3) and aggregate full penalties on all other bonds on which I am surety, and (4) any pecuniary interest I have in the business of the principal on said bond; that I own, unincumbered, real estate, the fee of which is in my name, worth ---- ---- dollars, located in ----; that said property is not exempt from seizure and sale under any homestead law, community, or marriage law, or upon any attachment, execution, or judicial process, and that I am not surety on any other bonds, except as follows:

(State character and amount of each bond. If not on other bonds, so state)

(Surety's signature)

Subscribed and sworn to before me this ---- day of ----, 19----, at ----.

[OFFICIAL SEAL] ----

(Title of official administering oath)

AFFIDAVIT BY INDIVIDUAL SURETY

STATE OF ----

County of ----, *ss:*

I, ----, being duly sworn, depose and say that I am one of the sureties to the foregoing bond; that I am a citizen of the United States, and of full age and legally competent; that I reside at ---- ---- and that I am worth in real estate and personal property the sum of ----, over and above (1) all my debts and liabilities, owing and incurred, (2) any property exempt from execution, (3) the aggregate full penalties on all other bonds on which I am surety, and (4) any pecuniary interest I have in the business of the principal on said bond; that I own, unincumbered, real estate, the fee of which is in my name, worth ---- ---- dollars, located in ----; that said property is not exempt from seizure and sale under any homestead law, community, or marriage law, or upon any attachment, execution, or judicial process; and that I am not surety on any other bonds, except as follows:

(State character and amount of each bond. If not on other bonds, so state)

(Surety's signature)

Subscribed and sworn to before me this ---- day of ---- 19----, at ----

[OFFICIAL SEAL]

(Title of official administering oath)

CERTIFICATE OF SUFFICIENCY

I, ----, do hereby certify that ---- one of the sureties named above, is personally known to me, and that, to the best of my knowledge and belief, the facts stated by such surety in the foregoing affidavit are true.

(Address)

CERTIFICATE OF SUFFICIENCY

I, ----, do hereby certify that ---- one of the sureties named above, is personally known to me, and that, to the best of my knowledge and belief, the facts stated by such surety in the foregoing affidavit are true.

(Address)

INSTRUCTIONS

1. This form shall be used for construction work or the furnishing of supplies, whenever a bond is required.

2. The surety on the bond for any bid or for the performance of the contract may be any corporation authorized by the Secretary of the Treasury to act as surety, or two responsible individual sureties. Individual sureties shall justify in sums aggregating not less than double the penalty of the bond.

3. A firm, as such, will not be accepted as a surety, nor a partner for copartners or for a firm of which he is a member. Stockholders of a corporate principal may be accepted as sureties provided their qualifications as such are independent of their stock holdings therein. Sureties, if individuals shall be citizens of the United States, except that sureties on bonds executed in any foreign country, the Canal Zone, the Philippine Islands, Puerto Rico, Hawaii, Alaska, or any possession of the United States, for the performance of contracts entered into in these places, need not be citizens of the United States, but if not citizens of the United States shall be domiciled in the place where the contract is to be performed.

4. The name, including full Christian name, and residence of each individual party to the bond shall be inserted in the body thereof, and each such party shall sign the bond with his usual signature on the line opposite the scroll seal, and if signed in Maine, Massachusetts, or New Hampshire, an adhesive seal shall be affixed opposite the signature.

5. If the principals are partners, their individual names shall appear in the body of the bond, with the recital that they are partners composing a firm, naming it, and all the members of the firm shall execute the bond as individuals.

6. The signature of a witness shall appear in the appropriate place, attesting the signature of each individual party to the bond.

7. If the principal or surety is a corporation, the name of the State in which incorporated shall be inserted in the appropriate place in the body of the bond, and said instrument shall be executed and attested under the corporate seal as indicated in the form. If the corporation has no corporate seal the fact shall be stated, in which case a scroll or adhesive seal shall appear following the corporate name.

8. The official character and authority of the person or persons executing the bond for the principal, if a corporation, shall be certified by the secretary or assistant secretary, according to the form attached thereto. In lieu of such certificate there may be attached to the bond copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.

9. Each individual surety shall justify, under oath, according to the form appearing on the bond, before a United States commissioner, a clerk of a United States court, a notary public, or some other officer having authority to administer oaths generally. If the officer has an official seal it shall be affixed, otherwise the proper certificate as to his official character shall be furnished. Where citizenship is not required, as provided in paragraph 3 of these Instructions, the affidavit may be amended accordingly.

10. The certificate of sufficiency shall be signed by an officer of a bank or trust company, or by a judge or clerk of a court of record, a United States district attorney or commissioner, a postmaster, a collector or deputy collector of internal revenue, or any other officer of the United States acceptable to the department or establishment concerned.

11. The date of the bond must not be prior to the date of the instrument for which it is given.

§ 4.15 *Performance bond; construction or supply.*

U. S. Standard Form No. 25 (Revised)
Approved by the Secretary of the Treasury
Sept. 16, 1935

PERFORMANCE BOND

(CONSTRUCTION OR SUPPLY)

Know all men by these presents, that we, ----

(See Instructions 4, 5, and 7)

as principal, and ----

(See Instructions 2, 3, 4, and 7)

as surety, are held and firmly bound unto the United States of America, hereinafter called the Government, in the penal sum of ---- ---- dollars for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, that whereas the principal entered into a certain contract, hereto attached, with the Government, dated ----, 19----, for ----

---

Now therefore, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the Government, with or without notice to the surety, and during the life of any guaranty required under the contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue.

In witness whereof, the above-bounden parties have executed this instrument under their several seals this _____ day of _____, 19____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

[SEAL] _____
(Individual principal)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual surety)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual surety)
_____
(Business address)
In presence of—
_____
_____
(Address)

_____
(Corporate principal)
_____
(Business address)
[AFFIX CORPORATE SEAL]
By _____
_____
Attest:
_____

_____
(Corporate surety)
_____
(Business address)
[AFFIX CORPORATE SEAL]
By _____
_____
Attest:
_____

The rate of premium on this bond is _____ per thousand.

Total amount of premium charged, $_____

(The above must be filled in by corporate surety.)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the _____ secretary of the corporation named as principal in the within bond; that _____, who signed the said bond on behalf of the principal, was then _____ of said corporation; that I know his signature, and his signature thereto is genuine; and that said bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

[CORPORATE SEAL]
_____

AFFIDAVIT BY INDIVIDUAL SURETY

STATE OF _____
County of _____, *ss:*

I, _____, being duly sworn, depose and say that I am one of the sureties to the foregoing bond; that I am a citizen of the United States, and of full age and legally competent; that I am by occupation a _____, for _____, last past doing business at _____ in _____, and residing at _____, in _____; that I am worth in real estate and personal property the sum of _____ dollars over and above (1) all my debts and liabilities, owing and incurred, (2) any property exempt from execution, (3) any pecuniary interest I have in the business of the principal on said bond, and (4) any interest I have in any so-called community property; that I am the sole owner in fee simple of certain real estate described as follows, which is located at

(a) _____
(Description of property)
_____

that the fair valuation of said real estate is ($_____); that the assessed value of that property for taxation purposes is ($_____); that said property is not exempt from seizure and sale under any homestead law, community, or marriage law, or upon attachment, execution, or judicial process; that the mortgages or other encumbrances against said real estate are the following:

(b) _____
_____

and that there are no encumbrances against said real estate other than as above stated; that my liabilities owing and incurred do not exceed $_____; in addition to the real property above described, I am worth the sum of $_____ over and above my just debts and liabilities in property subject to execution and sale, and that the additional personal property consists of the following:

(c) _____
(Describe personal property fully)
_____

That I am not surety on any other bonds, except as follows:

(d) _____
(State character and amount of each bond. If not on other bonds, so state)
_____

That I am not a partner in the business of the principal on the bond or bonds on which I appear or may appear as surety. This affidavit is made to induce the United States of America to accept me as surety on the foregoing bond.

(Signed) _____
(Surety's signature)

Subscribed and sworn to before me this _____ day of _____ 19____, at _____

[OFFICIAL SEAL]
_____
_____
(Title of official administering oath)

AFFIDAVIT BY INDIVIDUAL SURETY

STATE OF _____
County of _____, *ss:*

I, _____, being duly sworn, depose and say that I am one of the sureties to the foregoing bond; that I am a citizen of the United States, and of full age and legally competent; that I am by occupation a _____, for _____, last past doing business at _____ in _____, and residing at _____ in _____; that I am worth in real estate and personal property the sum of _____ dollars over and above (1) all my debts and liabilities, owing and incurred, (2) any property exempt from execution, (3) any pecuniary interest I have in the business of the principal on said bond, and (4) any interest I have in any so-called community property; that I am the sole owner in fee simple of certain real estate described as follows, which is located at

(a) _____
(Description of property)
_____

that the fair valuation of said real estate is ($_____); that the assessed value of that property for taxation purposes is ($_____); that said property is not exempt from seizure and sale under any homestead law, community, or marriage law, or upon attachment, execution, or judicial process; that the mortgages or other encumbrances against said real estate are the following:

(b) _____
_____

and that there are no encumbrances against said real estate other than as above stated; that my liabilities owing and incurred do not exceed $_____; in addition to the real property above described, I am worth the sum of $_____ over and above my just debts and liabilities in property subject to execution and sale, and that the additional personal property consists of the following:

(c) _____
(Describe personal property fully)
_____

That I am not surety on any other bonds, except as follows:

(d) _____
(State character and amount of each bond. If not on other bonds, so state)
_____

That I am not a partner in the business of the principal on the bond or bonds on which I appear or may appear as surety. This affidavit is made to induce the United States of America to accept me as surety on the foregoing bond.

(Signed) _____
(Surety's signature)

Subscribed and sworn to before me this _____ day of _____, 19__, at _____.

[OFFICIAL SEAL]
_____
_____
(Title of official administering oath)

NOTE: See Instruction No. 10 before executing the following certificates.

CERTIFICATE OF SUFFICIENCY

I hereby certify, That _____, one of the sureties named above, is personally known to me; that, in my judgment, said surety is responsible, and qualified to act as such; and that, to the best of my

knowledge and belief, the facts stated by said surety in the foregoing affidavit are true.

(Official title)

(Address)

CERTIFICATE OF SUFFICIENCY

I hereby certify, That ---, one of the sureties named above, is personally known to me; that, in my judgment, said surety is responsible, and qualified to act as such; and that, to the best of my knowledge and belief, the facts stated by said surety in the foregoing affidavit are true.

(Official title)

(Address)

INSTRUCTIONS

1. This form shall be used for construction work or the furnishing of supplies, whenever a bond is required. There shall be no deviation from this form except as authorized by the Director of Procurement.

2. The surety on the bond for any bid or for the performance of the contract may be any corporation authorized by the Secretary of the Treasury to act as surety, or two responsible individual sureties. Each individual surety shall justify in a sum not less than the penalty of the bond.

3. A firm, as such, will not be accepted as a surety, nor a partner for copartners or for a firm of which he is a member. Stockholders of a corporate principal may be accepted as sureties provided their qualifications as such are independent of their stock holdings therein. Sureties, if individuals, shall be citizens of the United States, except that sureties on bonds executed in any foreign country, the Canal Zone, the Philippine Islands, Puerto Rico, Hawaii, Alaska, or any possession of the United States, for the performance of contracts entered into in these places, need not be citizens of the United States, but if not citizens of the United States shall be domiciled in the place where the contract is to be performed.

4. The name, including full Christian name, and residence of each individual party to the bond shall be inserted in the body thereof, and each such party shall sign the bond with his usual signature on the line opposite the scroll seal, and if signed in Maine or New Hampshire, an adhesive seal shall be affixed opposite the signature.

5. If the principals are partners, their individual names shall appear in the body of the bond, with the recital that they are partners composing a firm, naming it, and all the members of the firm shall execute the bond as individuals.

6. The signature of a witness shall appear in the appropriate place, attesting the signature of each individual party to the bond.

7. If the principal or surety is a corporation, the name of the State in which incorporated shall be inserted in the appropriate place in the body of the bond, and said instrument shall be executed and attested under the corporate seal as indicated in the form. If the corporation has no corporate seal the fact shall be stated, in which case a scroll or adhesive seal shall appear following the corporate name.

8. The official character and authority of the person or persons executing the bond for the principal, if a corporation, shall be certified by the secretary or assistant secretary, according to the form attached thereto. In lieu of such certificate there may be attached to the bond copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.

9. Each individual surety shall justify, under oath, according to the form appearing on the bond, before a United States commissioner, a clerk of a United States court, a notary public, or some other officer having authority to administer oaths generally. If the officer has an official seal it shall be affixed, otherwise the proper certificate as to his official character shall be furnished. Where citizenship is not required, as provided in paragraph 3 of these Instructions, the affidavit may be amended accordingly.

10. Each certificate of sufficiency shall be signed by an officer of a bank or trust company, a judge or clerk of a court of record, a United States district attorney or commissioner, a postmaster, a collector or deputy collector of internal revenue, or any other officer of the United States acceptable to the department or establishment concerned.

Further certificates as to the financial qualification of the sureties may be required from time to time; which certificates must be based on the personal investigation of the certifying officers at the time of the making thereof, and not upon prior certificates.

11. The date of the bond must not be prior to the date of the instrument for which it is given.

§ 4.16 *Payment bond; construction.*

U. S. Standard Form No. 25-A
Approved by the Secretary of the Treasury September 16, 1935

PAYMENT BOND

(CONSTRUCTION)

Pursuant to the Act of Congress, Approved August 24, 1935 (49 Stat. 793; 40 U. S. Code § 270a.)

Know all men by these presents, That we,

(See Instructions 4, 5, and 7)

as principal, and

(See Instructions 2, 3, 4, and 7)

as surety, are held and firmly bound unto the United States of America, hereinafter called the Government, in the penal sum of --- dollars for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, that whereas the principal entered into a certain contract, hereto attached, with the Government, dated ---, 19---, for

---

Now, therefore, If the principal shall promptly make payment to all persons supplying labor and material in the prosecution of the work provided for in said contract, and any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then this obligation to be void; otherwise to remain in full force and virtue.

In witness whereof, the above-bounden parties have executed this instrument under their several seals this --- day of ---, 19---, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In presence of—

[SEAL] ---

(Individual principal)

(Business address)

In presence of—

(Address)

[SEAL] ---

(Individual principal)

(Business address)

In presence of—

(Address)

[SEAL] ---

(Individual principal)

(Business address)

In presence of—

(Address)

[SEAL] ---

(Individual surety)

(Business address)

(Address)

[SEAL] ---

(Individual surety)

(Business address)

(Address)

(Corporate principal)

(Business address)

[AFFIX CORPORATE SEAL]

By ---

Attest:

(Corporate surety)

(Business address)

[AFFIX CORPORATE SEAL]

By ---

Attest:

The rate of premium on this bond is --- per thousand.

Total amount of premium charged, $---

(The above must be filled in by corporate surety.)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, ---, certify that I am the ---secretary of the corporation named as principal in the within bond; that ---, who signed the said bond on behalf of the principal, was then --- of said corporation; that I know his signature, and his signature thereto is genuine; and that said bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

[CORPORATE SEAL] ---

AFFIDAVIT BY INDIVIDUAL SURETY

STATE OF---

County of ---, *ss:*

I, ---, being duly sworn, depose and say that I am one of the sureties to the foregoing bond; that I am a citizen of the United States, and of full age and legally

competent; that I am by occupation a _____, for _____ last past doing business at _____ in _____ and residing at _____ in _____; that I am worth in real estate and personal property the sum of_____ dollars over and above (1) all my debts and liabilities, owing and incurred, (2) any property exempt from execution, (3) any pecuniary interest I have in the business of the principal on said bond, and (4) any interest I have in any so-called community property; that I am the sole owner in fee simple of certain real estate described as follows, which is located at_____

(a) _____
(Description of property)

that the fair valuation of said real estate is ($_____); that the assessed value of that property for taxation purposes is ($_____); that said property is not exempt from seizure and sale under any homestead law, community, or marriage law, or upon attachment, execution, or judicial process; that the mortgages or other encumbrances against said real estate are the following:

(b) _____

and that there are no encumbrances against said real estate other than as above stated; that my liabilities owing and incurred do not exceed $_____; in addition to the real property above described, I am worth the sum of $_____ over and above my just debts and liabilities in property subject to execution and sale, and that the additional personal property consists of the following:

(c) _____
(Describe personal property fully)

That I am not surety on any other bonds, except as follows:

(d) _____
(State character and amount of each bond. If not on other bonds, so state)

That I am not a partner in the business of the principal on the bond or bonds on which I appear or may appear as surety. This affidavit is made to induce the United States of America to accept me as surety on the foregoing bond.

(Signed)_____
(Surety's signature)

Subscribed and sworn to before me this _____ day of _____ 19__, at _____

_____
(Title of official administering oath)

[OFFICIAL SEAL]

AFFIDAVIT BY INDIVIDUAL SURETY

STATE OF _____
County of _____, *ss:*

I, _____, being duly sworn, depose and say that I am one of the sureties to the foregoing bond; that I am a citizen of the United States, and of full age and legally competent; that I am by occupation a _____, for _____, last past doing business at _____ in _____, and residing at _____, in _____; that I am worth in real estate and personal property the sum of _____ dollars over and above (1) all my debts and liabilities, owing and incurred, (2) any property exempt from execution, (3) any pecuniary interest I have in the business of the principal on said bond, and (4) any interest I have in any so-called community property; that I am the sole owner in fee simple of certain real estate described as follows, which is located at

(a) _____
(Description of property)

that the fair valuation of said real estate is ($_____); that the assessed value of that property for taxation purposes is ($_____); that said property is not exempt from seizure and sale under any homestead law, community, or marriage law, or upon attachment, execution, or judicial process; that the mortgages or other encumbrances against said real estate are the following:

(b) _____

and that there are no encumbrances against said real estate other than as above stated; that my liabilities owing and incurred do not exceed $_____; in addition to the real property above described, I am worth the sum of $_____ over and above my just debts and liabilities in property subject to execution and sale, and that the additional personal property consists of the following:

(c) _____
(Describe personal property fully)

That I am not surety on any other bonds, except as follows:

(d) _____
(State character and amount of each bond. If not on other bonds, so state)

That I am not a partner in the business of the principal on the bond or bonds on which I appear or may appear as surety. This affidavit is made to induce the United States of America to accept me as surety on the foregoing bond.

(Signed) _____
(Surety's signature)

Subscribed and sworn to before me this _____ day of _____ 19___, at _____

[OFFICIAL SEAL] _____

_____
(Title of official administering oath)

NOTE: See Instruction No. 10 before executing the following certificates.

CERTIFICATE OF SUFFICIENCY

I hereby certify, that _____, one of the sureties named above, is personally known to me; that, in my judgment, said surety is responsible, and qualified to act as such; and that, to the best of my knowledge and belief, the facts stated by said surety in the foregoing affidavit are true.

_____
(Official title)

_____
(Address)

CERTIFICATE OF SUFFICIENCY

I hereby certify, that _____, one of the sureties named above, is personally known to me; that, in my judgment, said surety is responsible, and qualified to act as such; and that, to the best of my knowledge and belief, the facts stated by said surety in the foregoing affidavit are true.

_____
(Official title)

_____
(Address)

INSTRUCTIONS

1. This form, for the protection of persons supplying labor and material, shall be used in connection with all contracts exceeding two thousand dollars in amount, for the construction, alteration, or repair of any public building or public work of the United States. There shall be no deviation from this form except as authorized by the Director of Procurement.

2. The surety on the bond may be any corporation authorized by the Secretary of the Treasury to act as surety, or two responsible individual sureties. Each individual surety shall justify in a sum not less than the penalty of the bond.

3. A firm, as such, will not be accepted as a surety, nor a partner for copartners or for a firm of which he is a member. Stockholders of a corporate principal may be accepted as sureties provided their qualifications as such are independent of their stock holdings therein. Sureties, if individuals, shall be citizens of the United States, except that sureties on bonds executed in any foreign country, the Canal Zone, the Philippine Islands, Puerto Rico, Hawaii, Alaska, or any possession of the United States, for the performance of contracts entered into in these places, need not be citizens of the United States, but if not citizens of the United States shall be domiciled in the place where the contract is to be performed.

4. The name, including full Christian name, and residence of each individual party to the bond shall be inserted in the body thereof, and each such party shall sign the bond with his usual signature on the line opposite the scroll seal, and if signed in Maine or New Hampshire, an adhesive seal shall be affixed opposite the signature.

5. If the principals are partners, their individual names shall appear in the body of the bond, with the recital that they are partners composing a firm, naming it, and all the members of the firm shall execute the bond as individuals.

6. The signature of a witness shall appear in the appropriate place, attesting the signature of each individual party to the bond.

7. If the principal or surety is a corporation, the name of the State in which incorporated shall be inserted in the appropriate place in the body of the bond, and said instrument shall be executed and attested under the corporate seal as indicated in the form. If the corporation has no corporate seal the fact shall be stated, in which case a scroll or adhesive seal shall appear following the corporate name.

8. The official character and authority of the person or persons executing the bond for the principal, if a corporation, shall be certified by the secretary or assistant secretary, according to the form attached thereto. In lieu of such certificate there may be attached to the bond copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.

9. Each individual surety shall justify, under oath, according to the form appearing on the bond, before a United States commissioner, a clerk of a United States court, a notary public, or some other officer having authority to administer oaths generally. If the officer has an official seal it shall be affixed, otherwise the proper certificate as to his official character shall be furnished. Where citizenship is not required, as provided in paragraph 3 of these Instructions, the affidavit may be amended accordingly.

10. Each certificate of sufficiency shall be signed by an officer of a bank or trust company, a judge or clerk of a court of record, a United States district attorney or commissioner, a postmaster, a collector or deputy collector of internal revenue, or any other officer of the United States acceptable to the department or establishment concerned.

Further certificates as to the financial qualification of the sureties may be required from time to time; which certificates must be based on the personal investigation of the certifying officers at the time of the making thereof, and not upon prior certificates.

11. The date of this bond must not be prior to the date of the contract in connection with which it is given.

§ 4.17 *Performance bond; construction or supply; corporate co-surety.*

U. S. Standard Form No.-25 B
Approved by the Secretary of the Treasury
May 29, 1941

(Corporate co-surety form)

PERFORMANCE BOND

(CONSTRUCTION OR SUPPLY)

Know all men by these presents, That we, _____

(See instructions 4, 5, and 7)

as PRINCIPAL, and the corporations hereinafter designated as Surety A to Surety __, inclusive, as Sureties, are held and firmly bound unto the United States of America, hereinafter called the Government, in the penal sum of _____ dollars, for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents: *Provided*, That we the Sureties bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us, and for all other purposes each Surety binds itself, jointly and severally with the Principal, for the payment of such sum only as is set forth opposite its name in the following schedule:

Surety	Name and state of incorporation	Limit of liability
A		
B		
C		
D		
E		
F		

The condition of this obligation is such, that whereas the Principal entered into a certain contract, hereto attached, with the Government, dated _____, 19__, for _____

Now therefore, If the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the Government, with or without notice to the Sureties, and during the life of any guaranty required under the contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the Sureties being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue.

In witness whereof, the above-bounden parties have executed this instrument under their several seals this _____ day of _____, 19__, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In presence of—

[SEAL] _____
(Individual principal)
_____
(Business address)
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
_____
_____
(Address)

_____
(Corporate principal)
_____
(Business address)

[CORPORATE SEAL]
By _____
Title _____
Attest:
_____

Sheet 3 of Performance Bond of _____
(Name of principal must be inserted)
Contract dated _____
(Must be filled in)

[CORPORATE SEAL]
_____
(Corporate surety)
By _____
Title _____
Attest:
_____

[CORPORATE SEAL]
_____
(Corporate surety)
By _____
Title _____
Attest:
_____

[CORPORATE SEAL]
_____
(Corporate surety)
By _____
Title _____
Attest:
_____

[CORPORATE SEAL]
_____
(Corporate surety)
By _____
Title _____
Attest:
_____

[CORPORATE SEAL]
_____
(Corporate surety)
By _____
Title _____
Attest:
_____

The rate of premium on this bond is _____ per thousand.

Total amount of premium charged, $_____

(The above to be filled in by corporate surety.)

INSTRUCTIONS

1. This form shall be used for construction work or the furnishing of supplies, whenever a performance bond is required and two or more corporate sureties authorized by the Secretary of the Treasury to act as surety, each limiting its liability to a portion only of the total penalty, are to execute the bond. There shall be no deviation from this form except as authorized by the Director of Procurement.

2. The letter, such as F, L, or Q, applicable to the last surety listed in the schedule must be inserted in the second printed line of the obligating clause of the bond. In cases involving only two sureties the word "to" following "Surety A" should be changed to "and" by interlineation, and the word "inclusive" should be struck out.

3. The continuation sheets to sheets 1 and 3 of the form are to be used for continuation of the schedule of sureties and for execution by sureties where more than 6 sureties are to execute the bond. Where more than 17 sureties are to execute the bond letters consecutively following the letter Q should be inserted in the left-hand column of the schedule of sureties on the second continuation sheet to sheet 1, either by striking out the letters G to Q and inserting the proper letters on a printed continuation sheet or by typing a new continuation sheet or sheets.

4. The name, including full Christian name, and residence of each individual party to the bond shall be inserted in the body thereof, and each such party shall sign the bond with his usual signature on the line opposite the scroll seal, and if signed in Maine or New Hampshire, an adhesive seal shall be affixed opposite the signature.

5. If the principals are partners, their individual names shall appear in the body of the bond, with the recital that they are partners composing a firm, naming it, and all the members of the firm shall execute the bond as individuals.

6. The signture of a witness shall appear in the appropriate place, attesting the signature of each individual party to the bond.

7. The name of the State in which each surety is incorporated and the State of incorporation of the principal, if a corporation, shall be inserted in the appropriate place in the body of the bond, and said instrument shall be executed and attested under the corporate seal as indicated in the form. If the corporation has no corporate seal the fact shall be stated, in which case a scroll or adhesive seal shall appear following the corporate name.

8. The official character and authority of the person or persons executing the bond for the principal, if a corporation, shall be certified by the secretary or assistant secretary, according to the form set forth below. In lieu of such certificate there may be attached to the bond copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certfied by the secretary or assistant secretary, under the corporate seal, to be true copies.

9. The date of the bond must not be prior to the date of the instrument for which it is given.

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the _____ secretary of the corporation named as principal in the within bond; that _____, who signed the said bond on behalf of the principal, was then _____ of said corporation; that I know his signature, and his signature thereto is genuine; and that said bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

[CORPORATE SEAL] _____

§ 4.18 *Payment bond; construction; corporate co-surety.*

U. S. Standard Form No. 25–C
Approved by the Secretary of the Treasury
May 29, 1941

Corporate co-surety form

PAYMENT BOND

(CONSTRUCTION)

Pursuant to the Act of Congress, Approved August 24, 1935, 49 Stat. 793

Know all men by these presents, that we, _____

(See Instructions 4, 5, and 7)

as Principal, and the corporations hereinafter designated as Surety A to Surety __, inclusive, as Sureties, are held and firmly bound unto the United States of America, hereinafter called the Government, in the penal sum of _____ dollars, for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents: *Provided*, That we the Sureties bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us, and for all other purposes each Surety binds itself, jointly and severally with the Principal, for the payment of such sum only as is set forth opposite its name in the following schedule:

Surety	Name and state of incorporation	Limit of liability
A		
B		
C		
D		
E		
F		

The condition of this obligation is such, that whereas the Principal entered into a certain contract, hereto attached, with the Government, dated _____, 19____, for _____

Now, therefore, If the Principal shall promptly make payment to all persons supplying labor and material in the prosecution of the work provided for in said contract, and any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the Sureties being hereby waived, then this obligation to be void; otherwise to remain in full force and virtue.

In witness whereof, the above-bounden parties have executed this instrument under their several seals this ____ day of _____, 19____, the name and corporate seal of each corporate party being hereto affected and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In presence of—

[SEAL] _____
(Individual principal)
_____
(Business address)
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
_____
_____
(Address)

_____
(Corporate principal)
_____
(Business address)

[CORPORATE SEAL]
By _____
Title _____
Attest:
_____

Sheet 3 of Payment Bond of _____

(Name of principal must be inserted)
Contract dated _____
(Must be filled in)

[CORPORATE SEAL]
_____
(Corporate surety)
By _____
Title _____
Attest:
_____

[CORPORATE SEAL]
_____
(Corporate surety)
By _____
Title _____
Attest:
_____

[CORPORATE SEAL]
_____
(Corporate surety)
By _____
Title _____
Attest:
_____

[CORPORATE SEAL]
_____
(Corporate surety)
By _____
Title _____
Attest:
_____

[CORPORATE SEAL]
_____
(Corporate surety)
By _____
Title _____
Attest:
_____

The rate of premium on this bond is _____ per thousand.

Total amount of premium charged, $_____.

(The above to be filled in by corporate surety.)

INSTRUCTIONS

1. This form, for the protection of persons supplying labor and material for construction work, shall be used whenever a payment bond under the act of August 24, 1935, is required and two or more corporate sureties authorized by the Secretary of the Treasury to act as surety, each limiting its liability to a portion only of the total penalty, are to execute the bond. There shall be no deviation from this form except as authorized by the Director of Procurement.

2. The letter, such as F, L, or Q, applicable to the last surety listed in the schedule must be inserted in the second printed line of the obligating clause of the bond. In cases involving only two sureties the word "to" following "Surety A" should be changed to "and" by interlineation, and the word "inclusive" should be struck out.

3. The continuation sheets to sheets 1 and 3 of the form are to be used for continuation of the schedule of sureties and for execution by sureties where more than 6 sureties are to execute the bond. Where more than 17 sureties are to execute the bond letters consecutively following the letter Q should be inserted in the left-hand column of the schedule of sureties on the second continuation sheet to sheet 1, either by striking out the letters G to Q and inserting the proper letters on a printed continuation sheet or by typing a new continuation sheet or sheets.

4. The name, including full Christian name, and residence of each individual party to the bond shall be inserted in the body thereof, and each such party shall sign the bond with his usual signature on the line opposite the scroll seal, and if signed in Maine or New Hampshire, an adhesive seal shall be affixed opposite the signature.

5. If the principals are partners, their individual names shall appear in the body of the bond, with the recital that they are partners composing a firm, naming it, and all the members of the firm shall execute the bond as individuals.

6. The signature of a witness shall appear in the appropriate place, attesting the signature of each individual party to the bond.

7. The name of the State in which each surety is incorporated and the State of incorporation of the principal, if a corporation, shall be inserted in the appropriate place in the body of the bond, and said instrument shall be executed and attested under the corporate seal as indicated in the form. If the corporation has no corporate seal the fact shall be stated, in which case a scroll or adhesive seal shall appeal following the corporate name.

8. The official character and authority of the person or persons executing the bond for the principal, if a corporation, shall be certified by the secretary or assistant secretary, according to the form set forth below. In lieu of such certificate there may be attached to the bond copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.

9. The date of the bond must not be prior to the date of the instrument for which it is given.

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the _____ secretary of the corporation named as principal in the within bond; that _____, who signed the said bond on behalf of the principal, was then _____ of said corporation; that I know his signature, and his signature thereto is genuine; and that said bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

_____

[CORPORATE SEAL]

§ 4.19 *Invitation for bids; supply.*

Standard Form No. 30
Approved by the President June 10, 1927

STANDARD GOVERNMENT FORM OF INVITATION FOR BIDS

(SUPPLY CONTRACT)

Sealed bids, in {duplicate / triplicate} will be received in this office until the date and hour named in the accompanying schedules and then publicly opened, for furnishing the materials and supplies called for therein.

Bids must be submitted upon the Standard Government Form of Bid, Standard Form No. 31) and in accordance with the Standard Government Instructions to Bidders (Standard Form No. 22) and any special instructions supplementary thereto.

Envelopes containing bids must be sealed and marked on the upper left-hand corner with the name and address of the bidder and the date and hour of opening and addressed to the purchasing agency named below:

§ 4.20 *Form of bid; supply.*

Standard Form No. 31
Approved by the President June 10, 1927

STANDARD GOVERNMENT FORM OF BID

(SUPPLY CONTRACT)

ORIGINAL / DUPLICATE / TRIPLICATE } Indicate which by erasure

Opening Date for This Bid

------, M., ----------, 19----

Place ----------
Date ----------

To ----------

In compliance with your invitation for bids to furnish materials and supplies listed on the reverse hereof or on the accompanying schedules, numbered: ----------, the undersigned, ----------, a corporation organized and existing under the laws of the State of ----------, a partnership consisting of ----------, an individual trading as ----------, of the city of ---------- hereby proposes to furnish, within the time specified, the materials and supplies at the prices stated opposite the respective items listed on the schedules and agrees upon receipt of written notice of the acceptance of this bid within ------ days (60 days if no shorter period be specified) after the date of opening of the bids, to execute, if required, the Standard Government Form of Contract (Standard Form No. 32) in accordance with the bid as accepted, and to give bond, if required, with good and sufficient surety or sureties, for the faithful performance of the contract, within 10 days after the prescribed forms are presented for signature.

Discount will be allowed for prompt payment as follows: 10 calendar days ------ percent; 20 calendar days ------ percent; 30 calendar days ------ percent; or as stated in the schedules.

(Time will be computed from date of the delivery of the supplies to carrier when final inspection and acceptance are at point of origin, or from date of delivery at destination or port of embarkation when final inspection and acceptance are at those points, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of delivery.)

(Full name of bidder)

(Address)

(Witness to signature)

NOTE: See Standard Government Instructions to Bidders and copy of the Standard Government Form of Contract, Bid Bond, and Performance Bond, which may be obtained upon application.

To insure prompt payment bills should be certified as follows: "I certify that the above bill is correct and just and that payment therefor has not been received."

SCHEDULE

Item No.	Articles or services	Quantity	Unit	Unit price	Amount	
					Dollars	Cents

(Continued on ---- sheets of Standard Form 36, attached hereto, each of which should bear the name of the bidder)

NOTE—Insert in this schedule conditions of delivery.

§ 4.21 *Supply contract; formal.*

U. S. Standard Form No. 32 (Revised)
Approved by the Secretary of the Treasury June 18, 1935

Contract No. ----------

CONTRACT

(SUPPLIES)

(Department)

(Contractor)

Contract for ---------- *Amount, $*----------
Place ----------

CONTRACT FOR SUPPLIES

This contract, entered into this ---------- day of ----------, 19----, by The United States of America, hereinafter called the Government, represented by the contracting officer executing this contract, and ----------, a corporation organized and existing under the laws of the State of ----------, a partnership consisting of ----------, an individual trading as ----------, of the city of ----------, in the State of ---------- hereinafter called the contractor, witnesseth that the parties hereto do mutually agree as follows:

ARTICLE 1. *Scope of this contract.* The contractor shall furnish and deliver ----------, for the consideration stated ----------, in strict accordance with the specifications, schedules and drawings, all of which are made a part hereof and designated as follows: ----------

Deliveries shall be made as follows: ----------

ART. 2. *Changes.* Where the supplies to be furnished are to be specially manufactured in accordance with drawings and specifications, the contracting officer may at any time, by a written order, and without notice to the sureties, make changes in the drawings or specifications, except Federal Specifications. Changes as to shipment and packing of all supplies may also be made as above provided. If such changes cause an increase or decrease in the amount due under this contract, or in the time required for its performance, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. No change involving an estimated increase or decrease of more than Five Hundred Dollars shall be ordered unless approved in writing by the head of the department or his duly authorized representative. Any claim for adjustment under this article must be asserted within 10 days from the date the change is ordered, provided, however, that the contracting officer, if he determines that the facts justify such action, may receive and consider, and with the approval of the head of the department or his duly authorized representative, adjust any such claim asserted at any time prior to the date of final settlement of the contract. If the parties fail to agree upon the adjustment to be made the dispute shall be determined as provided in Article 12 hereof. But nothing provided in this article shall excuse the contractor from proceeding with the contract as changed.

ART. 3. *Extras.* Except as otherwise herein provided, no charge for extras will be allowed unless the same have been ordered in writing by the contracting officer and the price stated in such order.

ART. 4. *Inspection.* (a) All material and workmanship shall be subject to inspection and test at all times and places and, when practicable, during manufacture. In case any articles are found to be defective in material or workmanship, or otherwise not in conformity with the specification requirements, the Government shall have the right to reject such articles, or require their correction. Rejected artdicles, and/or articles requiring correction, shall be removed by and at the expense of the contractor promptly after notice so to do. If the contractor fails to promptly remove such articles and to proceed promptly with the replacement and/or correction thereof, the Government may, by contract or otherwise, replace and/or correct such articles and charge to the contractor the excess cost occasioned the Government thereby, or the Government may terminate the right of the contractor to proceed as provided in Article 5 (or in the article entitled "Delays—Liquidated Damages", quoted in paragraph 5 of the Directions, if it is substituted for Article 5) of this contract, the contractor and surety being liable for any damage to the same extent as provided in said Article 5 (or in said substitute article) for terminations thereunder.

(b) If inspection and test, whether preliminary or final, is made on the premises of the contractor or subcontractor, the contractor shall furnish, without additional charge, all reasonable facilities and assistance for the safe and convenient inspections and tests required by the inspectors in the performance of their duty. All inspections and tests by the Government shall be performed in such a manner as not to unduly delay the work. Special and performance tests shall be as described in the specifications. The Government reserves the right to charge to the contractor any additional cost of inspection and test when articles are not ready at the time inspection is requested by the contractor.

(c) Final inspection and acceptance of materials and finished articles will be made after delivery, unless otherwise stated. If final inspection is made at a point other than the premises of the contractor or a subcontractor, it shall be at the expense of the Government except for the value of samples used in case of rejection. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and ac-

ceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the Government for such materials or supplies as are not in accordance with the specifications. In the event public necessity requires the use of materials or supplies not conforming to the specifications, payment therefor shall be made at a proper reduction in price.

ART. 5. *Delays—Damages.* If the contractor refuses or fails to make deliveries of the materials or supplies within the time specified in Article 1, or any extension thereof, the Government may by written notice terminate the right of the contractor to proceed with deliveries or such part or parts thereof as to which there has been delay In such event, the Government may purchase similar materials or supplies in the open market or secure the manufacture and delivery of the materials and supplies by contract or otherwise, and the contractor and his sureties shall be liable to the Government for any excess cost occasioned the Government thereby: *Provided,* That the contractor shall not be charged with any excess cost occasioned the Government by the purchase of materials or supplies in the open market or under other contracts when the delay of the contractor in making deliveries is due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including, but not restricted to, acts of God or of the public enemy, acts of the Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and delays of a subcontractor due to such causes unless the contracting officer shall determine that the materials or supplies to be furnished under the subcontract are procurable in the open market, if the contractor shall notify the contracting officer in writing of the cause of any such delay, within 10 days from the beginning thereof, or within such further period as the contracting officer shall, with the approval of the head of the department or his duly authorized representative, prior to the date of final settlement of the contract, grant for the giving of such notice. The contracting officer shall then ascertain the facts and extent of delay, and his findings of fact thereon shall be final and conclusive on the parties hereto, subject only to appeal within 30 days by the contractor to the head of the department concerned or his duly authorized representative, whose decision on such appeal as to the facts of delay shall be final and conclusive on the parties hereto.

ART. 6. *Responsibility for supplies tendered.* The contractor shall be responsible for the articles or materials covered by this contract until they are delivered at the designated point, but the contractor shall bear all risk on rejected articles or materials after notice of rejection. Where final inspection is at point of origin but delivery by contractor is at some other point, the contractor's responsibility shall continue until delivery is accomplished.

ART. 7. *Increase or decrease.* Unless otherwise specified, any variation in the quantities herein called for, not exceeding 10 percent, will be accepted as a compliance with the contract, when caused by conditions of loading, shipping, packing, or allowances in manufacturing processes, and payments shall be adjusted accordingly.

ART. 8. *Payments.* The contractor shall be paid, upon the submission of properly certified invoices or vouchers, the prices stipulated herein for articles delivered and accepted or services rendered, less deductions, if any, as herein provided. Unless otherwise specified, payments will be made on partial deliveries accepted by the Government when the amount due on such deliveries so warrants; or, when requested by the contractor, payments for accepted partial deliveries shall be made whenever such payments would equal or exceed either $1,000 or 50 percent of the total amount of the contract.

ART 9. *Additional security.* Should any surety upon the bond for the performance of this contract become unacceptable to the Government, or if any such surety shall fail to furnish reports as to his financial condition from time to time as requested by the Government, the contractor must promptly furnish such additional security as may be required from time to time to protect the interests of the Government and of persons supplying labor or materials in the prosecution of the work contemplated by the contract.

ART. 10. *Officials not to benefit.* No member of or delegate to Congress or resident commissioner shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

ART. 11. *Covenant against contingent fees.* The contractor warrants that he has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Government the right to annul the contract, or, in its discretion, to deduct from the contract price or consideration the amount of such commission, percentage, brokerage, or contingent fees. This warranty shall not apply to commissions payable by contractors upon contracts or sales secured or made through bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business.

ART. 12. *Disputes.* Except as otherwise specifically provided in this contract, all disputes concerning questions of fact arising under this contract shall be decided by the contracting officer, subject to written appeal by the contractor within 30 days to the head of the department concerned or his duly authorized representative, whose decision shall be final and conclusive upon the parties hereto. In the meantime the contractor shall diligently proceed with performance.

ART. 13. *Domestic articles.* Unless the head of the department or independent establishment concerned shall determine it to be inconsistent with the public interest, or the cost to be unreasonable, only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States shall be delivered pursuant to this contract, except as noted in the specifications and/or other papers hereto attached. The provisions of this article shall not apply with respect to articles, materials, or supplies for use outside the United States, or if articles, materials, or supplies of the class or kind to be used, or the articles, materials, or supplies from which they are manufactured are not mined, produced, or manufactured, as the case may be, in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

ART. 14. *Definitions.* (a) The term "head of the department" as used herein shall mean the head or any assistant head of the executive department or independent establishment involved, and the term "his duly authorized representative" shall mean any person authorized to act for him other than the contracting officer.

(b) The term "contracting officer" as used herein shall include his duly appointed successor or his authorized representative.

ART. 15. *Alterations.* The following changes were made in this contract before it was signed by the parties hereto: _____

_____

In witness whereof, the parties hereto have executed this contract as of the day and year first above written.

THE UNITED STATES OF AMERICA,

By _____

_____

(Official title)

_____

_____

(Contractor)

_____

(Business address)

Two witnesses:

_____

_____

I, _____, certify that I am the _____ Secretary of the corporation named as contractor herein; that _____, who signed this contract on behalf of the contractor, was then _____ of said corporation; that said contract was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

[CORPORATE SEAL] _____

I hereby certify that, to the best of my knowledge and belief, based upon observation and inquiry, _____, who signed this contract for the _____, had authority to execute the same, and is the individual who signs similar contracts on behalf of this corporation with the public generally.

_____

(Contracting Officer)

DIRECTIONS FOR PREPARATION OF CONTRACT

1. This form or U. S. Standard Form No. 33 shall be used whenever a formal contract is entered into for the procurement of supplies and manufactured articles, whether stock or special, except coal, but their use will not be required in foreign countries.

2. There shall be no deviation from this standard contract form, except as provided for in these Directions, and except as authorized by the Director of Procurement. Where interlineations, deletions, additions, or other alterations are permitted, specific notations of the same shall be entered in the blank space following the article entitled "Alterations" before signing. This article is not to be construed as general authority to deviate from the standard form. Deletion of the descriptive matter not applicable in the preamble need not be noted in the article entitled "Alterations."

3. The blank space of Article 1 is intended for the insertion of a statement of supplies to be furnished or work done, together with time and place of performance and price, or for the enumeration of papers which contain the necessary data.

4. If it is deemed necessary to include an article on patents the Invitation to Bidders shall so state and the following article be used:

ART. —. *Patents.* The contractor shall hold and save the Government, its officers, agents, servants, and employees, harmless from liability of any nature or kind, including costs and expenses, for or on account of any patented or unpatented invention, article, or appliance manufactured or used in the performance of this contract, including their use by the Government.

Where any patent or patents are to be excepted from the operation of this article, such exceptions will be specifically stated, by reference to the patent number, date of issue, and name of patentee, in a proviso to be added to the article.

5. If it is deemed necessary to provide for liquidated damages for delay, the following

article shall be substituted for article 5 and prospective bidders so advised:

ART. ___. *Delays—Liquidated damages.* If the contractor refuses or fails to make delivery of the materials or supplies within the time specified in Article 1, or any extension thereof, the actual damage to the Government for the delay will be impossible to determine, and in lieu thereof the contractor shall pay to the Government, as fixed, agreed, and liquidated damages for each calendar day of delay in making delivery, the amount as set forth in the specifications or accompanying papers, and the contractor and his sureties shall be liable for the amount thereof: *Provided, however,* That the Government reserves the right to terminate the right of the contractor to proceed with deliveries or such part or parts thereof as to which there has been delay, and to purchase similar materials or supplies in the open market or secure the manufacture and delivery thereof by contract or otherwise, charging against the contractor and his sureties any excess cost occasioned the Government thereby, together with liquidated damages accruing until such time as the Government may reasonably procure similar material or supplies elsewhere: *Provided further,* That the contractor shall not be charged with liquidated damages or any excess cost when the delay in delivery is due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including, but not restricted to, acts of God or the public enemy, acts of the Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and delays of a subcontractor due to such causes unless the contracting officer shall determine that the materials or supplies to be furnished under the subcontract are procurable in the open market, if the contractor shall notify the contracting officer in writing of the cause of any such delay, within 10 days from the beginning thereof, or within such further period as the contracting officer shall, with the approval of the head of the department or his duly authorized representative, prior to the date of final settlement of the contract, grant for the giving of such notice. The contracting officer shall then ascertain the facts and extent of the delay and extend the time for making delivery when in his judgment the findings of fact justify such an extension, and his findings of fact thereon shall be final and conclusive on the parties hereto, subject only to appeal, within 30 days, by the contractor to the head of the department concerned or his duly authorized representative, whose decision on such appeal as to the facts of delay and the extension of time for making delivery shall be final and conclusive on the parties hereto.

6. If approval of the contract is required before it shall become binding, the following article must be added:

ART. ___. *Approval.* This contract shall be subject to the written approval of _____ _____ and shall not be binding until so approved.

(Contracts subject to approval are not valid until approved by the authority designated to approve them, and the contractor's copy will not be delivered, nor any distribution made, until such approval. All changes and deletions must have been made before the contract is forwarded for approval.)

7. The number of executed copies and of certified copies, designation of disbursing officer, statement of appropriations, amount of bond, designation of place of inspection, as well as other administrative details, shall be as directed by the department to which the contract pertains.

8. All blank spaces must be filled in or ruled out. The contract must be dated, and the bond must bear the same or subsequent date.

9. An officer of a corporation, a member of a partnership, or an agent signing for the principal, shall place his signature and title after the word "By" under the name of the principal. A contract executed by an attorney or agent on behalf of the contractor shall be accompanied by two authenticated copies of his power of attorney, or other evidence of his authority to act on behalf of the contractor.

10. If the contractor is a corporation, one of the certificates following the signatures of the parties must be executed. If the contract is signed by the secretary of the corporation, then the first certificate must be executed by some other officer of the corporation under the corporate seal, or the second certificate executed by the contracting officer. In lieu of either of the foregoing certificates there may be attached to the contract copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.

11. The full name and business address of the contractor must be inserted, and the contract signed with his usual signature. Typewrite or print name under all signatures to contract and bond.

12. If it is definitely known that final acceptance cannot be accomplished within 10 or 20 days from date of delivery, due to necessity for tests or analyses which cannot be accomplished within that time, delete from U. S. Standard Form 31, before issuance, the discount provision relating to 10 calendar days or to both 10 and 20 calendar days. The provision relating to discounts may also be deleted when funds do not become available so that payment may be made within such time limits.

13. When the contract is for technical material to be specially manufactured, the following article may be used:

ART. ___. No subcontract shall be made by the contractor with any other party for furnishing any of the completed or substantially completed articles, spare part, or work herein contracted for without the written approval of the contracting officer.

14. Additional contract provisions and instructions deemed necessary for the particular work, not inconsistent with the standard forms nor involving questions of policy, may be incorporated in the specifications or other accompanying papers.

§ 4.22 *Short form contract.*

U. S. Standard Form 33 (Revised)
Approved by the Secretary of the Treasury January 17, 1939.

Invitation No. _____
Contract No. _____

INVITATION, BID, AND ACCEPTANCE
(SHORT FORM CONTRACT)

_____
(Department or establishment)
_____
(Address)
_____
(Office or station)
_____
(Date)

INVITATION

Sealed bids, in _____ subject to the conditions on the reverse hereof, will be received at this office until _____ o'clock _____ m., _____, and then publicly opened, for furnishing the following supplies, and/or services, for delivery at _____ _____

_____
(Name)
_____
(Title)

Item No.	Articles or services	Quantity	Unit	Unit price	Amount	
					Dollars	Cents

BID

_____
(Date)

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid be accepted within _____ calendar days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the point(s) as specified and, unless otherwise specified within _____ calendar days after receipt of order.

Discounts will be allowed for payment as follows: _____ percent 10 calendar days; _____ percent 20 calendar days; _____ percent 30 calendar days.

Bidder _____
_____
Address _____
_____
By _____ Title _____
(Signature of person authorized to sign this bid)

ACCEPTANCE BY THE GOVERNMENT

_____
(Date)
Accepted as to items numbered _____
_____
_____
Name _____
Title _____

CONDITIONS

1. The Government reserves the right to reject any or all bids, to waive any informality in bids and, unless otherwise specified by the Government or by the bidder, to accept any item in the bid. In case of error in the extension of prices in the bid, the unit prices will govern.

2. Time, in connection with discount offered, will be computed from date of the delivery of the supplies to carrier when final inspection and acceptance are at point of origin, or from date of delivery at destination or port of embarkation when final inspection and acceptance are at those points, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of delivery.

3. In case of default of the contractor, the Government may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby: *Provided,* That if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefor shall be made at a proper reduction in price.

4. If the contractor refuses or fails to make deliveries of the materials or supplies within the time specified, or any extension thereof, the Government may by written notice terminate the right of the contractor to proceed with deliveries or such part or parts thereof as to which there has been delay. In such event, the Government may purchase similar materials or supplies in the open market or secure the manufacture and delivery of the materials and supplies by contract or otherwise, and the contractor and his sureties (if any) shall be liable to the Government for any excess cost occasioned the Government thereby: *Provided*, That the contractor shall not be charged with any excess cost occasioned the Government by the purchase of materials or supplies in the open market or under other contracts when the delay of the contractor in making deliveries is due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including, but not restricted to, acts of God or of the public enemy, acts of the Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and delays of a subcontractor due to such causes unless the contracting officer shall determine that the materials or supplies to be furnished under the subcontract are procurable in the open market, if the contractor shall notify the contracting officer in writing of the cause of any such delay, within 10 days from the beginning thereof, or within such further period as the contracting officer shall, with the approval of the head of the department or his duly authorized representative, prior to the date of final settlement of the contract, grant for the giving of such notice. The contracting officer shall then ascertain the facts and extent of delay, and his findings of fact thereon shall be final and conclusive on the parties hereto, subject only to appeal within 30 days by the contractor to the head of the department concerned or his duly authorized representative, whose decision on such appeal as to the facts of delay shall be final and conclusive, on the parties hereto. As used herein "head of the department" means the head or any assistant head of the executive department or independent establishment involved, and "his duly authorized representative" means any person authorized to act for him other than the contracting officer; and the term "contracting officer" shall include his duly appointed successor or his authorized representative.

5. No Member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom unless it be made with a corporation for its general benefit.

6. Prices bid herein include any Federal tax heretofore imposed by the Congress which is applicable to the material on this bid. If any sales tax, processing tax, adjustment charge, or other taxes or charges are imposed or changed by the Congress after the date set for the opening of this bid, and made applicable directly upon the production, manufacture, or sale of the supplies covered by this bid, and are paid by the contractor on the articles or supplies herein contracted for, then the prices named in this bid will be increased or decreased accordingly, and any amount due the contractor as a result of such change will be charged to the Government and entered on vouchers (or invoices) as separate items.

7. Unless otherwise specified by the bidder, it is understood and agreed that only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States shall be delivered pursuant to a contract awarded as a result of this bid.

INSTRUCTIONS TO BIDDERS

1. Samples of items, when required, must be furnished, free of expense, prior to the opening of bids, and, if not destroyed, will, upon request, be returned at the bidder's expense.

2. Prices should be stated in units of quantity specified, with packing included.

3. Time of proposed delivery must be stated in definite terms. If time varies for different items the bidder shall so state.

4. Envelops containing bids must be sealed and marked on the upper left-hand corner with the name and address of the bidder and the date and hour of opening, and addressed as instructed.

5. For further instructions read U. S. Standard Form 22 (Instructions to Bidders).

INSTRUCTIONS TO CONTRACTING OFFICERS

1. If shipment is made by Government bill of lading, observe consolidated classification requirements so as to secure the lowest rate applicable.

2. Although this form meets the requirements of a formal contract (R. S. 3744), if the execution of a formal contract with bond is contemplated U. S. Standard Forms 31 and 32 should be used.

3. If there is not sufficient space on the schedule to list all of the items, insert at the bottom of the schedule "Continued on _____ sheets of U. S. Standard Form 36", and use that form also.

4. If it is definitely known that final acceptance cannot be accomplished within 10 or 20 days from date of delivery due to necessity for tests or analyses which cannot be accomplished within that time, delete, before issuance, the discount provision relating to 10 calendar days or to both 10 and 20 calendar days. The provision relating to discounts may also be deleted when funds do not become available so that payment may be made within such time limits.

5. If the contract is likely to involve patent liability, the article on patents as contained in U. S. Standard Form 32 should be used.

6. If the contract provides for liquidated damages, the above Condition No. 4 should be deleted and there should be substituted therefor the article entitled "Delays—Liquidated Damages", quoted in Paragraph 5 of the directions on page 6, U. S. Standard Form 32, modified as follows: Delete "in Article 1", line 2, and if no bond is required, delete "and his sureties", lines 6 and 10; add the last sentence (definitions) of the above Condition No. 4.

§ 4.23 *Annual bid bond; supplies.*

U. S. Standard Form No. 34 (Revised)
Approved by the Secretary of the Treasury
February 19, 1937.

ANNUAL BID BOND

(SUPPLIES)

Know all men by these presents, that we, _____
(See Instructions 4, 5, and 7)
as principal, and _____
_____
_____
(See Instructions 2, 3, 4, and 7)
as Surety, are held and firmly bound unto the United States of America, hereinafter called the Government, in such penal sum or sums, lawful money of the United States, as shall be sufficient to indemnify the Government in case of the default of the said principal as hereinafter set forth, for the payment of which sum or sums well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, that whereas the principal contemplates submitting bids from time to time during the fiscal year ending June 30, 19___, to the _____
_____
for furnishing materials and supplies to the Government, and desires that all such bids submitted for opening during said fiscal year be covered by a single bond instead of by a separate Bid Bond for each bid:

Now, therefore, if the principal shall not withdraw any such bid within the period specified therein after the opening of the same, or, if no period be specified, within sixty (60) days after said opening, and shall within the period specified therefor, or, if no period be specified, within ten (10) days after the prescribed forms are presented to him for signature, enter into a written contract with the Government, in accordance with the bid as accepted, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract, or in the event of the withdrawal of any bid within the period specified, or the failure to enter into such contract and give such bond within the time specified, if the principal shall pay the Government the difference between the amount specified in said bid and the amount for which the Government may procure the required materials and supplies, if the latter amount be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

In witness whereof, the above-bounden parties have executed this instrument under their several seals this _____ day of _____ 19___, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

[SEAL] _____
(Individual principal)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual principal)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual surety)
_____
(Business address)
In presence of—
_____
_____
(Address)

[SEAL] _____
(Individual surety)
_____
(Business address)

In presence of—

(Address)

(Corporate principal)

(Business address)

[CORPORATE SEAL]

By ---

Attest:

(Corporate surety)

(Business address)

[CORPORATE SEAL]

By ---

Attest:

The rate of premium on this bond is ----- per thousand.

Total amount of premium charged, $------

(The above must be filled in by corporate surety.)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, ----------, certify that I am the ---------- secretary of the corporation named as principal in the within bond; that ----------, who signed the said bond on behalf of the principal, was then ---------- of said corporation; that I know his signature, and his signature thereto is genuine; and that said bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

[CORPORATE SEAL]

AFFIDAVIT BY INDIVIDUAL SURETY

STATE OF ----------

County of----------, *ss:*

I, ----------, being duly sworn, depose and say that I am one of the sureties to the foregoing bond; that I am a citizen of the United States, and of full age and legally competent; that I am by occupation a ----------, for ---------- last past doing business at ---------- in ---------- and residing at ---------- in ----------; that I am worth in real estate and personal property the sum of ---------- dollars over and above (1) all my debts and liabilities, owing and incurred, (2) any property exempt from execution, (3) any pecuniary interest I have in the business of the principal on said bond, and (4) any interest I have in any so-called community property; that I am the sole owner in fee simple of certain real estate described as follows, which is located at

(a)----------

(Description of property)

---

that the fair valuation of said real estate is ($----------); that the assessed value of that property for taxation purposes is ($----------); that said property is not exempt from seizure and sale under any homestead law, community or marriage law, or upon attachment, execution, or judicial process; that the mortgages or other encumbrances against said real estate are the following:

(b) ----------

---

and that there are no encumbrances against said real estate other than as above stated; that my liabilities owing and incurred do not exceed $----------; in addition to the real property above described, I am worth the sum of $---------- over and above my just debts and liabilities in property subject to execution and sale, and that the additional personal property consists of the following:

(c)----------

(Describe personal property fully)

That I am not surety on any other bonds, except as follows:

(d) ----------

(State character and amount of each bond. If not on other bonds, so state.)

That I am not a partner in the business of the principal on the bond or bonds on which I appear or may appear as surety. This affidavit is made to induce the United States of America to accept me as surety on the foregoing bond.

(Signed)----------

(Surety's signature)

Subscribed and sworn to before me this ------ day of ----------, 19----, at----------.

[OFFICIAL SEAL]

(Title of official administering oath)

AFFIDAVIT OF INDIVIDUAL SURETY

STATE OF ----------

County of----------, *ss:*

I, ----------, being duly sworn, depose and say that I am one of the sureties to the foregoing bond; that I am a citizen of the United States, and of full age and legally competent; that I am by occupation a----------, for ---------- last past doing business at----------, in ---------- and residing at ---------- in ----------; that I am worth in real estate and personal property the sum of ---------- dollars over and above (1) all my debts and liabilities, owing and incurred, (2) any property exempt from execution, (3) any pecuniary interest I have in the business of the principal on said bond, and (4) any interest I have in any so-called community property; that I am the sole owner in fee simple of certain real estate described as follows, which is located at

(a) ----------

(Description of property)

---

that the fair valuation of said real estate is ($---------); that the assessed value of that property for taxation purposes is ($---------); that said property is not exempt from seizure and sale under any homestead law, community or marriage law, or upon attachment, execution, or judicial process; that the mortgages or other encumbrances against said real estate are the following:

(b) ----------

---

and that there are no encumbrances against said real estate other than as above stated; that my liabilities owing and incurred do not exceed $------; in addition to the real property above described, I am worth the sum of $------ over and above my just debts and liabilities in property subject to execution and sale, and that the additional personal property consists of the following:

(c)----------

(Describe personal property fully)

That I am not surety on any other bonds, except as follows:

(d) ----------

(State character and amount of each bond. If not on other bonds, so state)

That I am not a partner in the business of the principal on the bond or bonds on which I appear or may appear as surety. This affidavit is made to induce the United States of America to accept me as surety on the foregoing bond.

(Signed) ----------

(Surety's signature)

Subscribed and sworn to before me this ------ day of ----------, 19--, at ----------.

[OFFICIAL SEAL] ----------

(Title of official administering oath)

NOTE: See Instruction No. 10 before executing the following certificates.

CERTIFICATE OF SUFFICIENCY

I hereby certify, That ----------, one of the sureties named above, is personally known to me; that, in my judgment, said surety is responsible, and qualified to act as such; and that, to the best of my knowledge and belief, the facts stated by said surety in the foregoing affidavit are true.

(Official title)

(Address)

CERTIFICATE OF SUFFICIENCY

I hereby certify, That ----------, one of the sureties named above, is personally known to me; that, in my judgment, said surety is responsible, and qualified to act as such; and that, to the best of my knowledge and belief, the facts stated by said surety in the foregoing affidavit are true.

(Official title)

(Address)

INSTRUCTIONS

1. This form may be used in connection with the procurement of supplies, in lieu of Standard Form No. 24 (Bid Bond). There shall be no deviation from this form except as authorized by the Director of Procurement.

2. The surety on the bond for any bid or for the performance of the contract may be any corporation authorized by the Secretary of the Treasury to act as surety, or two responsible individual sureties. If the bond is executed by individual sureties, the department or establishment concerned shall determine the sufficiency thereof.

3. A firm, as such, will not be accepted as a surety, nor a partner for copartners or for a firm of which he is a member. Stockholders of a corporate principal may be accepted as sureties provided their qualifications as such are independent of their stock holdings therein. Sureties, if individuals, shall be citizens of the United States, except that sureties on bonds executed in any foreign country, the Canal Zone, the Philippine Islands, Puerto Rico, Hawaii, Alaska, or any possession of the United States, for the performance of contracts entered into in these places, need not be citizens of the United States, but if not citizens of the United States shall be domiciled in the place where the contract is to be performed.

4. The name, including full Christian name, and residence of each individual party to the bond shall be inserted in the body thereof, and each such party shall sign the bond with his usual signature on the line opposite the scroll seal, and if signed in Maine or New Hampshire, an adhesive seal shall be affixed opposite the signature.

5. If the principals are partners, their individual names shall appear in the body of the bond, with the recital that they are partners composing a firm, naming it, and all the members of the firm shall execute the bond as individuals.

6. The signature of a witness shall appear in the appropriate place, attesting the signature of each individual party to the bond.

7. If the principal or surety is a corporation, the name of the State in which incorporated shall be inserted in the appropriate place in the body of the bond, and said instrument shall be executed and attested under the corporate seal as indicated in the form. If the corporation has no corporate seal the fact shall be stated, in which case a scroll or adhesive seal shall appear following the corporate name.

8. The official character and authority of the person or persons executing the bond for the principal, if a corporation, shall be certified by the secretary or assistant secretary, according to the form attached thereto. In lieu of such certificate there may be attached to the bond copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.

9. Each individual surety shall justify, under oath, according to the form appearing on the bond, before a United States commissioner, a clerk of a United States court, a notary public, or some other officer having authority to administer oaths generally. If the officer has an official seal it shall be affixed, otherwise the proper certificate as to his official character shall be furnished. Where citizenship is not required, as provided in paragraph 3 of these Instructions, the affidavit may be amended accordingly.

10. Each certificate of sufficiency shall be signed by an officer of a bank or trust company, a judge or clerk of a court of record, a United States district attorney or commissioner, a postmaster, a collector or deputy collector of internal revenue, or any other officer of the United States acceptable to the department or establishment concerned.

Further certificates as to the financial qualification of the sureties may be required from time to time; which certificates must be based on the personal investigation of the certifying officers at the time of the making thereof, and not upon prior certificates.

§ 4.24 *Annual performance bond; supplies.*

U. S. Standard Form No. 35 (Revised)
Approved by the Secretary of the Treasury,
May 10, 1937

ANNUAL PERFORMANCE BOND

(SUPPLIES)

Know all men by these presents, that we _____
(See Instructions 4, 5, and 7)
_____
as Principal, and _____
_____
(See Instructions 2, 3, 4, and 7)
as Surety, are held and firmly bound unto the United States of America, hereinafter called the Government, in the penal sum of _____ dollars for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, that whereas the principal contemplates entering into contracts from time to time during the fiscal year ending June 30, 19__, with the Government represented by _____
_____
for furnishing materials and supplies to the Government, and desires that all such contracts be covered by one bond instead of by a separate performance bond for each contract:

Now, therefore, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all such contracts so entered into during the original term thereof and any extensions that may be granted by the Government, with or without notice to the surety, and during the life of any guaranty required under the contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of such contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then this obligation to be void; otherwise to remain in full force and virtue.

In witness whereof, the above-bounden parties have executed this instrument under their several seals this _____ day of _____ 19__, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In the presence of—
_____
_____
(Address)
[SEAL] _____
(Individual principal)
_____
(Business address)
In the presence of—
_____
_____
(Address)
[SEAL] _____
(Individual principal)
_____
(Business address)
In the presence of—
_____
_____
(Address)
[SEAL] _____
(Individual principal)
_____
(Business address)
In the presence of—
_____
_____
(Address)
[SEAL] _____
(Individual principal)
_____
(Business address)
In the presence of—
_____
_____
(Address)
[SEAL] _____
(Individual surety)
_____
(Business address)
In the presence of—
_____
_____
(Address)
[SEAL] _____
(Individual surety)
_____
(Business address)
_____
(Corporate principal)
_____
(Business address)
[CORPORATE SEAL]
By _____
_____
Attest:
_____
_____
(Corporate surety)
_____
(Business address)
[CORPORATE SEAL]
By _____
_____
Attest:
_____

The rate of premium on this bond is _____ per thousand.

Total amount of premium charged, $_____

(The above must be filled in by corporate surety.)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the _____ secretary of the corporation named as principal in the within bond; that _____, who signed the said bond on behalf of the principal, was then _____ of said corporation; that I know his signature, and his signature thereto is genuine; and that said bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

[CORPORATE SEAL] _____

AFFIDAVIT BY INDIVIDUAL SURETY

STATE OF _____
County of _____, *ss:*

I, _____, being duly sworn, depose and say that I am one of the sureties to the foregoing bond; that I am a citizen of the United States, and of full age and legally competent; that I am by occupation a _____, for _____ last past doing business at _____ in _____ and residing at _____ in _____; that I am worth in real estate and personal property the sum of _____ dollars over and above (1) all my debts and liabilities, owing and incurred, (2) any property exempt from execution, (3) any pecuniary interest I have in the business of the principal on said bond, and (4) any interest I have in any so-called community property; that I am the sole owner in fee simple of certain real estate described as follows, which is located at

(a) _____
(Description of property)
_____
that the fair valuation of said real estate is ($_____); that the assessed value of that property for taxation purposes is ($_____); that said property is not exempt from seizure and sale under any homestead law, community or marriage law, or upon attachment, execution, or judicial process; that the mortgages or other encumbrances against said real estate are the following:

(b) _____
_____
and that there are no encumbrances against said real estate other than as above stated; that my liabilities owing and incurred do not exceed $_____; in addition to the real property above described, I am worth the sum of $_____ over and above my just debts and liabilities in property subject to execution and sale, and that the additional personal property consists of the following:

(c) _____
(Describe personal property fully)
_____

That I am not surety on any other bonds, except as follows:

(d) _____
(State character and amount of each
_____
bond. If not on other bonds, so state)

That I am not a partner in the business of the principal on the bond or bonds on which I appear or may appear as surety. This affidavit is made to induce the United States of America to accept me as surety on the foregoing bond.

(Signed) _____
(Surety's signature)

Subscribed and sworn to before me this _____ day of _____ 19____, at _____.

_____
_____
(Title of official administering oath)
[OFFICIAL SEAL]

AFFIDAVIT BY INDIVIDUAL SURETY

STATE OF _____
County of _____, *ss:*

I, _____, being duly sworn, depose and say that I am one of the sureties to the foregoing bond; that I am a citizen of the United States, and of full age and legally competent; that I am by occupation a _____, for _____ _____, last past doing business at _____, in _____ and residing at _____, *in* _____; that I am worth in real estate and personal property the sum of _____ dollars over and above (1) all my debts and liabilities, owing and incurred, (2) any property exempt from execution, (3) any pecuniary interest I have in the business of the principal on said bond, and (4) any interest I have in any so-called community property; that I am the sole owner in fee simple of certain real estate described as follows, which is located at

(a) _____
(Description of property)
_____

that the fair valuation of said real estate is ($_____); that the assessed value of that property for taxation purposes is ($_____); that said property is not exempt from seizure and sale under any homestead law, community or marriage law, or upon attachment, execution, or judicial process; that the mortgages or other encumbrances against said real estate are the following:

(b) _____
_____

and that there are no encumbrances against said real estate other than as above stated; that my liabilities owing and incurred do not exceed $_____; in addition to the real property above described, I am worth the sum of $_____ over and above my just debts and liabilities in property subject to execution and sale, and that the additional personal property consists of the following:

(c) _____
(Describe personal property fully)
_____

That I am not surety on any other bonds, except as follows:

(d) _____
(State character and amount of each
_____
bond. If not on other bonds, so state)

That I am not a partner in the business of the principal on the bonds or bonds on which I appear or may appear as surety. This affidavit is made to induce the United States of America to accept me as surety on the foregoing bond.

(Signed) _____
(Surety's signature)

Subscribed and sworn to before me this _____ day of _____ 19__, at _____

[OFFICIAL SEAL] _____
_____
(Title of official administering oath)

NOTE: See Instruction No. 10 before executing the following certificates.

CERTIFICATE OF SUFFICIENCY

I hereby certify, That _____, one of the sureties named above, is personally known to me; that, in my judgment, said surety is responsible, and qualified to act as such; and that, to the best of my knowledge and belief, the facts stated by said surety in the foregoing affidavit are true.

_____
_____
(Official title)
_____
(Address)

CERTIFICATE OF SUFFICIENCY

I hereby certify, That _____, one of the sureties named above, is personally known to me; that, in my judgment, said surety is responsible, and qualified to act as such; and that, to the best of my knowledge and belief, the facts stated by said surety in the foregoing affidavit are true.

_____
_____
(Official title)
_____
(Address)

INSTRUCTIONS

1. This form may be used in connection with the procurement of supplies, in lieu of Standard Form No. 25 (Performance Bond). There shall be no deviation from this form except as authorized by the Director of Procurement.

2. The surety on the bond for any bid or for the performance of the contract may be any corporation authorized by the Secretary of the Treasury to act as surety, or two responsible individual sureties. Each individual surety shall justify in a sum not less than the penalty of the bond.

3. A firm, as such, will not be accepted as a surety, nor a partner for copartners or for a firm of which he is a member. Stockholders of a corporate principal may be accepted as sureties provided their qualifications as such are independent of their stock holdings therein. Sureties, if individuals, shall be citizens of the United States, except that sureties on bonds executed in any foreign country, the Canal Zone, the Philippine Islands, Puerto Rico, Hawaii, Alaska, or any possession of the United States, for the performance of contracts entered into in these places, need not be citizens of the United States, but if not citizens of the United States shall be domiciled in the place where the contract is to be performed.

4. The name, including full Christian name, and residence of each individual party to the bond shall be inserted in the body thereof, and each such party shall sign the bond with his usual signature on the line opposite the scroll seal, and if signed in Maine or New Hampshire, an adhesive seal shall be affixed opposite the signature.

5. If the principals are partners, their individual names shall appear in the body of the bond, with the recital that they are partners composing a firm, naming it, and all the members of the firm shall execute the bond as individuals.

6. The signature of a witness shall appear in the appropriate place, attesting the signature of each individual party to the bond.

7. If the principal or surety is a corporation, the name of the State in which incorporated shall be inserted in the appropriate place in the body of the bond, and said instrument shall be executed and attested under the corporate seal as indicated in the form. If the corporation has no corporate seal the fact shall be stated, in which case a scroll or adhesive seal shall appear following the corporate name.

8. The official character and authority of the person or persons executing the bond for the principal, if a corporation, shall be certified by the secretary or assistant secretary, according to the form attached thereto. In lieu of such certificate there may be attached to the bond copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.

9. Each individual surety shall justify, under oath, according to the form appearing on the bond, before a United States commissioner, a clerk of a United States court, a notary public, or some other officer having authority to administer oaths generally. If the officer has an official seal it shall be affixed, otherwise the proper certificate as to his official character shall be furnished. Where citizenship is not required, as provided in paragraph 3 of these Instructions, the affidavit may be amended accordingly.

10. Each certificate of sufficiency shall be signed by an officer of a bank or trust company, a judge or clerk of a court of record, a United States district attorney or commissioner, a postmaster, a collector or deputy collector of internal revenue, or any other officer of the United States acceptable to the department or establishment concerned.

Further certificates as to the financial qualification of the sureties may be required from time to time; which certificates must be based on the personal investigation of the certifying officers at the time of the making thereof, and not upon prior certificates.

§ 4.25 *Telephone service contract.*

U. S. Standard Form No. 40 (Rev.)
Approved by the Secretary of the Treasury September 10, 1937.

Contract No._____
Tel. No. _____

CONTRACT FOR TELEPHONE SERVICE

THE UNITED STATES OF AMERICA

For the fiscal year ending June 30, 19____, and thereafter until further notice. (See instruction No. 6)

For _____
(Department or agency)
_____
(Bureau or office)
_____
(Address)
_____
(Name of contractor)
_____
(Address)

Description of service	Nonrecurring charge		Rate per month			
			Per unit		Total rate	
Total						

Information for directory listings:_____
_____
(When affecting existing service, fill in these spaces)

Supplements Contract No. _____, executed _____, 19____, under Telephone No. _____.

The United States of America, by the undersigned, its duly authorized agent, requests, and the contractor agrees to furnish, the service above specified and toll service in connection therewith, subject to the following terms and conditions:

TERMS AND CONDITIONS

This contract is subject to all rates, charges, rules, practices (including the practice as established by the contractor and applicable to its other customers for determining charges or credits for fractional parts of a billing month), or requirements which may be lawfully established. Recognition is given to the fact that the United States Government fiscal year ends on June 30. The whole or any part of this contract may be terminated, subject to any charges applicable thereto, at any time upon ten days' written notice by either party to the other. Payment hereunder shall be contingent upon the availability of appropriations therefor, and shall not be made in advance of service rendered.

The United States, and all officers and agents thereof, shall be held harmless by the contractor from and against all demands of any nature or kind for or on account of the use of any patented article, combination, or process which may affect the services rendered, including any telephone facilities furnished and used by the United States under this contract.

The contractor shall not employ any person undergoing sentence of imprisonment at hard labor.

No Member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

Executed this ____ day of _____, 19___

(To be entered by Telephone Company)

Service begun _____, 19___

MONTHLY RATE

Previous total	Increase or decrease on this contract		Present total
	Increase	Decrease	

Exchange _____ Telephone No. _____

THE UNITED STATES OF AMERICA,

By _____

Title _____

(Name of contractor)

By _____

Title _____

INSTRUCTIONS

1. *General.* (a) This form will be used, with the exception of the Army, Navy, and Coast Guard, in ordering telephone service within the United States except in the District of Columbia.

(b) Original of form and copies as required will be prepared and executed on behalf of the United States. If form covers orders in connection with existing service, such as additions, discontinuances, changes, etc., the number and date of execution of the existing contract which the new form supplements or affects and the existing telephone number will be entered in the spaces provided.

(c) The telephone company receiving the form will, upon completion of the work involved, fill in spaces indicated and return all copies, signed by its authorized agent, with the exception of one copy which the telephone company will retain for its files.

2. *Exchange service.* (a) Every quantity of exchange service with which a specific charge is associated by the contractor shall appear as a separate item in the contract.

(b) The wording of each item shall fully identify the service quantity for which a charge is made. Contracts including unit quantities shall specify the number of units of each kind and the charge per unit.

(c) Each contract charge shall be so specified as to clearly show whether it is a monthly charge, or a nonrecurring charge such as a service connection, installation or other flat charge.

(d) Where any supplementary addition to, discontinuance of, or change in any existing service is required by the subscriber, the additional, discontinued or changed item or items shall be covered by a supplemental agreement executed on a separate Standard Form No. 40.

3. *Abbreviated wording.* In making the contract, the words used to identify service to be rendered may be abbreviated, but—

(a) Service quantities which according to the tariffs of the contractor are subject to different individual charges shall not be consolidated into one item, and

(b) No specification necessary to full identification and checking of any charge shall be omitted.

4. *Toll service.* Charges for toll service shall not be set forth in this contract, but such charges shall be quoted at any time on request of the subscriber or any representative thereof, so as to indicate clearly in each case—

(1) Type of call to be handled.
(2) Initial rate and period.
(3) Overtime rate and period.
(4) Hours, if limited, within which the quoted rates apply.

No error in any such quotations shall affect the billing and payment of the correct charges for any service rendered.

5. *Authority for changes in charges and general changes.* If changes are approved or ordered by any legally constituted authority having jurisdiction, or otherwise lawfully established by the contractor, which affect the charges for exchange service, or any of the terms of an existing contract or of these instructions, the subscriber shall be notified thereof by the contractor promptly in writing, and requested to prepare and forward to the contractor signed Standard Form No. 40, covering the change involved. The notice of the contractor shall state the telephone involved, the authority for the change, the date effective, the charge or provision of the contract or instructions affected, and the new charge or requirement.

6. *Duration of contract.* Where the term of the contract is to be limited to the fiscal year, the words "and thereafter until further notice", appearing at the top of the form, should be deleted.

§ 4.26 *Instructions to bidders; coal.*

Standard Form No. 42
Approved by the President Mar. 1, 1929

STANDARD GOVERNMENT INSTRUCTIONS TO BIDDERS

(COAL)

(For all other supplies use Standard Form No. 22)

1. *Preparation of bids.* Unless otherwise directed in the invitation, bids shall be submitted in triplicate. Forms furnished, or copies thereof, shall be used, and strict compliance is necessary with the requirements of the invitation, these instructions, and the instructions printed on the forms. Special care should be exercised in the preparation of bids. All information on coal offered and prices shall be fully and clearly set forth. Copies of the bids shall be identical. The proper blank spaces in the bid forms shall be suitably filled in.

2. *Signature to bids.* Each bid must give the full business address of the bidder and be signed by him with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The names of all persons signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word "president," "secretary," "agent," or other designation, without disclosing his principal, may be held to be the bid of the individual signing. When requested by the Government, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

3. *Bid for all or part.* Bids will be considered on definite quantities less than those specified in the Schedules. The Government reserves the right of awarding all or any of the items bid upon according to its best interests. Award will not be made for less tonnage offered under any item, unless acceptable to the bidder.

4. *Alternative bids.* Alternative bids will not be considered unless called for.

5. *Standard purchase conditions and schedules.* The Standard Government Purchase Conditions and the Schedules which form the basis of any bid will be considered as a part thereof and will form a part of the contract.

6. *Correction.* Erasures or other changes in the bids must be explained or noted over the signature of the bidder.

7. *Marking and mailing bids.* Bids, with their guaranties, if any, must be securely sealed in suitable envelopes, addressed and marked on the outside as required by the invitation.

8. *Time for receiving bids.* Bids received prior to the time of opening will be securely kept, unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and no bid received thereafter will be considered, except that when a bid arrives by mail after the time fixed for opening, but before award is made, and it is shown to the satisfaction of the officer authorized to make the award that the nonarrival on time was due solely to delay in the mails for which the bidder was not responsible, such bid will be received and considered. No responsibility will attach to an officer for the premature opening of a bid not properly addressed and identified. Unless specifically authorized, telegraphic bids will not be considered, but modifications by telegraph of bids already submitted will be considered if received prior to the hour set for opening.

9. *Withdrawal of bids.* Bids may be withdrawn on written or telegraphic request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

10. *Bidders present.* At the time fixed for the opening of bids, their contents will be made public for the information of bidders and others properly interested, who may be present either in person or by representative.

11. *Award or rejection of bids.* The award will be made with reasonable promptness and by written notice to that responsible bidder whose bid, complying with the Standard Purchase Conditions for Coal and the requirements of the Schedules, will be most advantageous to the Government, price and other factors considered. In determining price, consideration will be given to transportation costs, including land-grant freight allowances, if any. Consideration will also be given to quality of coal as indicated by records in the possession of the Government and to results obtained with the same or similar coals which indicate whether the coal possesses physical or chemical characteristics that would make it a satisfactory or unsatis-

factory fuel. The Government, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the Government. It also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a bidder who is not in position to perform the contract.

12. *Bidders interested in more than one bid.* If more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected. (Sec. 3722 R. S.) This shall not prevent a bidder from proceeding under paragraph 4 hereof, nor from quoting different prices on different coals. A party who has quoted prices on coal to a bidder is not thereby disqualified from quoting prices to other bidders, or from submitting a bid directly on the same coal.

13. *Errors in bid.* Bidders or their authorized agents are expected to examine the Standard Government Purchase Conditions for Coal and the Schedules, and all other instructions pertaining to the purchase. Failure to do so will be at the bidder's own risk, and he can not secure relief on the plea of error in the bid. In case of error in the extension of prices, the unit price will govern.

14. *Preference for domestic coal.* Preference will be given to coal of domestic production, conditions of quality and price, including duty, being equal.

15. *Operator or agent.* Bids will be considered from only bona fide coal mine or dock owners or operators, or their authorized sales agents, when deliveries are to be made in carload lots.

(The following paragraphs, 16 and 17, shall apply only when purchases may be made subject to analytical tests, as will be set forth in the schedules.)

16. *Required analyses.* The bidder is required to specify, for the coal he proposes to furnish, the analytical constituents called for in the Schedules, and they must be within the respective limits, if any, which may be set forth therein.

17. *Consideration of analyses in award.* In addition to the factors mentioned in paragraph 11, the analytical constituents set forth by the bidder will also be considered in the award, and may subject the bid to rejection if records in the possession of the Government indicate that they can not be maintained.

(The following paragraphs shall apply only when guaranties are required with bid.)

18. *Guaranty.* Where security is required to insure the execution of contract and bond for performance of the service, no bid will be considered unless it is so guaranteed. The bidder, at his option, may furnish a guaranty bond, a certified check, or deposit, in accordance with Treasury Department regulations, United States bonds (at par value) as security in the amount required: *Provided,* That where not in conflict with the law, the bidder may be limited to the option of furnishing a certified check or United States bonds when the amount of the security does not exceed $1,000, notice of such requirement to be given in the invitation for bids. In case security is in the form of a certified check, or United States bonds, the Government may make such disposition of the same as will accomplish the purpose for which submitted. Certified checks may be held uncollected at the bidder's risk. Certified checks, or the amount thereof, and United States bonds of unsuccessful bidders will be returned as soon as practicable after the opening.

19. *Sufficiency of guarantors and sureties.* The bond of any surety company, authorized by the Secretary of the Treasury to do business, or of two responsibile individual sureties, will be accepted as security for any bid or contract. Individual guarantors or sureties must make the affidavit appearing on the bond as to their sufficiency and furnish the certificate of a judge or clerk of a court of record, a United States district attorney or commissioner, a postmaster, a collector or deputy collector of internal revenue, or an officer of a bank or trust company. Individual sureties shall justify in sums aggregating not less than double the penalty of the bond.

20. *Restrictions as to guarantors and sureties.* A firm, as such, will not be accepted as a guarantor or surety, nor a partner for copartners or for a firm of which he is a member. Stockholders of a corporation may be accepted as guarantors or sureties, provided their qualifications as such are not dependent upon their stock holdings therein. Guarantors and sureties, if individuals, must be citizens of the United States, except that sureties on bonds executed in any foreign country, the Canal Zone, the Philippine Islands, Porto Rico, Hawaii, Alaska, or any possession of the United States, for the performance of contracts entered into in these places, need not be citizens of the United States, but if not citizens of the United States must be domiciled in the place where the contract is to be performed.

21. *Seals on bonds.* When the principal, a guarantor, or a surety is an individual, his signature to a guaranty or bond shall have affixed to it an adhesive or scroll seal. If executed in Maine, Massachusetts, or New Hampshire, adhesive seal is required. Corporate seals shall be affixed by corporations, whether principals or sureties.

22. *Contract and bond.* The bidder to whom award is made must, when required, enter into written contract on the Standard Government Form for coal, with satisfactory security in the amount required, within the period specified, or if no period be specified, within ten days after the prescribed forms are presented to him for signature.

(These instructions are not to be incorporated in the contract.)

§ 4.27 *Purchase conditions; coal.*

Standard Form No. 43
Approved by the President Mar. 1, 1929

STANDARD GOVERNMENT PURCHASE CONDITIONS

(COAL)

1. *Size and preparation.* Coal shall be of the size or sizes specified; shall be so prepared as to be reasonably free from slate, bone, sulphur, dirt, and fine coal, and shall be of such grade or quality as will be suitable for the particular requirements.

2. *Unit of purchase.* The unit of purchase shall be the net ton of 2,000 pounds, unless otherwise stated in the Schedules.

3. *Wage scales.* The contract price specified herein for the coal is based upon the wage scales in effect with mine employees on the date of opening of bids, and any increase or decrease in the cost of production of said coal caused by changes in such wage scales shall correspondingly increase or decrease the contract price of coal on any tonnage mined and shipped thereafter not in arrears at the time the change in wage scales becomes effective: *Provided, however,* That in event of any such increase in cost of production due to increase in wage scales, the claim shall be presented within 60 days and supported by the affidavit of the superintendent or corresponding officer of the mine or mines from which the coal was produced and by report of a certified public accountant showing the cost of mining the coal before the increase in the wage scales, the amount of the increase in the wage scales after the date of the opening of bids, and the amount of such increase applicable to the coal delivered under this contract after the date of such increase. The books of the contractor shall be so kept as to show the foregoing facts and shall be open to inspection by an authorized officer or employee of the Government. No increase over the contract price shall be allowed unless the claim is so presented and the books of the contractor are so kept. In the event of a decrease in cost of production due to decrease in the wage scales, the decrease in the contract price shall be computed on the basis of the affidavit or affidavits of the superintendent or other corresponding officer of the mine or mines from which the coal was produced or upon other evidence. When there has been no change in the wage scales during the production of the contract coal, the contractor shall so certify on invoices or vouchers submitted for payment.

4. *Freight charges.* The purchase price of coal, if inclusive of freight charges from point of shipment named herein, is based upon the freight rate in effect on date of opening of bids, and any increase or decrease in said freight rate shall correspondingly increase or decrease the purchase price of the coal on any tonnage shipped thereafter.

5. *Deliveries.* The contractor shall make deliveries throughout the contract period as set forth in the Schedules. The Government shall have the right, however, to require deliveries, upon reasonable notice, at other times within the contract period in order to meet changed conditions as to storage facilities, weather, transportation, or actual requirements. When necessary to meet unloading conditions the Government shall have the right to require that shipments be made in the type or types of transportation equipment which it may specify and to reject shipments proffered in other types of equipment. When each shipment is made the contractor shall promptly notify the Government as to the date of shipment, name of mine from which shipped, and car initials and number.

6. *Delays.* If for any reason the contractor is delayed in making delivery on the date required of coal purchased f. o. b. point of shipment, or in making shipment sufficiently in advance to ordinarily permit delivery on the date required of coal purchased other than f. o. b. point of shipment, or if the contractor has knowledge that he will be unable to accomplish delivery or make shipment, as the case may be, he shall notify the Government immediately as to actual or contemplated delay, and as to the extent thereof, and the Government may suspend further shipments or deliveries or such part or parts thereof as to which there has been or the contractor has stated that there will be a delay. Upon receipt of such notice, or in the absence thereof, upon knowledge of actual delay in making delivery or shipment, as the case may be, the Government may purchase coal in the open market or secure coal by contract or otherwise and the contractor and his sureties shall be liable to the Government for any excess costs occasioned the Government thereby:

(a) *Provided, however,* That only in the event that the contractor shall have given immediate notice thereof he shall not be liable when the delay is due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including but not restricted to acts of God, acts of the Government, acts of the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, accidents at the mine, interruptions to transportation, or shortage of rail or water transportation equipment;

(b) *Provided further,* That the contractor shall within ten days from the beginning of any delay notify the contracting officer in writing as to the cause of delay, who shall ascertain the facts and the extent of the delay, and his findings of facts thereon shall be final and conclusive on the parties hereto, subject only to appeal, within 30 days, by the contractor to the head of the department concerned, whose decision on such appeal as to the facts of delay shall be final and conclusive on the parties hereto.

7. *Mines.*—Coal from mines other than those stated in the Schedules shall not be

furnished unless authorized by the Government in writing.

8. *Weights.*—For coal purchased f. o. b. point of origin or shipment, and shipped in carload lots, and for coal purchased f. o. b. destination and shipped in carload lots or delivered by barge or scow, settlement shall be based upon railroad weights for delivery by rail or upon certifications furnished by the contractor of railroad weights of cars making up cargo for delivery by barge or scow. For coal purchased under conditions which do not admit of railroad weights, settlement shall be based upon weights as determined by prevailing commercial practice.

9. *Inspection.*—All coal will, in so far as practicable, be inspected at the point of delivery shown in the contract. If coal is bought at dealer's place of business or at mines, inspection will be completed at that point, provided that the quantity and rate of delivery of coal will warrant the Government in making inspection at the dealer's place of business or at mines, otherwise inspection will be made at destination, whether the coal is bought f. o. b. mines or destination. Coal shipped on Government bill of lading becomes Government property at the time and place of shipment, but subject to inspection as provided herein.

10. *Additional security.* Should the surety upon any bond that is furnished for the performance of this contract become unacceptable to the Government, the contractor must promptly furnish such additional security as may be required from time to time to protect the interests of the Government.

11. *Officials not to benefit.* No Member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

12. *Covenant against contingent fees.* The contractor warrants that he has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Government the right to annul the contract, or, in its discretion, to deduct from the contract price or consideration the amount of such commission, percentage, brokerage, or contingent fees. This warranty shall not apply to commissions payable by contractors upon contracts or sales secured or made through bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business.

13. *Convict labor.* The contractor shall not employ in the performance of this contract any person undergoing sentence of imprisonment at hard labor.

14. *Unsatisfactory coal.* If coal of three or more consecutive deliveries, or of deliveries aggregating 10 per cent or more of the contracted quantity, proves to be unsatisfactory in the use for which it may have been purchased, although all other conditions of the contract have been met by the contractor, the Government may, at its option:

(a) Decline to accept additional coal from the mine or mines named herein and authorize the contractor in writing to supply coal from other mines producing coal of a quality contemplated to meet the requirements of the contract, or

(b) Terminate the contract without liability to either party.

15. *Payments.* The contractor shall be paid upon the submission of properly certified invoices or vouchers at prices stipulated herein for coal delivered and accepted. Unless otherwise specified, payments will be made on deliveries accepted by the Government when the amount due on such deliveries so warrants: *Provided,* That when requested by the contractor payments for accepted partial deliveries shall be made whenever such payments would equal or exceed either $1,000 or 50 per cent of the total amount of the contract. When samples are taken, as provided in paragraph 16, 10 per cent of the amount due may be withheld pending the outcome of the analyses of the samples.

(The following paragraph shall apply only when purchases may be subject to analytical tests as will be set forth in the schedules.)

16. *Sampling.* All coal may be regularly and continuously sampled, or only part or parts thereof may be sampled, as the Government may elect, and in the latter event the analysis of a sample or samples shall be used as representing only the tonnage actually sampled. The collecting and preparing of samples shall be in accordance with Technical Paper No. 133 of the United States Bureau of Mines or any revision thereof. The contractor may be present at the taking of samples, but the Government shall be under no obligation to notify the contractor to be present. Samples shall be analyzed by the United States Bureau of Mines and the analysis shall be final and conclusive on the parties hereto. Coal not sampled and coal sampled and found by analysis not to show a percentage of ash 2 per cent or more in excess of the ash content specified by the contractor, shall be accepted and paid for at the contract price. If, however, the percentage of ash is shown by analysis to be 2 per cent or more in excess of the ash content specified by the contractor, the Government may, at its option:

(a) Exercise its right to reject the coal, and require that all or any part thereof shall be removed by and at the expense of the contractor promptly after notification of rejection; or

(b) Retain the coal, in which event a reduction in price shall be computed by multiplying the value of the coal (as determined by the contract price if it is purchased for delivery at destination, or otherwise as determined by the contract price plus freight charges by common carrier to destination) by the difference between the percentage of ash by analysis and the percentage of ash specified by the contractor. The resultant product computed to the nearest cent, shall then be deducted from the contract price.

Provided, however, That should the analyses of samples representing three or more deliveries, or of deliveries aggregating 10 per cent or more of the contracted quantity, show the coal to be in any way inferior to contract requirements, the Government may, at its option:

(a) Decline to accept additional coal from the mine or mines named herein and authorize the contractor in writing to supply coal from other mines producing coal of a quality contemplated to meet the limits specified by the contractor; or

(b) Decline to accept additional coal from the mine or mines named herein or subsequently authorized and purchase coal in the open market, in which event the contractor and his sureties shall be liable to the Government for any excess costs occasioned thereby.

(These purchase conditions are to be incorporated in the contract.)

SUBPART C—SPECIAL STANDARD CONTRACT PROVISIONS

§ 4.31 *Labor and material reports; construction contracts.* Executive agencies not operating under arrangement with the Department of Labor to furnish such statistics directly to it shall request prospective contractors on Government construction work exceeding $2,000 to be performed in continental United States to agree to include in the contract the following labor and material report provision recommended by the Department of Labor.

The contractor will report monthly, and will cause all subcontractors to report in like manner, within five days after the close of each calendar month, on forms to be furnished by the Department of Labor, the number of persons on their respective pay rolls, the aggregate amount of such pay rolls, the man-hours worked, and the total expenditures for materials. He shall furnish to the Department of Labor the names and addresses of all subcontractors on the work at the earliest date practicable. The foregoing is applicable only to work at the site of the construction project.

PART 5—SURPLUS PERSONAL PROPERTY

Sec.

5.1 Report and disposal.
5.2 General clearance.
5.3 Special commodity clearances.

AUTHORITY: §§ 5.1 to 5.3 issued under E. O. 6166, June 10, 1933; 5 U. S. C. 132 note.

§ 5.1 *Report and disposal.* Materials, supplies and equipment located outside the District of Columbia which are surplus to the needs of any Executive department or establishment and which have not been declared surplus to a disposal agency by July 1, 1948, shall be reported to the Bureau of Federal Supply and may not be disposed of outside the Government until clearance has been received from the Bureau of Federal Supply, except as otherwise authorized.

§ 5.2 *General clearance.* The following surplus materials, supplies and equipment, except narcotics not containing opium, located outside the District of Columbia need not be reported to the Bureau of Federal Supply and may be disposed of by holding Executive departments and establishments in accordance with law:

(a) Perishables;

(b) Property dangerous to public health or safety;

(c) Property having an acquisition value of $500 or less and consisting of an item or group of identical items normally constituting a single line entry on the declaration form, but excluding typewriting machines and items of the type included in the national Stock Catalog of the Bureau of Federal Supply (§ 3.2 of this chapter) or appearing in the Federal Supply Schedule (§ 2.7 of this chapter) or readily interchangeable with such items because serving the same purpose;

(d) Unserviceable property, including scrap and salvage, except typewriting machines.

§ 5.3 *Special commodity clearances.* The following surplus materials, supplies and equipment located outside the District of Columbia need not be reported to the Bureau of Federal Supply and may be disposed of by holding Executive departments and establishments in accordance with law after finding no need therefor by other Executive departments and establishments:

(a) Animals;

(b) Arms, ammunition and implements of war (as listed in the proclama-

tion effective at the time under the Neutrality Act (Sec. 12 (i), 54 Stat. 11, as amended; 22 U. S. C. 452 (i));

(c) Bedding, used;
(d) Boats and vessels;
(e) Clothing, used;
(f) Farm machinery and equipment;
(g) Gravel;
(h) Medical supplies and equipment, except narcotics not containing opium;
(i) Sand;
(j) Tents;
(k) Timber.

[SEAL] CLIFTON E. MACK,
Director,
Bureau of Federal Supply.

Approved: December 24, 1948.

JOHN S. GRAHAM,
Acting Secretary of the Treasury.

[F. R. Doc. 48-11363; Filed, Dec. 29, 1948; 9:08 a. m.]

Chapter III—Committee on Purchase of Blind-Made Products

PART 302—PROCEDURES

EDITORIAL CHANGES INCIDENT TO PUBLICATION OF CODE OF FEDERAL REGULATIONS, 1949 EDITION

1. Codification has been discontinued of sections heretofore numbered 302.1–302.5, relating to organization, delegations of authority, and public information procedure, and future amendments thereto will appear in the Notices section of the FEDERAL REGISTER.

2. The part is redesignated "Procedures," and §§ 302.101–302.103 are renumbered §§ 302.1–302.3, respectively.

Dated: December 23, 1948.

[SEAL] ROBT. LEFEVRE,
Secretary, Committee on Purchases of Blind-made Products.

[F. R. Doc. 48-11362; Filed, Dec. 29, 1948; 8:48 a. m.]

TITLE 43—PUBLIC LANDS: INTERIOR

Subtitle A—Office of the Secretary of The Interior

PART 2—RECORDS AND TESTIMONY

PART 2A—TESTIMONY OF EMPLOYEES AND USE OF BOOKS, RECORDS, AND FILES IN JUDICIAL AND ADMINISTRATIVE PROCEEDINGS

MISCELLANEOUS AMENDMENTS

1. Section 2.6, reading as follows, is added to Part 2:

§ 2.6 *Compulsory process.* If the production of any record of the Department is sought by compulsory process, the record shall not be disclosed unless the person whose general duties include the responsibility for the custody of the record or the Secretary determines that such disclosure will not be prejudicial to the interests of the Government. If the person responsible for the custody of the record concludes that the record should not be produced, he shall immediately report the matter to the Secretary for a determination, and he shall appear in answer to the process and respectfully decline to produce the record on the ground that the disclosure, pending the receipt of instructions from the Secretary, is prohibited by this regulation.

2. Section 2.20, reading as follows, is added to Part 2:

§ 2.20 *Testimony of employees.* (a) An officer or employee of the Department shall not testify in any judicial or administrative proceeding concerning matters related to the business of the Government or the contents of official records without the written permission of the head of the bureau or office, or his designee, or of the Secretary. If the head of a bureau or office, or his designee, concludes that permission should be withheld, he shall report the matter immediately to the Secretary for a determination, and the officer or employee shall appear in answer to process and respectfully decline to testify, pending the receipt of instructions from the Secretary, on the ground that testimony is prohibited by this part.

(b) An affidavit must be submitted by a private litigant, or his attorney, setting forth the interest of the litigant and the information with respect to which the testimony of an officer or employee is desired before permission to testify will be granted. Permission to testify will be limited to the information set forth in the affidavit, or to such portions thereof as may be deemed proper.

3. The heading of Part 2 is revised to read "Records and Testimony".

Sections 2.1 to 2.6, inclusive, shall appear under the centerhead "Availability of Official Records".

Section 2.20 shall appear under the centerhead "Testimony of Employees".

4. Part 2a is revoked.

(R. S. 161; 5 U. S. C. 22)

J. A. KRUG,
Secretary of the Interior.

DECEMBER 22, 1948.

[F. R. Doc. 48-11344; Filed, Dec. 29, 1948; 8:48 a. m.]

TITLE 49—TRANSPORTATION AND RAILROADS

Chapter I—Interstate Commerce Commission

PART 0—ORGANIZATION AND ASSIGNMENT OF WORK

DISCONTINUANCE OF CODIFICATION OF PART

The codification of this part will be discontinued pursuant to § 1.45 (a) of Title 1 (13 F. R. 5931), providing that current amendments to descriptions of agency organization will be published in the Notices section of the FEDERAL REGISTER.

(24 Stat. 385, 25 Stat. 861, 40 Stat. 270, 41 Stat. 492, 493, 47 Stat. 1368, 54 Stat. 913; 49 U. S. C. 17)

Dated: December 24, 1948.

[SEAL] W. P. BARTEL,
Secretary.

[F. R. Doc. 48-11389; Filed, Dec. 29, 1948; 9:18 a. m.]

TITLE 45—PUBLIC WELFARE

Chapter I—Office of Education, Federal Security Agency

CHANGES INCIDENT TO PREPARATION OF CODE OF FEDERAL REGULATIONS, 1949 EDITION

In order to conform Chapter I of Title 45 to the scope and style of the Code of Federal Regulations, 1949 Edition, as prescribed by the regulations of the Administrative Committee of the Federal Register and approved by the President effective October 12, 1948 (13 F. R. 5929), the following changes are made, effective upon their publication in the FEDERAL REGISTER.

1. In Part 101, §§ 101.1 to 101.11 and §§ 101.16 to 101.19 are deleted, and §§ 101.12 to 101.15 are redesignated §§ 101.1 to 101.4, respectively.

2. A new Part 102, "Vocational Education; Policies Applying to Use of Federal Funds," superseding Part 103, is added as set forth below.

3. Part 104, "Education and Training of War Workers," and Part 105, "Loans to College Students in Accelerated Programs," are deleted.

PART 102—VOCATIONAL EDUCATION; POLICIES APPLYING TO USE OF FEDERAL FUNDS

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AUTHORITY: §§ 102.1 to 102.219 issued under 39 Stat. 929, 60 Stat. 777; 20 U. S. C. 11–30.

ADMINISTRATIVE RELATIONSHIPS UNDER THE FEDERAL VOCATIONAL EDUCATION ACTS

BASIC PROVISIONS AND POLICIES

§ 102.1 *Purpose of vocational education.* (a) The purpose of vocational education is to provide training to develop skills, abilities, understandings, attitudes, working habits, and appreciations, and to impart knowledge and information needed by workers to enter and make progress in employment on a useful and productive basis. Vocational education is an integral part of the total education program. It makes a contribution toward the development of good citizens, including their health, social, civic, cultural, and economic interests.

(b) The controlling purpose of vocational education, as stated in the Smith-Hughes Act, is "to fit for useful employment." The needs of two distinct groups of people were recognized by stating that the education provided shall be designed to meet the needs of persons over 14 years of age who are preparing for, or who have entered upon, the work of various occupations. Vocational education is intended to meet the training needs of persons who are preparing for employment and to supplement or extend training for those who are employed. These training opportunities should not be restricted to young persons who are enrolled in the regular day schools but should be extended to serve all out-of-school youth and adults, both employed and unemployed, who are in need of the kinds of training which can be provided best in organized classes.

§ 102.2 *Further development of vocational education.* (a) The Office of Education will keep in mind one fundamental idea in considering all questions involving the use of George-Barden funds. This idea is that these funds were intended primarily "for the further development of vocational education." There is ample evidence to support this. Not only do the words "further development" appear in the title to the act, but the reports of discussions in congres-

sional committees which recommended the bill for passage confirm this conception. In the report of the House Committee on Education, appears this statement: "The purpose of this bill is to stimulate the extension of the program of vocational education in communities that are not now adequately served with such programs and to encourage the establishment of vocational education programs in areas not now served by such programs * * *." Another part of the report concludes by saying: "It is expected that the additional funds made available through the provisions of this bill will serve to increase materially and steadily the vocational education program. It is further expected that these funds will gradually increase the amount of State and local funds that will become available for vocational education."

(b) The George-Barden Act states in section 3 (b) that "the funds appropriated * * * may be used for assisting the several States and Territories * * * for securing necessary educational information and data as a basis for the proper development of programs of vocational education and vocational guidance." This clearly indicates both the possibility and the desirability of experimental work in new types of classes, new methods of instruction, and new ways of training people for useful employment. The Office of Education wishes to encourage the States to provide for educational experiments which may result in the further development of vocational education including the improvement of that which is already in operation. If Federal funds are to be used for such experiments, they must necessarily be limited by fixed provisions of the Federal acts but otherwise the States may depart from established practices and usual standards. Before doing this, however, each State will be expected to submit as a part of its State plan, or as an amendment to its plan, an outline of the experimental work to be carried on, with information regarding the purpose of the experiment, the procedures to be followed, and the methods to be used in evaluating the results.

(c) The chief characteristic of the George-Barden Act as contrasted with previous vocational education legislation is flexibility. Some of the specific limitations on the use of funds were omitted from this act and provisions were included to allow for new phases of work. It is quite evident that Congress believed the States would use the money provided with discretion and understanding to attain the purposes intended. When a decision must be made regarding the use of George-Barden funds this question should always be asked: Will this use of funds serve to further develop vocational education rather than merely relieve a State or local school system of expenditures which it has been making? Unless the answer is in the affirmative the weight of the evidence should be regarded as against reimbursement. The Office of Education will take this position in applying its intrpretations and policies.

§ 102.3 *Education of less than college grade.* One of the conditions of the Smith-Hughes Act is that the funds provided for vocational instruction may be used only for education which is "of less than college grade." A program of vocational education is considered to be of less than college grade when all of the following conditions are met:

(a) The objective is to provide training which will be advantageous in entering or continuing in employment in specific occupations or fields of work.

(b) Admission is based upon the ability of pupils to profit by the instruction offered rather than upon the possession of secondary school credits required for college entrance.

(c) The instruction offered is based upon the needs of workers in the occupation for which training is given.

(d) The instruction is terminal in nature and not a part of a course which is to be continued in a college or other higher institution.

(e) The instruction does not lead to a baccalaureate degree and is not organized to conform to the requirements of a course which does lead to such a degree.

§ 102.4 *Public supervision or control.* (a) One guiding principle of the vocational education acts—and it cannot be too strongly emphasized that this principle applies to every phase of activity under these acts—is "that such education shall be given in schools or classes under public supervision or control."

(b) A school or class is considered to be under public supervision or control, within the requirements of the Federal vocational education acts when it meets all of the following criteria:

(1) It is organized and operated under the direction of a State or local board responsible for expenditure of public-school funds for vocational education in the State or community.

(2) The teachers are paid from public funds in the same way as other public-school teachers employed by the State or local board responsible for vocational education are paid.

(3) Officials on the staff of a State or local board responsible for vocational education have full charge of:

(i) Selection, salaries, and length of term of the teachers.

(ii) Qualifications and admission of the pupils.

(iii) Content and organization of all courses and curricula.

§ 102.5 *Application of vocational education terminology to vocational guidance.* In all instances, the words teacher, instruction, and teacher training as used in these policies may be taken to include in their meaning counselor, counseling, and counselor training, respectively, except in statements dealing specifically with programs of agricultural, distributive, home economics, and trade and industrial education.

STATE AND FEDERAL RELATIONSHIPS

§ 102.10 *The State plan: an agreement between a State board for vocational education and the Office of Education.* (a) Each State is required, under the terms of the Federal Vocational Education Acts, to submit a plan for the vocational education program for which it expects to use Federal funds. This plan, when approved by the Commissioner of Education, becomes a contract between the State and the Federal Government. The plan for a State is initiated by that State and is reviewed by the Office of Education only as it applies to the use of Federal funds in that State. When a provision is included in a State plan for any phase of work in which Federal reimbursement may be involved, such provision shall conform to the Federal acts and the official policies of the Office of Education. Disapproval of any provision does not mean that a State may not adopt or use that provision in its State program; it means that Federal funds may be used only for work covered by the parts of the plan which are approved.

(b) Two basic considerations should be kept in mind when a State staff undertakes the writing of its plan: (1) The plan is in part a contract between the State and the Federal Government. In this respect certain definite information is required by the statutes. In providing this information the State boards for vocational education describe the conditions under which they will use Federal vocational education funds. (2) The plan is in every other respect a description of what the State expects to do—its program developed by the State to meet its own purposes and conditions. It is set forth in language which clearly implements the underlying policies of the State and suggests means to be used in carrying them out in relation to vocational education.

(c) The description of the program referred to in Paragraph (b) (2) of this section is included in a State plan for the following reasons: (1) It supplies the background against which interpretation is made as to specific compliance with the acts; (2) it serves as a basis of understanding between the State and Federal offices in the work which they carry out cooperatively; and (3) the State benefits by the processes involved in analyzing its situation and in reducing its plan to an orderly sequence.

(d) Within this setting each State may build at will. In addition, any State may, and many do, enlarge this setting by planning State and local vocational activities for which Federal funds are not used. In the latter case, sound principles suggest that the total structure—reimbursed and unreimbursable activities—have unity and harmony. Only those nonreimbursable activities which are necessary to fulfill the purpose stated in the preceding paragraphs need be written into the plan.

(e) In preparing their State plans for vocational education, States are requested to follow a topical outline supplied by the Office of Education. This outline serves as a criterion for the comprehensiveness of a State plan and facilitates the comparison of the provisions of the plan with the Federal vocational education acts and policies.

§ 102.11 *Responsibility of the Federal Government under the vocational education acts.* In the promotion, development, and operation of programs of vocational education the States have the primary responsibility. The Office of

Education, as the Federal agency in the cooperative arrangement for the national program, does not organize or operate vocational schools or classes. It does, however, have certain responsibilities related to vocational education which are assigned to it by the several Federal acts. Among these responsibilities are the following:

(a) Cooperating with State boards in the administration of the acts.

(b) Examining plans submitted by State boards and approving such plans if in accord with the provisions and purposes of the acts.

(c) Making, or causing to have made, studies, investigations, and reports for the purpose of assisting the States in the establishment of vocational schools and classes, in providing instruction in commerce and commercial pursuits and in the several vocational fields for which Federal funds have been made available.

(d) Certifying to the Secretary of the Treasury annually each State which has accepted the provisions of the Federal acts and complied with them, together with amounts which each State is entitled to receive.

(e) Ascertaining annually whether the several States are using, or are prepared to use, the money received by them in accordance with the provisions of the acts.

(f) Adopting rules and regulations and making interpretations relating to the administration of the Federal case.

(g) Making an annual report to Congress on the administration of the acts including information as to the expenditure of money allotted to each State and the work done with it.

§ 102.12 *Responsibility of the State under the vocational education acts.* (a) In order to participate in the benefits of the funds provided by the Federal acts, the State, through its legislative authority, must have accepted the provisions of the acts; appointed its State treasurer as custodian of the vocational education funds allotted to the State; and designated or created a State board of not less than three members having all necessary power to cooperate with the Office of Education in the administration of the Federal acts.

(b) The State Board for Vocational Education is the State agency which is responsible for carrying out the provisions of the Federal acts in the State and for the expenditure of Federal funds which are allotted to it. In caring for these responsibilities the State board will, through its executive officer and staff, perform the following duties:

(1) Prepare plans giving information about the kinds of vocational education for which the State expects to use Federal funds and submit these plans to the Office of Education for approval.

(2) Maintain State programs of administration, supervision, and teacher training.

(3) Provide for the promotion and development of vocational education and for the use of Federal funds.

(4) Make annual reports to the Office of Education on the work done and the receipts and expenditures of Federal funds.

§ 102.13 *Working relationship between the Office of Education and a State board for vocational education.* (a) Each State is responsible for the operation of vocational programs within its borders, and for the use of the Federal funds apportioned to it. In carrying out the legal responsibility imposed on it by the Smith-Hughes Act to "ascertain whether the several States are using, or are prepared to use, the money received by them in accordance with the provisions of this act," the Office of Education will deal with a State board through its authorized representative only, and not with individual schools or institutions. In accordance with the requirements of the Federal acts it is necessary for the Office of Education to secure information regarding the use of the Federal money allotted to a State. This information will be secured in a number of ways including:

(1) Audits of the State accounts of Federal funds and of State and local funds used for matching.

(2) Examinations of reports submitted by State boards to the Office of Education.

(3) Visits to vocational schools, classes, and teacher training institutions.

(4) Studies conducted by representatives of State boards in cooperation with the Office of Education.

(b) All arrangements and agreements of any kind, relating to the operation of Federally aided programs of vocational education or the use of Federal vocational education funds, between the Office of Education and the State board or its agents must be in writing in order that there may be mutual understanding and a record available for reference.

(c) The Office of Education reserves the right to visit from time to time schools and classes in which Federal vocational education funds or matching funds are used. Visits to such schools and classes will be made under arrangements with representatives of the State board.

(d) The Office of Education has a responsibility for assisting the members of the State staffs by cooperating in planning their work and in helping to train people to perform it. This cooperation may include giving assistance to teachers, to schools, or to institutions. When such assistance is given the purpose is not to take over any of the responsibilities which belong to members of the State staff, but only to demonstrate the application of new ideas or the use of new procedures. In no instance may the agents of the Office of Education assume responsibility for any part of the operation of a State or local vocational education program.

§ 102.14 *Responsibility for custody and use of Federal funds.* (a) The State treasurer is responsible for the proper custody of all Federal vocational education funds placed in his care; for the disbursement of these funds upon requisitions of the State board; and for accounting for the receipt and expenditure of these funds and for the interest earned on them. He is required by the terms of the act of acceptance to honor requisitions issued by the State board. Whether or not these requisitions are properly signed and duly executed is, of course, a matter that he will decide before honoring them. The purposes for which Federal vocational education funds will be used as reimbursement will be determined by the State board in conformity with the provisions of the Federal acts and their interpretations by the Office of Education. Neither the State treasurer nor any other State official or employee, except through the authority of the State board, has any responsibility for or control over the purposes for which such Federal funds may be expended.

(b) The Comptroller General ruled that when grant-in-aid funds are paid over to the State, legal title to such funds vests in the State. However, the money so paid to the State is held by it for the particular uses specified in the Federal vocational education acts and not as general funds of the State.

§ 102.15 *Fiscal procedures*—(a) *Certification of a State.* Certification of a State by the Office of Education to the Secretary of the Treasury for the money to which the State is entitled will be made for any given fiscal year after:

(1) The plan submitted by the State has been approved by the Commissioner of Education.

(2) The annual financial and statistical reports have received a preliminary review in the Office of Education; or, in the case of funds payable to the States at the beginning of the fiscal year, a tentative report of expenditures for the previous fiscal year has been received by the Office of Education.

(3) An examination of the special reports of representatives of the Office of Education indicates that the program of vocational education for the fiscal year, preceding that for which certification is considered, was carried on in good faith and in accordance with the Federal acts and the State plan; or evidence is submitted to show that the State will be able to carry out the plan during the current fiscal year.

(b) *Delay in qualifying.* Delay of a State to qualify fully for certification under the conditions stated above will not result in any loss of funds providing it does qualify before the first day of January. Such delay will, however, postpone the receipt of the funds to which it may become entitled since certification by the Office of Education is the factor determining when payments to the State shall begin. The Smith-Hughes Act requires that the Office of Education certify on or before January 1, of each year, "each State which has accepted the provisions of this Act and complied therewith" as set forth above. In practice it will make certification as soon after July 1, as the conditions above set forth are met, in order that the Federal moneys allotted to a State may be sent as early in the year as possible.

(c) *Certificate modification.* The Office of Education reserves the right, at any time during the fiscal year, to modify the original certificate to a State if further audits show that such modifications should be made and to notify the Secretary of the Treasury that further payments to a State should be withheld if

there is evidence that the State is not using the Federal funds in accordance with the terms of the acts.

(d) *Interest on Federal funds.* Interest earned on Federal funds paid to a State belongs to the United States Government. It is the duty of the Office of Education and the State board for vocational education to check on the interest received on the funds by the State pending their disbursement for the purposes of the program. The Office of Education, therefore, requires that the State board submit on or before the first day of September, as a part of its annual report, a statement from the State treasurer showing the amounts of Federal funds received by him under the several appropriations during the year covered by the report and, also, the amount of interest earned on such funds during that year. Payment of the interest earned must be made to the Treasurer of the United States.

(e) *Unexpended balances.* Unexpended balances remaining in each or all of the several Federal funds in the State treasury are accounted for under the provision of section 15 of the Smith-Hughes Act which states "that whenever any portion of the fund annually allotted to any State has not been expended for the purpose provided for in this Act, a sum equal to such portion shall be deducted * * * from the next succeeding annual allotment from such fund to such State."

(f) *Procedure.* As the act specifies, the procedure to be followed in the disposition of unused funds is to allow the unexpended balances in each or all of the several funds to remain in the State treasury. In the work of accounting, they are regarded as a part of the next year's allotment due the State on the State's share of the appropriations made or authorized. This procedure makes it unnecessary to transfer unexpended balances from the State to the Federal treasury at the end of each fiscal year and then retransfer such balances as a part of the allotment due the State for the ensuing year.

§ 102.16 *State reports.* (a) The Smith-Hughes Act, in section 8, requires that each State shall make an annual report to the Office of Education, on or before September 1 of each year, on the work done and the receipts and expenditures of money. Other sections of this act place upon the Office of Education the duty of reviewing carefully the disbursement by the State boards of the moneys received by them. These sections authorize the Office of Education to require such reports as may be necessary to discharge this duty. The George-Barden Act places upon the States and upon the Office of Education the same requirements for reports as the Smith-Hughes Act.

(b) Each of the vocational education acts sets up conditions and limitations governing the distribution of funds for each of the several purposes, and specifies definite matching provisions. Hence, annual State reports to the Office of Education must show the expenditures for each of the several purposes provided for in the Smith-Hughes Act and the George-Barden Act, respectively, and must show, also, that the Federal vocational education funds expended in the State have been matched by total State and local funds as required in each of the Federal acts.

(c) The Office of Education also requires that each State board shall, with its other annual reports, submit a descriptive account of the progress of vocational education within the State. An outline for this report is provided but much latitude is given to the States as to its content. Its purposes are to inform the Office of Education about matters which do not appear in the financial or other annual reports and to give information of value to the Office of Education in making up the descriptive part of its annual report to Congress.

(d) From time to time there is need for information regarding the programs of vocational education within the States which cannot be secured from the annual reports. When, in the judgment of the Office of Education, this need is sufficiently important, special reports will be requested from the States. These special reports will supplement the regular reports and will usually be requested at less frequent intervals.

(e) The Office of Education provides the State boards with forms which, when filled out, set forth the financial and other accounting required to enable the Office of Education to discharge its responsibility in approving reimbursements under the vocational education acts.

(f) It will be necessary for the reporting and accounting in the administration of the vocational education acts on the Federal, State, and local levels to be based upon the Federal Government's fiscal year, which begins on the 1st day of July and ends on the 30th day of June. This applies to all such matters as allotments, reimbursements, approval of work, reports, school statistics, and financial statements.

§ 102.17 *Vocational education workers in States not Federal employees.* Vocational directors, supervisors, teacher trainers, and teachers are employees of the board of education or institution by which they have been appointed. They are not Federal employees even though reimbursement may be made from Federal funds for a part of their salaries. They are subject to the regulations prescribed by the employing boards and work under the direction and supervision of these boards. Any departure from the conditions which apply to the duties of other educational workers should be made because of the nature of the vocational work to be done and not because of possible reimbursement from Federal funds.

§ 102.18 *Federally aided programs to be administered without discrimination.* In the expenditure of Federal funds and in the administration of federally aided programs of vocational education there shall be no discrimination because of race, creed, or color.

§ 102.19 *Determining source of matching funds.* (a) Both the Smith-Hughes and George-Barden Acts require that for each dollar of Federal money used in a State, a dollar of State or local money, or both, must be expended for the same purpose. Expenditures from Federal funds and from State or local funds used for matching purposes must be under public supervision or control. Both the Office of Education and the State board must be assured that these requirements are not violated either in letter or in spirit. These safeguards were placed in the acts to prevent the use of Federal funds for instruction maintained by private funds. One main purpose of the Federal legislation was to encourage the States and local communities to support vocational education in a large degree by public taxation.

(b) It was clearly the intent of Congress that training in vocational subjects was to be offered as a part of the public-school system which is usually considered as free education. The conditions of the Smith-Hughes and George-Barden Acts are not met when the funds used are derived from tuition charged for courses in vocational education to students who are otherwise eligible for free public education in the State. In no event could students, enrolled in classes receiving Federal reimbursement, be charged a higher rate of tuition than students enrolled in nonreimbursed courses under the same board of education.

ADMINISTRATION OF VOCATIONAL EDUCATION

§ 102.25 *State program of administration.* (a) The George-Barden Act states that the funds made available may be used "for assisting the several States and Territories * * * in the maintenance of adequate programs of administration * * *." The term administration as used in this bulletin refers to the activities which are needed for the promotion, organization, coordination, and general direction of a progam consisting of the several fields of vocational education, in accordance with legal provisions and the policies of a State board for vocational education.

(b) The costs of maintenance of a program of administration on the State level is held to include travel expenses of members of the State board for vocational education, and of members of State advisory committees; salary and necessary travel expenses of the executive officer of the State board, and of the State director of vocational education; salaries and necessary travel expenses of other members of the administrative staff both professional and clerical; communication; supplies; printing; rental of space; light; heat; and janitor service. Charges for rental of space, light, heat, and janitor service shall be restricted to payments for such items in buildings which are not publicly owned. These expenses may be reimbursed only when suitable space is not available in publicly owned buildings. The costs of maintenance of a program of administration on the local level is limited to the salary and necessary travel expenses of a local director of vocational education.

(c) George-Barden funds may be used as reimbursement for the costs of maintenance of programs of administration on the State or local level in accordance with the policies stated above, provided that the State submits as a part of its

State plan a proposal for the use of such funds, with full information as to the duties and qualifications of State and local directors and of other members of the State administrative staff who are on the professional level. The reimbursement allowed will be prorated among the several funds made available by the George-Barden Act. No reimbursement will be approved for equipment used for administrative purposes. Smith-Hughes funds may not be used to reimburse any part of the cost of maintaining a program of administration on either the State or local level.

§ 102.26 *State administrative staff.* (a) The administrative staff of a State board is usually made up of an executive officer, a State director, and such other persons as are needed for the promotion, organization, coordination, and direction of the total vocational education program, and of the several fields of vocational education in the State. The staff may include, in addition to those directly concerned with administering the program, others who engage in activities necessary for administration, such as research, editorial, public relations, fiscal, statistical, and clerical.

(b) The Office of Education recognizes the State board's responsibility for designating the positions on its staff, delineating the responsibilities of each position, and determining the relationships and accountability of staff members.

§ 102.27 *Reimbursement for salary and travel expenses*—(a) *Executive officer.* The State plan may provide for the use of George-Barden funds as reimbursement for salary and necessary travel expenses of the executive officer of the board. The basis for reimbursement of his salary shall be the portion of the total employed time of this official which he devotes to the administration of the State program of vocational education. Reimbursement for travel is limited to that necessary in the administration of vocational education. No Federal reimbursement may be used to increase the salary for the position to which an executive officer was elected or appointed, beyond the amount set by the State constitution or by State law. The qualifications and duties of an executive officer, as such, are determined by the State.

(b) *State director.* The State plan may provide for the use of George-Barden funds as reimbursement for the salary and necessary travel expenses of a State director of vocational education, the amount to be prorated among the several funds appropriated on a basis to be determined by the State board. If the funds are to be used for these purposes, the State plan shall include information regarding the duties and the professional and technical qualifications required, including experience in vocational education. Even though the salary and travel expenses of a State director are not to be reimbursed from Federal funds, it is desirable that the minimum qualifications for the position be stated in the State plan.

(c) *Local director.* A local director of vocational education is a person who is directly responsible for the development of a local program which includes two or more fields of vocational education for which Federal funds are used, and the coordination of the work of the local supervisors in these fields.

(d) *Local director's salary.* The State plan may provide for the use of George-Barden funds as reimbursement for the salary and necessary travel expenses of a local director providing he meets the minimum qualifications for such a local director as given in the State plan. These minimum qualifications should cover:

(1) Practical work experience in one or more of the occupational fields in which he is to direct training.

(2) Teaching experience in a vocational field meeting standards of the State plan.

(3) Supervisory experience in a program of vocational education meeting standards of the State plan.

(4) Technical and professional education which includes a study of the philosophy and administration of vocational education.

(e) *Reimbursement.* The reimbursement allowed will be prorated among the George-Barden funds available for the several fields served on a basis to be determined by the State board.

§ 102.28 *State-wide basis for matching.* (a) Any expenditures from the funds made available to a State under either the Smith-Hughes or George-Barden Acts must be matched by an equal expenditure from State or local funds, or both, for the same purpose. This matching may be on a State-wide rather than a local basis. If the total net expenditures—i. e., the total reimbursable expenditures after deducting all reimbursements allowed—from State and local funds for a given purpose are equal to the Federal funds used in the State as reimbursement for that purpose, the matching condition will be satisfied. It is not necessary that Federal reimbursement be made for all schools and classes in which the State or local expenditures are used for matching. Only the totals for the State are considered.

(b) In order that State and local expenditures may be used to match Federal funds it is necessary that such expenditures be made only for work which meets all of the conditions essential for Federal reimbursement that are set up in the State plan. That is, all State and local expenditures used to match Federal funds must be for work which is reimbursable from Federal funds. This will require that each school, class, or other vocational education activity in which the State or local expenditures are used for matching Federal funds, must meet the same standards, must receive the same direction and supervision, and must furnish the same reports that would be necessary if Federal reimbursement were provided for that school, class, or activity. It will be necessary, also, to include in the reports to the Office of Education the same information regarding work done and expenditures made that would be furnished if Federal reimbursement had been made.

§ 102.29 *Matching purposes.* (a) Both the Smith-Hughes and George-Barden Acts make provisions for funds which may be used only for specified purposes. One condition for the use of these funds is that each dollar of Federal money used must be matched by a dollar of State or local funds, or both, expended for the same purpose. In the use and matching of Federal funds a "purpose" is considered to include all activities and items for which funds, provided under a separate Federal appropriation or a part of such an appropriation which is limited to specific uses, may be expended.

(b) The Federal acts provide for funds which are to be used in certain fields of vocational education but they also set up special conditions which limit expenditures from some of the appropriations to certain phases of the work. For example, the Smith-Hughes Act appropriates money for the training of vocational teachers, but it also provides that a State must use at least 20 percent and may not use more than 60 percent of its allotmant of this money for training teachers in any one of the fields of agriculture, home economics, and trades and industry if the Federal funds for the salaries of teachers in that field are to be used. Thus this appropriation really provides funds for three purposes. Both acts provide funds for trade and industrial education, but one-third of the allotment of such funds to a State is restricted to use in part-time education. This means that each act sets up two purposes in this field of work. The several "purposes" and the allowable items of expenditures included in them, are not the same for the two acts.

(c) Under the provisions of the Smith-Hughes Act, the purposes for which Federal and matching funds may be used are:

(1) Salaries of teachers, supervisors, or directors of agricultural subjects.

(2) Salaries of teachers of trade and industrial subjects in all-day and evening schools or classes.

(3) Salaries of teachers of trade and industrial subjects in part-time schools or classes.

(4) Salaries of teachers of home-economics subjects in all-day and evening schools or classes.

(5) Salaries of teachers of home-economics subjects in part-time schools or classes.

(6) Maintenance of training of teachers, supervisors, or directors of agricultural subjects.

(7) Maintenance of training of teachers of trade and industrial subjects.

(8) Maintenance of training of teachers of home-economics subjects.

(d) Under the George-Barden Act, the matching purposes are:

(1) Vocational education in agriculture.

(2) Vocational education in home economics.

(3) Vocational education in trades and industry in part-time schools and classes.

(4) Vocational education in trades and industry in schools and classes other than part-time.

(5) Vocational education in distributive occupations.

§ 102.30 *Prorating of funds.* In reimbursing from George-Barden funds for the cost of State and local programs of administration and of vocational guidance, for which no specific appropriations are authorized, it will be necessary to prorate the payments among the several funds which are provided. Section 6 of the George-Barden Act states that the several funds appropriated may be used for the salary and necessary travel expenses of a State director "on a prorated basis determined by the State board." The same principle applies to other situations where these funds are to be prorated. In selecting the bases for prorating, the State board may consider several possible plans, such as:

(a) On the basis of the time given to each of the several vocational fields served.

(b) On the basis of the portion of the total Federal vocational funds which are available for use in each of the several vocational fields served.

(c) On the basis of the actual expenditures from Federal funds for the several vocational fields within the State.

USE OF FEDERAL FUNDS FOR TRAVEL

§ 102.31 *Responsibility.* (a) The State board is responsible for seeing that Federal funds expended as reimbursement for the necessary travel expenses of its executive officer, State and local directors, State and local supervisors, teacher trainers, teachers, and other vocational education personnel are expended only for the promotion and operation of the State program for vocational education. If Federal funds are to be used for such purposes, each State will, in its plan (1) define "necessary travel expenses"; (2) list the specific kinds of travel for which Federal reimbursement may be made; and (3) set up policies to govern the use of such funds for travel.

(b) The provisions of the Federal acts and the policies of the Office of Education relating to approval of the use of Federal vocational education funds for travel are summarized below:

§ 102.32 *Members of the State board.* George-Barden funds may be used to reimburse for the necessary travel expenses of members of the State board for vocational education in attending official meetings of the board. Payments for the travel of State board members shall be prorated among the several funds made available by the George-Barden Act. Smith-Hughes funds may not be used for such expenses.

§ 102.33 *Executive officer.* The travel expenses of the executive officer of the State board which are necessary in the administration of vocational education may be reimbursed if prorated among the several funds made available by the George-Barden Act. Smith-Hughes funds may not be used for such expenses.

§ 102.34 *State director and other members of administrative staff.* George-Barden funds may be used to reimburse for the travel expenses of a State director of vocational education which are necessary in the administration of vocational education. Reimbursement from George-Barden funds may also be made for the travel expenses of other members of the staff of the State board, when necessary in the administration of the State program. Reimbursement for the travel expenses of the State director and of members of the supporting staff shall be prorated among the several funds made available by the George-Barden Act. Smith-Hughes funds may not be used for such expenses.

§ 102.35 *Members of representative State advisory committees.* George-Barden funds may be used to pay the necessary travel expenses of members of representative State advisory committees when attending meetings, officially called by the State board for vocational education, to assist in the formulation of policies and to render consulting service to the State board and its staff in order that the interests of the vocational program may be adequately safeguarded. It will be possible to use these funds to reimburse for travel to official meetings of: (i) A State advisory committee for all phases of vocational education, and (ii) a State advisory committee for each of the major fields of vocational education—agriculture, distributive occupations, home economics, trades and industry, and vocational guidance. Payments for the travel of the committee for all phases of vocational education and for the committee for vocational guidance shall be prorated among the several funds provided by the act. Smith-Hughes funds may not be used for such expenses.

§ 102.36 *Local directors.* Reimbursement may be made for the travel expenses of local directors of vocational education when necessary in the administration of local programs of vocational education if provision is made in the State plan for the qualifications and duties of such local directors. The reimbursement shall be prorated among the several funds made available by the George-Barden Act for the vocational fields in which the local director promotes and directs training. Smith-Hughes funds may not be used for such travel.

§ 102.37 *State supervisors, State teacher trainers, and other members of their staffs.* The necessary travel expenses of a State supervisor and other members of State supervisory staffs, and of State teacher trainers and other members of State teacher-training staffs, when on official business approved by the State board may be reimbursed as follows:

(a) In agricultural, home economics, and trade and industrial education reimbursement may be made from (1) Smith-Hughes teacher-training funds for the necessary travel expenses in the performance of teacher-training activities, including the teacher-training phases of State supervision, (2) George-Barden funds.

(b) In distributive occupations reimbursement may be made only from George-Barden funds provided for that special field.

(c) In vocational guidance reimbursement may be made for the travel of State counselor trainers and State supervisors from George-Barden funds only, the payment being prorated among the several funds available.

§ 102.38 *Local supervisors and teacher trainers.* The necessary travel expenses of local supervisors and teacher trainers may be reimbursed from Smith-Hughes teacher-training funds and from George-Barden funds if provisions for such travel are included in the State plan, under the conditions which apply to travel for State supervisors and teacher trainers in § 102.37.

§ 102.39 *Teachers of short, intensive, technical courses.* When short, intensive, technical courses are conducted for teachers employed in the fields of agriculture, home economics, and trades and industry the necessary travel expenses of the persons conducting such courses may be reimbursed from either Smith-Hughes teacher-training funds or George-Barden funds. The travel expenses of teachers of such courses in the field of distributive occupations or vocational guidance may be reimbursed from George-Barden funds only. In the case of vocational guidance, the reimbursement shall be prorated among the several funds made available by the George-Barden Act.

§ 102.40 *Consultants.* When a State board for vocational education calls a work conference on problems of teacher or counselor training, or program development, reimbursement may be made for the necessary travel expenses of consultants who are recognized authorities in their field of work and who assist in the conference. Reimbursement may be made from Smith-Hughes teacher-training funds or from George-Barden funds for the travel expenses of persons in the fields of agriculture, home economics, or trades and industry, and from George-Barden funds only for the travel expenses of persons in the field of distributive occupations or vocational guidance. In the case of vocational guidance the reimbursement shall be prorated among the several funds made available by the George-Barden Act.

§ 102.41 *College teachers of technical subject matter.* When resident college teachers of technical subject-matter courses, within the State, are requested by an authorized representative of the State board for vocational education to visit schools and communities for the purpose of studying and working on problems which confront vocational instructors in the effective teaching of a specific occupation, reimbursement may be made for their necessary travel expenses. The travel expenses of college teachers who assist with work in the fields of agriculture, home economics, and trades and industry may be reimbursed from either Smith-Hughes teacher-training funds or George-Barden funds. For those working in the fields of distributive occupations or vocational guidance reimbursement may be made from George-Barden funds only. In the case of vocational guidance the reimbursement shall be prorated among the several funds made available by the George-Barden Act.

§ 102.42 *Vocational teachers and counselors.* (a) Reimbursement may be

made from George-Barden funds for the necessary travel expenses of vocational teachers and counselors in the following situations, subject to the approval of the local school authorities:

(1) In a given service area:

(i) In surveying the needs of the area for further development of the program.

(ii) In visiting prospective students—all-day, evening, or part-time.

(iii) In visiting farms and homes to advise on and evaluate supervised farming programs or home projects.

(iv) In coordinating the school instruction with the needs of employment.

(v) In other activities necessary in promoting and developing the vocational program.

(2) Where one teacher or counselor serves two or more centers.

(3) For attendance at professional or other meetings approved by the State board.

(b) The same conditions apply to reimbursement for the necessary travel expenses of apprentice teachers who may be employed as vocational instructors. In the case of reimbursement for the travel expenses of vocational counselors, the reimbursement shall be prorated among the several funds made available by the George-Barden Act.

§ 102.43 *Teachers attending State conferences.* When the State board for vocational education calls a conference for the improvement of teachers or counselors in service, reimbursement may be made for the necessary travel expenses of qualified teachers in attendance if they are employed in a vocational program meeting the standards of the State plan. Reimbursement may be made for the necessary travel expenses of teachers employed in the fields of agriculture, home economics, and trades and industry from either Smith-Hughes teacher-training funds or George-Barden funds. For those in the field of distributive occupations or vocational guidance, reimbursement may be made from George-Barden funds only. Reimbursement for the expenses of those in vocational guidance shall be prorated among the several funds made available by the George-Barden Act.

§ 102.44 *Student teachers.* Where prospective teachers of vocational subjects or counselors enrolled in a teacher-training program are sent to serve as student teachers under approved vocational teachers in approved vocational schools or classes in communities so located as to require transportation expense, reimbursement may be made from Federal funds for the costs of transportation made necessary by this activity. The conditions under which reimbursement will be allowed shall be stated in the State plan. Reimbursement may be made for the necessary travel expenses of teachers employed in the fields of agriculture, home economics, and trades and industry from either Smith-Hughes teacher-training funds or George-Barden funds. For those in the field of distributive occupations or vocational guidance, reimbursement may be made from George-Barden funds only. Reimbursement for the expenses of those in vocational guidance shall be prorated among the several funds made available by the George-Barden Act.

FURTHER USE OF FEDERAL FUNDS

§ 102.45 *Conditions necessary for reimbursement.* When Federal funds are used to reimburse schools and classes for vocational education, the following facts shall be established:

(a) Schools and classes are legally qualified to receive funds under the terms of the Federal acts.

(b) Work reimbursed has been conducted in accordance with all provisions of the State plan.

(c) Expenditures for which reimbursement is made have already been made for the purposes claimed and in accordance with the provisions in the State plan.

(d) Supervision by the State board is maintained in accordance with the State plan.

(e) Federal vocational education funds are not used to reimburse for expenditures from any other Federal funds.

§ 102.46 *Other considerations for reimbursement.* In addition to the conditions necessary for reimbursement, there are other factors to be considered by representatives of State boards before passing on claims for reimbursement.

(a) Reimbursement from Federal funds for the salaries of employees of State or local boards or institutions must be based upon the salaries paid by such boards or institutions. Reimbursement may be made for any portion of the salary that is deducted or withheld as the employee's contribution under a plan of retirement. No reimbursement may be made, however, for expenditures made by a State, a local school system, or an institution as its contribution to such a retirement plan, or for the costs of operating such a plan.

(b) Reimbursement from Federal funds may be made for salaries paid to employees of State or local boards or institutions who have been engaged in reimbursable vocational education activities and who are on sabbatical leave, provided:

(1) The State board approves the reimbursement only as the provisions for such leave conform to a policy of the employing board or institution which applies also to other employees of similar rank or grade.

(2) Adequate arrangements are made for the maintenance of the work usually carried on by the person on leave.

(3) The amount of reimbursement allowed will be based on the prorated portion of the employee's time that was given to reimbursable vocational education duties during the period in which the leave was earned.

Reimbursement may also be provided for the salary of a substitute if one is employed to carry on the work of the person on sabbatical leave.

(c) Reimbursement from Federal funds may be made for salaries paid to employees of State or local boards or institutions who have been engaged in reimbursable vocational education activities, and who have been granted leave with pay in order that they may secure additional necessary training. Such reimbursement may be made only if the State board approves and the provisions for such leave conform to a policy of the employing board or institution which applies to other employees of similar rank or grade.

§ 102.47 *Research, studies, and investigations.* (a) The George-Barden Act provides that the funds made available under the several authorizations may be used by the several States and Territories for securing necessary educational information and data as a basis for the proper development of programs of vocational education and vocational guidance. This is understood by the Office of Education to provide for research activities that will function directly in the furtherance of any or all of the fields of vocational education, as follows:

(1) Gathering data and other factual information which will be of asistance in planning and operating vocational education programs.

(2) Conducting studies dealing with the needs for vocational education, the methods and materials used, and the results obtained from vocational instruction.

(b) George-Barden funds may be used as reimbursement for the cost of research conducted as a part of State programs of administration, supervision, and teacher training in the several fields of vocational education, including vocational guidance. Smith-Hughes teacher-training funds may be used as reimbursement for the costs of research in agricultural education, home-economics education, and trade and industrial education under the same conditions that apply to George-Barden funds.

(c) In order to use Federal funds for research the State shall provide in its plan the qualifications of the persons who are to conduct it. The items for which reimbursement may be made are the same as those which may be included in State programs of administration, supervision, or teacher training. The Office of Education should be kept informed of research projects undertaken in all fields of vocational education and supplied with reports on such research projects completed.

§ 102.48 *Professional courses for administrators.* The salaries and necessary travel expenses of teachers of special professional courses in the philosophy, principles, and practices of vocational education for school administrators and for directors of vocational education may be reimbursed from Federal funds when authorized by the State board. Reimbursement for such costs shall be prorated among the several funds made available by the George-Barden Act.

SUPERVISION OF VOCATIONAL EDUCATION

§ 102.55 *State program of supervision.* (a) The term "supervision" as used in this bulletin includes the activities which are needed in the promotion, development, maintenance, and improvement of instruction in a given vocational field. These activities will be of various kinds such as: Assisting in the planning of State and local programs; assisting teachers in improving methods of in-

struction; helping in the planning and preparation of instructional material; securing facilities and conditions which are conducive to effective training; and evaluating the results of the instruction given. Much of the work of supervision is, in reality, on-the-job teacher training given to individual teachers as the needs are recognized.

(b) The costs of maintenance of a program of supervision on the State level include the salaries and necessary travel expenses of State supervisors, the salaries and necessary travel expenses of other members of the State supervisory staff, communication, supplies, printing, and when suitable space is not available in publicly owned buildings, rental of space, light, heat, and janitor service. Only those supervisors who are employed by, paid by, and responsible to the State board, are considered to be on the State level. All other supervisors are regarded as being on the local level.

(c) Smith-Hughes teacher-training funds may be used as reimbursement for the costs of maintenance of the teacher-training phases of supervision on the State level in the fields of agriculture, home economics, and trades and industry.

(d) Smith-Hughes funds appropriated for the salaries of teachers, supervisors, and directors of agricultural subjects may be used as reimbursement for the salaries only of State agricultural supervisors.

(e) George-Barden funds made available for education in agriculture, distributive occupations, home economics, and trades and industry may be used to reimburse for the costs of maintenance of supervision in those fields. These funds may also be used as reimbursement for the costs of supervision of vocational guidance, with the amounts so used being prorated among the several funds.

(f) If any Federal funds are to be used as reimbursement for the maintenance of supervision on the State level the State will submit in its plan its proposals for such use with full information as to the duties and qualifications of State supervisors and of other members of the State staff who are on the professional level.

§ 102.56 *State supervisory staff.* A supervisory staff may include the State supervisor and those professional and clerical workers who are required for and used in the promotion of vocational education and the maintenance and improvement of instruction in a given vocational field. Such a staff may include assistant supervisors, research workers, specialists in distinct phases of work such as adult education, clerks, stenographers, and others who are engaged in work that is essential to supervision.

§ 102.57 *Local program of supervision.* (a) The duties of a local supervisor of vocational education will be essentially the same as those of a State supervisor except that they are confined to a local area. Unless a supervisor is employed by, paid by, and responsible to the State board, he is considered to be on the local level. The costs of maintenance of a program of supervision on the local level are restricted to salaries and necessary travel expenses of local supervisors.

(b) Smith-Hughes funds appropriated for the salaries of teachers, supervisors, and directors of agricultural subjects may be used as reimbursement for salaries only of local agricultural supervisors. Smith-Hughes teacher-training funds may be used as reimbursement for the salaries and necessary travel expenses of local supervisors of agriculture, home economics, and trades and industry for the teacher-training phases of local supervision.

(c) George-Barden funds appropriated for education in agriculture, distributive occupations, home economics, and trades and industry may be used to reimburse the salaries and necessary travel expenses of local supervisors in these fields. These funds may also be used to reimburse the salaries and necessary travel expenses of local supervisors of vocational guidance, with the amounts so used being prorated among the several funds.

§ 102.58 *Qualifications of supervisors.* If Federal funds are to be used to reimburse the salaries of State or local supervisors it will be necessary for a State to make provisions in its plans for such positions and to state the minimum qualifications approved by the State board.

§ 102.59 *Supervision of nonreimbursable instruction.* The first obligation of a State board is to provide the supervision needed by classes and programs operating under the standards of the State plan. When adequate provision has been made for the supervision of instruction in reimbursable classes, State and local supervisors, for whose services Federal funds are used, may devote a portion of their time, in the course of their regular work, in giving assistance to nonreimbursable classes in their respective fields, having or working toward vocational objectives.

§ 102.60 *Studies and research by supervisory staff.* (a) Smith-Hughes teacher-training funds may be used to reimburse the costs of studies and research carried on as parts of the supervisory programs in the fields of agriculture, home economics, and trades and industry. Funds provided under the several authorizations of the George-Barden Act may be used as reimbursement for such work in the three fields mentioned and also in distributive occupations. George-Barden funds may also be used as reimbursement for the cost of studies and research as a part of a supervisory program in vocational guidance if amounts are prorated among the several funds provided by the act. Reimbursable items are those which are allowable in other phases of supervisory programs. If Federal funds are to be used by a State to reimburse the cost of studies and research, provision for such use must be made in the State plan with information as to the qualifications of the personnel to be used.

TEACHER TRAINING

§ 102.65 *Teacher training.* (a) One of the essential features of a good program of vocational education is an adequate supply of competent teachers. This was recognized in the Smith-Hughes Act which provided specific funds for the training of teachers and required that in order to use the money provided for the salaries of vocational teachers, a State must expend a specified amount for the training of teachers. The George-Barden Act does not make a separate authorization of funds for this purpose, but it does state that the funds made available for the several vocational fields may be used for assisting the States and Territories in maintaining adequate programs of teacher training.

(b) Teacher training as used in this bulletin includes those activities needed for assisting teachers or prospective teachers to secure the professional knowledge, abilities, understandings, and appreciations which will enable them to qualify for professional employment or advancement in teaching vocational subjects.

§ 102.66 *Complete program for training vocational teachers.* A complete program for training vocational teachers should include administrative arrangements for six functions. They should:

(a) Provide facilities for the recruitment, counseling, selection, and preemployment training of vocational teachers.

(b) Develop instructional aids for teachers in service.

(c) Provide continuing educational opportunities for teachers in service.

(d) Follow up resident teacher training through field contacts for the purpose of checking the effectiveness of all units of instruction, thus leading to the improvement of the teacher-training program.

(e) Improve college teaching (professional and technical) based upon the objectives for vocational education in the State and upon the abilities needed by teachers of vocational courses.

(f) Conduct research and studies making direct contributions to the development of the program in vocational education of the State.

§ 102.67 *State program of teacher training.* (a) The costs of maintenance of a program of teacher training on the State level is held to include the salaries and necessary travel expenses of teacher trainers and other members of the teacher-training staff both professional and clerical, communication, supplies, printing, rental of space, light, heat, and janitor service. Charges for rental of space, and for light, heat, and janitor service shall be restricted to payments for such items in buildings which are not publicly owned. These expenses may be included only when suitable space is not available in publicly owned buildings. Teacher-training work conducted by institutions approved by the State board is considered to be on the State level. The cost of maintenance of a program of teacher training on the local level is limited to the salaries and necessary travel expenses of local teacher trainers.

(b) Smith-Hughes teacher-training funds may be used to reimburse the costs of training vocational teachers in the fields of agriculture, home economics, and trades and industry under the con-

ditions stated in the preceding paragraphs.

(c) George-Barden funds may be used to reimburse the costs of training vocational teachers in the fields of agriculture, distributive occupations, home economics, and trades and industry, and the costs of training vocational counselors. In reimbursing the costs of training vocational counselors the amounts paid shall be prorated among the several funds available on a basis to be determined by the State board. The items for which reimbursement may be made are the same as those allowable from Smith-Hughes funds.

(d) It will also be possible to reimburse the costs of instructional equipment in those States in which the State board shall decide that George-Barden funds may be used for such equipment for reimbursable teacher-training courses.

(e) If Federal funds, either Smith-Hughes teacher-training or George-Barden, are to be used as reimbursement for the costs of maintenance of programs of teacher training, the State board must indicate in the State plan its responsibility for supervising and working with teacher-training institutions in developing and maintaining programs of such character and efficiency as are needed to provide an adequate supply of vocational teachers. It must also indicate in the State plan its proposals for the use of such funds, with full information as to the items of expenditure to be included and the duties and qualifications of teacher trainers and other members of the teacher training staff on the professional level.

§ 102.68 *Teacher-training staff.* A teacher-training staff includes those professional and clerical workers who are required for and used in the following teacher-training activities:

(a) Teaching reimbursable educational courses which are organized to provide preemployment training for persons preparing to teach vocational subjects.

(b) Supervising student teachers.

(c) Providing in-service training in the professional field to improve the work of employed vocational teachers.

(d) Conducting follow-up on the work done in teacher-training courses.

(e) Developing instructional material and aids for the use of vocational teachers.

(f) Conducting studies and research dealing with the selection, training, and work of vocational teachers, and work done in vocational courses.

(g) Conducting short, intensive technical courses for qualified teachers and supervisors.

(h) Coordinating the work of the members of the teacher-training staff.

§ 102.69 *Reimbursable teacher-training courses.* (a) The purpose of teacher-training work for which Federal funds may be used is to develop and increase ability and knowledge in the professional phases of teaching vocational subjects. Under the terms of the Smith-Hughes Act, such training may be given only to persons who are occupationally competent, or who are acquiring such competency, in the occupational field in which they are preparing to teach. Federal reimbursement may be provided, from either Smith-Hughes teacher-training funds or George-Barden funds, for the costs of only those professional education courses planned to meet the special needs of teachers of vocational subjects, and then only when the enrollment in such courses is confined to vocational teachers or those preparing to become vocational teachers. The following are examples of reimbursable teacher-training courses: Administrative relationships in guidance; curriculum development in home economics; supervision of trade and industrial education; coordination of distributive occupations; supervised student teaching; counseling techniques; special methods in supervised farming practice; methods of trade analysis; organization of vocational agriculture departments; and principles of vocational education.

(b) It will not be permissible to reimburse from Federal funds for the cost of instruction of teachers or prospective teachers in any of the following courses:

(1) Technical subject-matter courses. Exception — short intensive courses planned for qualified teachers or supervisors.

(2) Courses conducted to supply occupational experience or contact needed by prospective teachers.

(3) Professional education courses which are nonvocational in nature and are generally required for the certification of teachers in the State.

(4) Elective professional education courses which are nonvocational in nature and are planned to meet the needs of nonvocational teachers.

§ 102.70 *Designation of teacher-training institutions or agencies.* (a) The Smith-Hughes Act, in section 12, provides that the training of vocational teachers shall be carried on under the supervision of the State board. It is quite evident that this is a State rather than a local matter. The State board is responsible for the designation of the agencies which are to train teachers as well as for the supervision of their teacher-training work. Such training is usually given in one or both of two ways:

(1) By teacher-training programs or courses given in schools or classes under public supervision or control.

(2) By teacher-training instruction given by representatives of the State board or of a local board in charge of vocational education.

(b) Before designating an institution or agency to conduct teacher training the State board will necessarily determine that:

(1) The institution or agency has the facilities and the personnel to provide the training needed.

(2) Qualified persons will enroll for the training offered.

(3) The proposed plan provides adequate training for teachers.

(4) The number of teachers trained under this plan meets the probable needs of the State, or of the area of the State that is to be served.

(c) The State board may approve the teacher-training work done by an institution, public or private, in one or more fields even though no Federal reimbursement is provided. Approval of the work of an institution is an indication that it meets the standards of the State plan, but such approval does not necessarily mean that Federal funds are to be used as reimbursement. In any case the teacher-training work of an approved institution should receive the same supervision and meet the same standards that would be expected if Federal reimbursement were allowed. Reimbursement may be allowed only for work which is under public supervision or control.

§ 102.71 *Basis of reimbursement of salaries of teacher trainers.* (a) Reimbursement is to be based on the percentage of time which the individual, whose salary is reimbursed, devoted to approved vocational courses and assignments.

(b) It is necessary that the State plan set forth the factors that will be taken into consideration in computing the reimbursement that may be allowed on salaries of teacher trainers. Such factors should include: (1) The recognized load in hours per week of a faculty member giving full time to teaching in the institution; (2) teacher-training courses which may be reimbursed; and (3) assignments in vocational education, other than classroom instruction, such as (i) research in vocational education, (ii) itinerant teacher training, (iii) preparation of teaching material, (iv) follow-up of beginning teachers, and (v) supervising student teachers.

§ 102.72 *Use of teacher-training funds for payments to graduate students.* Federal funds available for the training of vocational teachers may be used to reimburse salaries, only, paid to graduate students, who do not meet the qualifications of teacher trainers as set up in the State plan, for time devoted to clerical or statistical service provided that:

(a) The amount is not in excess of that which would be paid by the institution to any other individual with similar qualifications for such services.

(b) The clerical or statistical service is not in connection with a problem or study which the individual is doing for college credit or to meet the requirements for an advanced degree.

(c) The service performed is for the department and is under the direction of the teacher-training staff.

§ 102.73 *Qualifications of teacher-trainers.* (a) Smith-Hughes teacher-training funds and George-Barden funds may be used as reimbursement for the salaries and necessary travel expenses of teacher trainers who meet the minimum qualifications for the several types of teacher-training positions which are included in the State plan.

(b) The checking of the qualifications of candidates for teacher-training positions against the standards established in the State plan should be the joint responsibility of an authorized representative of the State board for vocational education and of the teacher-training institution. This will insure that persons whose salaries are to be reimbursed from Federal funds meet the required qualifications and the approval of the State board.

§ 102.74 *Improvement of teachers.* (a) The use of Federal funds for the improvement of teachers in service may include:

(1) Salaries and necessary travel expenses of itinerant teacher trainers.

(2) Salaries and necessary travel expenses of teacher trainers conducting "off-campus" courses.

(3) Salaries and necessary travel expenses of resident teacher trainers who teach courses during the regular and summer sessions.

(4) Salaries and necessary travel expenses of instructors of short, intensive technical courses under the following conditions:

(i) The instructor has had suitable preparation and experience in the field of the short, intensive technical course to be reimbursed.

(ii) Such course enrolls only qualified vocational teachers and supervisors.

(iii) The subject matter in such technical course is of immediate value to the teachers and supervisors enrolled.

(iv) The course is authorized by the State board.

(v) The course is not a regular course of a designated teacher-training institution.

(5) Necessary travel expenses of consultants who are recognized authorities in the fields covered by vocational education, when they assist in work conferences dealing with teacher or counselor training or program development.

(6) Necessary travel expenses of resident college teachers of technical subject matter courses when visiting communities and schools within the State, at the request of an authorized representative of the State board, for the purpose of studying and working on problems which confront vocational instructors in effective teaching of a specific occupation.

(b) Reimbursement for services in fields of agriculture, home economics, and trades and industry, as outlined in the above six paragraphs, may be made from either Smith-Hughes teacher-training funds or from George-Barden funds. Reimbursements for such services in distributive occupations and in vocational guidance may be made from George-Barden funds only. The reimbursement will be paid from the funds provided for the field in which the service is given. In vocational guidance the reimbursement shall be prorated among the several funds made available by the George-Barden Act.

§ 102.75 *Director of teacher-training.* George-Barden funds may be used for the maintenance of a position, the duties of which are to direct and coordinate teacher-training programs in two or more fields of vocational education. Costs of maintenance of such position shall be prorated among the several fields of vocational education for which the director has responsibilities, provided that such director is qualified as a teacher trainer in one of the fields of vocational education. The duties and qualifications of such position shall be set forth in the State plan and shall include the direction of all the reimbursed teacher-training programs in the institution.

§ 102.76 *Reimbursement for supervising teacher's salary.* It is important that institutions or agencies which train teachers provide for student teaching experience in a normal teaching situation. The prospective teachers should have ample opportunity to apply, under the supervision of a competent teacher, the principles and practices which have been taught to them. This will require the services of a competent vocational teacher who will serve both as a teacher trainer and as a teacher of the class in which the prospective teacher secures his teaching experience. In such instances it will be possible to provide reimbursement from Federal funds for both phases of his work and his salary should be prorated between them. When Smith-Hughes funds are used, reimbursement may be made both from the teacher-training funds and from the fund for the salaries of teachers, with the teacher-training reimbursement being paid to the teacher-training institution or agency, and the salary reimbursement to the authorities in charge of the class where the student teaching is being provided. Where George-Barden reimbursement is provided the payments will come from the appropriate fund with the prorated portions charged to the proper functions.

§ 102.77 *Apprentice teachers.* (a) An apprentice teacher is a person far enough advanced in vocational experience and in technical and professional training to be certificated as a vocational teacher for a temporary or apprentice period, in order to secure teaching experience as a part of his teacher-training work. Reimbursement may be made from Smith-Hughes funds for the salary, and from George-Barden funds for the salary and necessary travel expenses of such apprentice teacher under the following conditions:

(1) He shall give full time to the duties of the apprentice-teaching position throughout an entire quarter, semester, or school year. During such period the apprentice teacher may not enroll in a teacher-training institution for more credit courses, other than the apprentice-teaching course, than are allowed regular teachers in the school in which he is employed.

(2) He shall be under the immediate supervision of a carefully selected supervising teacher who is qualified in the special vocational field in which the apprentice teacher is employed.

(b) In general, not more than two apprentice teachers should be assigned to any one supervising teacher for a given period. During the period for which he is employed it is advisable that he reside in the community in which he teaches. Reimbursement for the salary and necessary travel expenses of apprentice teachers shall be made to the employing board.

VOCATIONAL INSTRUCTION

§ 102.85 *Persons for whom vocational education is intended.* (a) The fact should be emphasized that schools and classes are fostered under the vocational education acts for the purpose of giving vocational training to individuals to the end that they may be effectively prepared to enter or advance in profitable employment. Admission to any vocational class should be based upon evidence that the applicant can benefit by the instruction to be given in that class, and that he possesses the qualifications required for the successful utilization of the training in that given type of work.

(b) The extent of the general education which a person has secured frequently has little bearing on the work to be done in a given occupation. The completion of a certain amount of academic training is not, in itself, a satisfactory method of selecting persons to be trained. Entrance to a vocational class should be based, principally, upon three factors:

(1) The desire of the applicant for the vocational training offered;

(2) His probable ability to benefit by the instruction to be given; and

(3) His chances of securing employment in the occupation after he has secured the training, or his need for training in the occupation in which he is already employed.

§ 102.86 *Vocational instruction defined.* (a) The purpose of vocational education is to assist persons in securing the abilities, information, attitudes, and understandings which will enable them to enter employment in a given occupation or field of work, or to make advancement in that occupation after they have entered it. One of the problems encountered in planning a vocational program is that of determining the content of the training courses to be offered and of deciding which instruction is to be considered as vocational and which is not. The three statements which follow will often be helpful in making this decision:

(1) The instruction in question will provide for the development of the needed ability or skill and the acquisition of information or knowledge which will be a definite asset to a worker in this occupation.

(2) The possession of this ability or skill, information or knowledge will be of more value to a worker in this occupation than to a person who is not a worker in this occupation.

(3) The possession of this ability or skill, information or knowledge will, under ordinary conditions, be an asset to all workers in this occupation on the level for which training is to be offered.

If all three of the above statements apply to the instruction in question it would seem that it is vocational. If any of them are not true then there is much doubt as to its inclusion as a part of the training program.

(b) Provision should be made not only for the manipulative and technical phases of training but for other instruction which will enable the worker to keep pace with changing conditions and help him to advance in his occupation. Such instruction should include those aspects of mathematics, science, hygiene, drawing, economics, law, art, and other subjects as may be applied specifically to the occupation for which a person is being trained. None of these subjects in their entirety can be considered as vocational, but those special parts of these subjects that contribute to the occupa-

tional ability or knowledge of a worker may be so considered and included in the reimbursed program.

§ 102.87 *Safety instruction.* In most of the occupations for which training is provided in vocational courses, there are certain occupational hazards which are encountered in the work to be done. Effective vocational training will be so planned and taught that these hazards are recognized and means taken by which the students may avoid their dangers. This means that in the teaching of any manipulative job the correct method of working will be emphasized, so that pupils will not acquire unsafe working practices. Insistence must be placed on the correct usage of all tools, equipment, and protective devices. Just as these hazards are inherent in the occupations, so must safety instruction be an essential part of the training. It will be much more difficult to break unsafe working habits than to teach the safe methods when instruction is first given.

§ 102.88 *Responsibility for nonvocational instruction.* (a) Section 9 of the Smith-Hughes Act states that "The cost of instruction supplementary to the instruction in agricultural and in trade, home economics, and industrial subjects provided for in this Act, necessary to build a well-rounded course of training, shall be borne by the State and local communities, and no part of the cost thereof shall be borne out of the appropriations herein made."

(b) The purpose of vocational education is to provide training to develop skills, abilities, attitudes, understandings, working habits, and appreciations, and to impart knowledge and information needed by workers in specific occupations. There is full recognition of the need of all workers for instruction in other phases of education—those which train for citizenship, leisure time activities, health and physical development, and all other essentials of a complete education. Each of these is necessary and no one of them should be considered as a substitute for any other. Although vocational education funds may not be used as reimbursement for any part of the cost of providing instruction in nonvocational subjects, there should be close cooperation among all educational workers so that the instruction given in vocational courses may be rounded by properly integrated nonvocational instruction.

§ 102.89 *Schools or classes defined.* (a) Sections 10, 11, and 12 of the Smith-Hughes Act provide that the Federal money appropriated may be used only for education given in "schools or classes." In order to assure a common understanding these terms, as used in this bulletin, are defined.

(b) A school is an administrative organization which includes one or more classes. Reimbursement from Federal funds may be given to a school but only because of instruction which has been provided in the classes of that school. The classes, not the school, provide the basis for the reimbursement. If they do not meet the standards set in the State plan, no reimbursement may be given to the school.

(c) A class is a group of persons meeting a given number of times for vocational instruction. The instruction for the group should be planned to meet the needs of the persons enrolled and there should be a reasonable continuity of participation on the part of members of the class. The States shall set their own minimum and maximum standards for the number of persons to be enrolled, the number of planned instructional periods, and the attendance of students, but in setting any such standards full consideration should be given to justification of the use of public funds for very small groups or for classes that meet for a few sessions only. Consideration shall be given also to the pupil-teacher ratio necessary for effective instruction.

(d) Nothing in the above statements should be construed as restricting in any way instruction given on an individual basis to persons who enroll and participate in a series of planned instructional periods. Provision for individual instruction for class members is a most necessary part of effective instruction. Furthermore, it is a means of extending the instruction given to members of an organized group; in other words, a follow-up of group instruction. Unorganized single contacts with individuals cannot, however, make up a program of vocational instruction.

(e) There is no doubt that many vocational teachers must respond to occasional calls for individual assistance from local homemakers, farmers, businessmen, and other workers in the community who are not or have not been enrolled in the vocational program. This type of activity, which is not organized and systematic instruction, should be considered as incidental to the work for which the teachers are employed. Calls for such assistance may well serve as a basis for the organizing of a class in which the needs of a number of people may be served. When used as such it should be recognized as an important part of the promotion of a program and time allowed for it.

§ 102.90 *Composition of classes.* No reimbursement may be allowed for classes which enroll both vocational and nonvocational pupils. Vocational pupils are those enrolled in a course or program in which all have a common vocational objective whether in vocational classes of less than college grade or in professional courses for persons preparing to teach or engaged in teaching vocational courses.

§ 102.91 *Standards for plant, equipment, and maintenance.* The responsibility for establishing standards for plant, equipment, and maintenance rests with State boards and the standards shall be incorporated in the State plan. State boards are responsible for determining that the plant and equipment of any school or class are adequate to carry out the purposes for which the school is established, and that the amount expended for maintenance is sufficient to insure attainment of standards of work prescribed in the State plan.

§ 102.92 *Utilization of privately owned plant and equipment.* In some situations the facilities needed for certain types of vocational training are not available in the public school and conditions do not justify the expenditure of funds for their purchase. If the needed facilities are available for instructional use in a privately owned plant, place of business, home, or on a farm, it is permissible for the schools to use them and secure reimbursement from Federal funds, provided that a bona fide vocational training program, which is at all times under public supervision or control, is conducted therein. Standards which apply to training programs operated in industrial plants are given in the Trade and Industrial Education Section of this bulletin.

§ 102.93 *Equipment and supplies for vocational instruction.* (a) The George-Barden Act provides that the funds made available under the four authorizations may be used to reimburse the purchase or rental of equipment and supplies for vocational instruction. This is interpreted to mean vocational instruction in reimbursable courses.

(b) Equipment for vocational instruction is taken to mean any physical object which may be expected to last with reasonable care and use for more than 1 year and which is used by vocational teachers and teacher trainers in instructing, or by their students in learning, in an instructional situation in the classroom, laboratory, shop, or field. After June 30, 1951, not more than 10 percent of the amount received by a State under the several authorizations of the act may be used for the purchase or acquisition of equipment. By acquisition is meant procurement by rental, lease, gift, or other means. Reference books and other permanent reference materials provided for the use of vocational classes are considered as vocational equipment for which Federal reimbursement may be allowed. George-Barden funds may not, however, be used to relieve a State local community or individual of responsibility for supplying textbooks which are required for each student.

(c) "Supplies" for vocational instruction is taken to mean material which is consumed by use during a period of 1 year or less, and which is used exclusively by vocational teachers and teacher trainers in instructing, and by their students in learning, in an instructional situation in the classroom, laboratory, shop, or field. The cost of magazines and bulletins used for instructional purposes may be reimbursed as supplies.

(d) Federal funds may not be used to reimburse expenditures for supplies that have been purchased by teachers or students; nor may Federal funds be used to reimburse for the purchase of supplies to be made into equipment or products to be sold, or to be used by pupils, teachers, or other persons for individual, family, school, or business purposes, except for supplies made into equipment for vocational instruction. In such cases the material used shall be considered as equipment.

(e) Federal funds provided by the Smith-Hughes Act may not be used for

the purchase or rental of equipment of any kind, or for any instructional supplies other than for the training of teachers.

(f) Federal funds may not be used for the following purposes: The purchase or rental of equipment for administration or supervision; the purchase, erection, preservation, or repair of buildings; the purchase or rental of grounds; or for equipment and supplies used in the operation or maintenance of a school plant.

§ 102.94 *Vocational instruction conducted by eleemosynary institutions.* Federal funds may be used to reimburse an eleemosynary institution for vocational instruction that meets the standards of the State plan and that is organized and conducted by the board in charge of the institution, when the institution is recognized by State law as a part of the public-school system and shares in the distribution of funds provided for public education.

When the institution is not a part of the public-school system, it may not be reimbursed for courses offered by it. This does not preclude residents of such institutions from attending vocational classes conducted by public-school authorities either in or out of eleemosynary institutions.

§ 102.95 *Vocational instruction conducted by penal and correctional institutions.* In order that such institution may be eligible to receive Federal reimbursement for training courses, the following conditions will be necessary:

(a) The institution as a whole must be under the supervision or control of the State or local board responsible for vocational education.

(b) All courses for which Federal funds are used must meet the minimum standards for such work as set up in the State plan.

(c) The teachers must be employed by and responsible to the State board for vocational education or a local public board of education.

§ 102.96 *Organizations of vocational students.* The George-Barden Act, in the section making an appropriation for the field of agriculture, provides "* * * for vocational education in agriculture, including supervision by the vocational agriculture teachers of the activities, related to vocational education in agriculture, of the Future Farmers of America and the New Farmers of America * * *." Student organizations such as the Future Farmers of America and the New Farmers of America offer opportunities to youth for valuable experiences in learning to work on problems which affect their occupational lives. The decision as to whether such groups are to be organized should be determined by State or local boards of education.

§ 102.97 *Training and work-experience training for out-of-school youths.* (a) Expenditures for work-experience programs are subject to the same conditions as expenditures made under section 3 (a), paragraphs (1), (2), (3), and (4) of the George-Barden Act.

(b) Two general types of training seem to be suitable for serving the needs recognized in the act. These are:

(1) Training in organized classes for groups of out-of-school youths who are legally employed, or are unemployed, provided that the instruction is planned to increase civic or vocational competency. This training may or may not be related to the work experience of the youths.

(2) Work-experience training for out-of-school youths legally employed on projects or jobs initiated or approved by the school authorities who provide instruction and supervision of instruction for the training aspects of the projects or jobs.

AGRICULTURAL EDUCATION

PURPOSE OF VOCATIONAL EDUCATION IN AGRICULTURE

§ 102.105 *Purpose.* (a) The purpose of vocational education in agriculture is to increase proficiency in farming on the part of those now engaged in farming and of prospective farmers.

(b) The major objectives of vocational education in agriculture are to develop effective ability to:

(1) Make a beginning and advance in farming.

(2) Produce farm commodities efficiently.

(3) Market farm products advantageously.

(4) Conserve soil and other natural resources.

(5) Manage a farm business.

(6) Maintain a favorable environment.

§ 102.106 *Vocational instruction in agriculture.* Instruction is provided for four recognized groups: (a) Students who are enrolled in all-day classes and who are preparing for farming; (b) students who are enrolled in day-unit classes and are preparing for farming; (c) out-of-school young men who are enrolled in young farmer classes (part-time) to develop ability to establish themselves in farming; and (d) adult farmers who are enrolled in adult farmer classes (evening) to improve themselves in specific farming occupations. These four groups should be recognized by States when developing plans, policies, and programs for vocational education in agriculture.

§ 102.107 *Complete program of vocational education in agriculture.* The complete program consists of: (a) Classes for in-school youth (all-day or day-unit), (b) classes for out-of-school young farmers, and (c) classes for adult farmers.

§ 102.108 *Requirements for instruction.* (a) The Federal vocational education acts contain two mandatory provisions which are peculiar to instruction in vocational education in agriculture. They are:

(1) The instruction must be designed to meet the needs of persons over 14 years of age who are preparing for farming or who are engaged in farming.

(2) Provision must be made for at least 6 months of supervised practice in agriculture each year.

(b) These two conditions apply to all-day, day-unit, young farmer, and adult farmer classes for which Federal reimbursement is allowed.

§ 102.109 *All-day classes.* (a) An all-day class is one which is organized in a secondary school for pupils who wish to secure systematic instruction in agriculture. The characteristics which experience has shown to be essential in securing the kind of training intended by the Federal acts include the following:

(1) The instruction deals with practical farm problems.

(2) Instructors are qualified in agriculture by both special training and practical experience.

(3) Sufficient school time is provided to allow for:

(i) Class, laboratory, and farm-shop instruction.

(ii) Studies and observations in the field.

(b) Future Farmers of America and New Farmers of America are generally accepted as parts of the instructional program.

(c) It is recommended that each State board for vocational education provide in its State plan for a course in vocational agriculture covering all years of the high school, allowing local boards of education to make suitable time provisions for all-day classes. Examples of acceptable plans for minimum time provisions which may be included in the State plan follow:

(1) *Plan A.* Two consecutive 60-minute periods of instruction, 5 days per week, for 1 year; and one 60-minute period of instruction, 5 days per week, for the other years.

(2) *Plan B.* Two consecutive 60-minute periods of instruction, 2 days per week, and one 60-minute period, 3 days per week, for each class, each year.

(3) *Plan C.* Two consecutive 45-minute periods of instruction per day, 5 days per week, for each class, each year.

(4) *Plan D.* Sixty minutes of instruction per day, 5 days per week, for each class, each year, provided, that there is in operation a program of systematic group instruction for out-of-school young farmers and for adult farmers for not less than a total of 72 clock-hours during the year.

(5) *Plan E.* Thirty clock-hours of scheduled class instruction in agriculture during each school month for each class.

§ 102.110 *Day-unit classes.* (a) A day-unit class is one that is planned to meet the needs of youth desiring agricultural instruction as a foundation for farming, but who are not classified or enrolled in a grade that is served by an all-day program in that school. Day-unit classes may be planned on a circuit so that one teacher may serve more than one school. Some of the essential characteristics in the operation of such a class follow:

(1) The instruction is organized in unit courses in agriculture directly related to the farming programs of the students.

(2) The instructor is qualified in agriculture by both special training and practical experience.

(3) Sufficient periods per week are provided to allow for the instruction needed in the various units taught.

(b) Future Farmers of America or New Farmers of America activities are generally accepted as parts of the instructional program.

(c) A day-unit class shall meet for at least 90 consecutive minutes per class period per week throughout the regular school year and not less than 1 year of instruction in vocational agriculture shall be offered.

§ 102.111 *Young farmer classes.* (a) Young farmer classes are designed to meet the needs of young men who are establishing themselves in farming occupations. The instruction in these classes is so planned that it will serve youth who are legally out of school and who may or may not have had previous instruction in vocational agriculture. It is essential that the program be flexible enough to meet the instructional needs of such individuals with varying educational attainments and farming experience. The following conditions are regarded as essential to the successful operation of such classes:

(1) The instruction is designed to meet the needs of young men 16 years of age or older who are not yet definitely established in farming.

(2) The instruction deals with problems of individuals in becoming established in farming.

(3) Related instruction is provided for individuals when they need it to make progress in their training programs.

(4) Systematic instruction is provided on a seasonal basis during each year and planned for a period of years.

(b) Classes of this type shall provide for supervised farm practice by each individual. There shall be not less than 15 meetings of such class each year for at least 2 years or the program of instruction shall be planned for and conducted over the entire 12-month span of the year for a total of not less than 80 hours.

§ 102.112 *Adult farmer classes.* (a) Adult farmer classes are planned to assist adult farmers by developing their ability to solve their specific farming problems. In order that the instruction may be systematic and effective, it should be so planned that the work done in 1 year will show definite relationship to that offered in previous years, as well as that planned for succeeding years. Instruction in adult farmer classes should be:

(1) Planned to assist established farmers in solving their farming problems.

(2) Flexible enough so that it may be adjusted to meet emergency farm problems.

(3) So organized that the work of each meeting of the class will have a definite relationship to the course as a whole.

(4) Organized on a seasonal basis.

(b) There shall be not less than 10 meetings totaling at least 20 hours, over a period of not less than 2 weeks in any 1 year.

§ 102.113 *Directed or supervised practice.* (a) All students enrolled in agriculture classes are required under the act to do at least 6 months' directed or supervised practice in agriculture per year. No choice can be made or discretion exercised by the Office of Education or the States in dealing with this mandatory provision of section 10 of the organic act.

(b) This mandatory provision is interpreted to mean that all-day and day-unit students will develop individual farming programs either on their home farms or other farms under the direction of the local teacher of vocational agriculture to make a beginning in farming. Young farmers will develop farming activities that will lead to their establishment in farming. Adult farmers will be encouraged to adopt new or improved practices on their farms.

(c) It is recommended that in developing effective supervised farming programs instruction and assistance be provided for students on all of their important farming activities. This requires that provisions be made for the teachers of vocational agriculture to visit farms of students throughout the year. Therefore, satisfactory transportation arrangements shall be made for the teacher.

§ 102.114 *Employment of teachers.* (a) In view of the fact that the Smith-Hughes Act requires that schools offering instruction in agriculture "* * * shall provide for directed or supervised practice in agriculture, * * * for at least six months per year, * * *" and that farming is a year-round activity, a school shall provide such direction or supervision by a qualified vocational teacher on a 12-months' basis unless the State board can show that there is a specified period of time within which students of vocational agriculture have no farming activities to be supervised.

§ 102.115 *Short, intensive technical courses.* In addition to the general conditions applying to short, intensive technical courses for employed teachers, in the case of agriculture teachers such courses shall be organized for not less than 18 clock-hours of systematic instruction.

§ 102.116 *Designation of teacher-training institutions.* (a) It is common practice of the States to designate the land-grant colleges of agriculture for training teachers of vocational agriculture. These institutions normally can supply the number of teachers of agriculture needed in a State.

(b) In giving recognition or approval to additional teacher-training institutions in agriculture, two facts should be clearly established.

(1) That, under normal conditions, there is a need for additional teachers.

(2) That the facilities and the staffs for the technical and professional instruction are at least equal to those of the designated State college of agriculture.

(c) It has been the practice to recognize institutions for training teachers of vocational agriculture in addition to the land-grant colleges of agriculture only when the State board for vocational education makes provisions in its plan for determining that the additional institutions offer instruction equivalent to that of the State college of agriculture.

Distributive Occupations Education

Definition

§ 102.125 *Distributive occupations defined.* Distributive occupations are those followed by workers directly engaged in merchandising activities, or in contact with buyers and sellers when:

(a) Distributing to consumers, retailers, jobbers, wholesalers, and others the products of farm and industry, or selling services.

(b) Managing, operating, or conducting a retail, wholesale, or service business.

§ 102.126 *Distributive occupations subjects defined.* (a) Distributive occupations subjects under the provisions of the George-Barden Act, are vocational subjects taught in part-time and evening schools and classes to persons engaged in distributive occupations, or, under certain conditions, to those who are preparing to enter distributive occupations. Such subjects are those which:

(1) Increase the skill, knowledge, and ability of workers already employed in a specific distributive occupation.

(2) Prepare workers in a distributive occupation for changing to a related kind of work in another distributive occupation or for promotion to positions of a higher occupational level.

(3) Prepare workers employed in non-distributive occupations for entrance upon and success in a distributive occupation.

(b) Vocational distributive occupations subjects increase the skill, technical knowledge, occupational information, understanding, morale, appreciation, or judgment of workers in a distributive occupation.

(c) Reimbursement may be made from funds appropriated for distributive occupations subjects for the salary of an evening or part-time teacher of bookkeeping, arithmetic, typewriting, handwriting, or other clerical subjects only when he is teaching such aspects of these subjects as are supplemental to the daily employment of workers in distributive occupations; for example, bookkeeping for retail grocers, retail meat dealers, or for other specific kinds of businesses; handwriting and arithmetic for salespeople or other store workers; or typewriting for proprietors and managers of small businesses.

§ 102.127 *Entrance into distributive occupations classes.* Entrance into classes, either evening or part-time, giving instruction in distributive occupations subjects must be confined to persons who are 16 years of age or over and who are employed. Those who enroll in part-time cooperative, part-time extension, or evening extension classes must be employed in distributive occupations, while those who enroll in part-time preparatory classes must have entered upon employment but not necessarily in distributive occupations.

§ 102.128 *Definition of employment.* (a) Employment as used in this section is understood to mean that persons enrolled in distributive occupations classes—

(1) Are lawfully employed in a distributive occupation. This includes persons employed by parents or relatives.

(2) Have been lawfully employed in a distributive occupation, but are temporarily without employment.

(3) Have been given definite promise of employment, or who can give satisfactory evidence of going into business for themselves.

(b) Enrollees must receive the going rate of pay of the distributive business in which they are employed or participate in the earnings of the business in lieu of a wage or salary. In the latter case, working for a living in a family business will be accepted as satisfactorily meeting the requirement. Cooperative part-time students will receive, for the time employed, a monetary wage comparable to that paid to other beginning employees performing similar duties.

DISTRIBUTIVE OCCUPATIONS CLASSES

§ 102.129 *Evening classes.* Evening schools or classes are those which conform to the following requirements:

(a) The students are employed in a distributive occupation.

(b) Instruction is supplemental to the daily employment of the students.

(c) The class meets during the nonworking hours of the students. Thus the class can be held at any hour of the day or night, depending on the employment schedule of the workers enrolled.

§ 102.130 *Part-time classes.* Part-time schools or classes are those which provide instruction designed to enlarge the vocational intelligence of workers 16 years of age or over who have entered upon employment. Such schools must be so organized as to permit workers who are qualified for admission to spend part of their time during the day, week, month, or year in employment, and part of the time in school. Such schools or classes may be of the following types:

(a) *Part-time extension.* Part-time extension classes are of two kinds:

(1) Classes for the instruction of any group of regularly employed distributive workers who can attend a part-time school during the regular working time for only a few hours a week over a period of usually several weeks.

(2) Short, intensive courses organized for special groups of distributive workers who can leave their regular employment to attend classes for a substantial portion of the time over a period of only a few days.

(b) *Part-time cooperative.* (1) Part-time cooperative classes are organized and conducted on a school-and-employment schedule, which combines vocational instruction with occupational experience in the kind of job in which the trainee expects to become a full-time worker. Persons shall be regarded as employed workers eligible for enrollment in a part-time cooperative class, provided they spend as much time during the school year in regular employment as in school. A State plan should provide that the employment of such persons shall be at least one-half of the usual working week of the occupation in which they are employed and in no case shall this employment be for less than 15 hours per week. The total hours spent per week in school and at work must conform to State and Federal laws governing hours of employment. The required weekly working time of the cooperative student may include work done on Saturdays and holidays during the school year.

(2) The amount of vocational instruction required should be based on the length of the cooperative program and the amount of such training already completed in the all-day school. The following suggested plans take into account these two factors:

(i) Plan A: In a cooperative part-time program covering two school years, an average of at least one regular class period a day is devoted to vocational instruction.

(ii) Plan B: In a cooperative part-time program covering only one school year, an average of at least two regular class periods a day is devoted to vocational instruction.

(iii) Plan C: In a cooperative part-time program for persons who have completed a minimum of two high-school units of credit in such subjects as retail bookkeeping, business arithmetic, business economics, salesmanship, merchandise studies, retailing and advertising, under vocationally competent instructors in the all-day school, an average of one regular class period a day is devoted to vocational instruction for the school year in a given community. Only the vocational instruction given during the year in which the cooperative program operates is reimbursable.

(c) *Part-time preparatory.* (1) Part-time preparatory classes are those which are organized for workers who have left the full-time school and have entered upon employment in other than a distributive occupation. The instruction offered in these part-time preparatory classes is of an occupational changing nature which has for its purpose the training of nondistributive workers for successful entrance into distributive occupations. After this change in employment, the training of these workers should be continued through part-time extension classes or evening extension classes.

(2) If a State wishes to make provision in its State plan for part-time preparatory classes for workers employed in nondistributive occupations, it is recommended that the following conditions be included in the provision:

(i) There is a definite opportunity for employment upon completion of the training without displacing regular workers.

(ii) Enrollees have given satisfactory evidence of intention to enter the distributive occupation for which they desire training.

(iii) Enrollees will be able to profit by the instruction.

(iv) Such classes are organized with the advice of a representative local advisory committee.

(3) Preparatory distributive training for nondistributive workers may not be reimbursed if conducted in evening classes. Evening classes are limited by the terms of the George-Barden and Smith-Hughes Acts to providing instruction which is supplemental to the daily employment.

§ 102.131 *Nature of instruction and composition of classes.* (a) In general, the most effective vocational instruction can be given in classes composed entirely of workers employed in the same occupation. Hence, in cities, and elsewhere when possible, separate classes should be organized for each group of distributive workers engaged in selling similar kinds of merchandise or employed in similar kinds of businesses.

(b) Subjects which present information valuable to workers in several distributive occupations may be taught to classes composed of workers from a variety of distributive occupations. Pertinent aspects of bacteriology, for instance, may be taught to those who sell food products in food stores, restaurants, and drug stores; textiles to people who sell apparel and dry goods in various kinds of stores; record keeping to proprietors and managers of various kinds of small businesses; human relations training and job instruction training to supervisors and department heads in any or all businesses; principles of selling to personnel who sell a wide range of goods and services in various kinds of businesses.

§ 102.132 *Classes conducted in stores.* (a) Reimbursement may be made for the salary of a teacher of a part-time or evening class conducted in a certain store for retail store employees of whom all or nearly all are from that store, provided the class is under public supervision or control and the training service is available to workers in other stores in the community. Moreover, the class composed of employees from a single store will follow a course of study approved by the local school authorities. A teacher may not be paid from Federal vocational education funds to give the employees of a single store induction training and instruction in systems, policies, and practices peculiar to that store.

(b) The reason for conducting a class in a store for the employees of that store is not to provide training for the benefit of one store to the exclusion of other stores, nor to use public funds to take over the training program of a specific store. The justifiable reason for conducting a class in a given store for the employees of that store is to meet the convenience of the workers and to increase the effectiveness of instruction. It is not only inconvenient but frequently impossible, especially in a part-time class meeting during the working hours of the employees, for such a class to be held in a school, or other place remote from the store.

§ 102.133 *Reimbursement for coordinating activities.* (a) Reimbursement may be made from George-Barden funds for the time spent in coordinating activities by a part-time or evening teacher of distributive occupations subjects. Coordination of the instruction with job experience is necessary for efficient instruction in either part-time or evening classes. Such coordination involves visiting students on the job, conferring with store supervisors or employers to determine students training needs, making

analyses of the duties of workers to be trained, and preparing course outlines and selecting instructional materials.

(b) The purpose of coordinating activities is to insure that initial instruction is vocationally effective, and to enable teachers to make continuous adjustments in instructional content to the changing or emerging needs of distributive workers. Consequently, coordinating activities may precede the actual organization of a class as well as continue during the conduct of the class.

(c) George-Barden distributive occupations funds may be used also to reimburse the salary and travel of a person who devotes full time to coordinating activities.

HOME ECONOMICS EDUCATION

§ 102.134 *Purpose of vocational education in home economics.* The controlling purpose of vocational education is "to fit for useful employment," hence it follows that the controlling purpose of vocational education in home economics, as provided for by the vocational education acts, is to prepare for the responsibilities and activities involved in homemaking and in achieving family well-being. The general objective of vocational education in home economics is to provide instruction which will enable families to improve the quality of their family life through the more efficient development and utilization of human and material resources. Vocational programs, therefore, need to provide for instruction in all of the following aspects of home living and homemaking:

(a) Selection and purchase of goods and services for the home.

(b) Maintenance of satisfactory personal and family relationships.

(c) Selection, preparation, serving, conservation, and storage of food for the family.

(d) Selection, care, renovation, and construction of clothing.

(e) Care and guidance of children.

(f) Selection and care of the house and of its furnishings.

(g) Selection, use, and conservation of home equipment.

(h) Maintenance of health and home safety.

(i) Home care of the sick, and first aid.

(j) Consumer responsibility and relationships.

(k) Selection and provision of educational, recreational, and occupational experiences for family members.

(l) The interrelation of the family and the community.

§ 102.135 *Essential characteristics of homemaking education programs.* Experience has shown that the following general characteristics are essential in a vocational program in homemaking education for the satisfactory achievement of the purpose set forth above:

(a) The curriculum is concerned with fundamental values and problems in the several aspects of home living and homemaking, and deals with these in such a way as to develop needed skills, understandings, attitudes, and appreciations.

(b) Problems studied are derived from the needs and concerns of individuals and families served, taking into consideration their maturity and experience.

(c) The individuals reached through the program are sufficiently mature to develop a realization of the importance of homemaking and increasingly assume managerial responsibilities in the home.

(d) The total program is sufficiently intensive and extensive to enable the individual served in developing abilities necessary for effective participation in homemaking and in community activities affecting the home.

(e) The program includes a sufficient variety of experiences to give students actual learning experiences in all of the major phases of homemaking.

(f) Over a period of years the program in any one center meets the homemaking needs of the in-school and out-of-school youth and adults taking into account other educational opportunities which the home, the school, and the community provide.

(g) There is good community understanding and increasing participation in the program.

(h) Administrative relationships and arrangements, including provisions for space and equipment are of a kind that facilitate maximum development of the program.

(i) Continuous evaluation of the program is carried on and is used as a basis for changes in the program.

§ 102.136 *Organization of local programs.* (a) States will outline in their respective State plans proposals for organization of homemaking education programs to meet the needs of in-school and out-of-school groups. They will also indicate other specific provisions for developing programs to fit State and local needs that assist in attaining the purposes of homemaking education, and in maintaining the essential characteristics of a homemaking education program.

§ 102.137 *In-school and out-of-school groups.* A homemaking education program that adequately serves the community, provides instruction for both in-school and out-of-school groups.

(a) *In-school youth.* (1) Each program in homemaking education for in-school groups shall include instruction in the several aspects of homemaking.

(2) When George-Barden funds are used the minimum time for each class shall be in any 1 year not less than that required for a full unit of credit for other school subjects in the local school. The program shall be available for not less than 2 years.

(3) When Smith-Hughes funds are used the specific daily time requirements of that law shall be met. This is 15 hours per week for home economics instruction, except in cities under 25,000 population, in which case the time given to home economics may not be less than one-half of the time per week for which the school is in session.

(b) *Out-of-school youth and adults.* (1) The reimbursable time in the teacher's schedule includes:

(i) Time for instruction.

(ii) Time for directing home and community experiences of enrollees through home and community visits.

(iii) Time for promotion and organization of the program.

(2) The part-time programs reimbursed from Smith-Hughes funds shall be organized for a minimum of 144 clock-hours, to meet the requirements of the act. This time requirement may be met when one class is organized and conducted for 144 hours during 1 year or by a combination of short units offered during 1 year when (1) the total time for all of the units in the combination is 144 hours, (2) the instruction given in any unit of the combination is not a repetition of that given in any other unit, (3) the time of meeting for the various units is so scheduled that all may be taken by one individual, and (4) the content of the various units are so planned that all may be taken with profit by the enrollees.

§ 102.138 *Reimbursable activities for homemaking teachers.* (a) It is permissible to reimburse from Federal funds for time spent by home economics teachers in carrying the following responsibilities:

(1) Teaching vocational classes in homemaking education for high-school pupils, or elementary-school pupils over 14 years of age, including supervision of their directed home experiences, and direction of their activities in the Future Homemakers of America or the New Homemakers of America, and teaching older youth and adults.

(2) Holding conferences in regularly scheduled school periods with individual pupils on directed experiences in home and community.

(3) Making studies of local home conditions, and making other community contacts or follow-up of students needed for adequate program planning and development.

(4) Working beyond the school year, for such periods of time as the State and the local board may designate for services directly connected with the vocational program in homemaking education in the public schools.

(5) Promoting and organizing classes for out-of-school youth and adults.

(6) Directing a child development laboratory that is an integral part of a vocational program in homemaking education.

(b) When adequate attention has been given to those of the above items that a community considers essential parts of its basic program, reimbursement may be made for a reasonable amount of time in the teacher's schedule (not more than 20 percent) for the development and correlation with homemaking education of such work as nutrition education in connection with the school lunch; assistance to elementary teachers on programs of education for home living; and assistance to programs of home-living education on the secondary school level.

§ 102.139 *Institutions designated to prepare teachers.* (a) All institutions designated for the preparation of vocational teachers within a State shall maintain characteristics requisite for effective pre-service teacher education and meet such other minimum standards, as may be outlined by the State board for vocational education. Each State may desig-

nate approved institutions other than those reimbursed from Federal funds.

(b) Factors that determine the choice of institutions to be designated for teacher training include: The number of qualified homemaking teachers needed to supply the schools; educational standards of the institution; the extent to which the home-economics department has and can maintain the characteristics listed above, and the geographical location in relation to other designated institutions and to density of population.

TRADE AND INDUSTRIAL EDUCATION

DESCRIPTION

§ 102.155 *Purposes of education for trades and industry.* (a) The major objectives of trade and industrial education are:

(1) To provide instruction of an extension or supplemental type for the further development of performance skills, technical knowledge, related industrial information, safety, and job judgment for persons already employed in trade and industrial pursuits.

(2) To provide instruction of a preparatory type in the development of basic manipulative skills, safety judgment, technical knowledge, and related industrial information for the purpose of fitting persons for useful employment in trade and industrial pursuits.

(b) These objectives are attained through various types of programs. Each program is specific in purpose and is designed to serve the training needs of individual industrial workers.

§ 102.156 *Trade and industrial pursuits.* Training programs may be organized to provide instruction in:

(a) Any industrial pursuit, skilled or semiskilled trade, craft, or occupation which directly functions in the designing, producing, processing, assembling, maintaining, servicing, or repairing of any manufactured product.

(b) Any service trade or occupation which is not classified as agricultural, business, professional, or homemaking.

(c) Other occupations which are usually considered as technical and in which workers such as nurses, bakers, laboratory assistants, draftsmen, and technicians are employed.

§ 102.157 *Trade and industrial subjects.* Instruction for trade and industrial pursuits may include instruction in any subject which is planned to assist an individual in developing manipulative skills, safety practices, trade morale, and trade judgment and give him technical knowledge or related industrial information essential to employment in the occupation for which training is given.

§ 102.158 *Representative advisory committees.* (a) The objectives of instruction offered in the field of trade and industrial education are to increase the knowledge and skills of those already engaged in specific trades or occupations and to prepare prospective workers for useful employment. Employer and employee groups should, therefore, be consulted by school authorities regarding the establishment and operation of training programs so that the instruction may be organized to meet these objectives. Advisory committees composed of representatives of both employees and employers should be organized by State and local boards to secure the counsel and advice needed.

(b) Several types of representative committee organizations may be used, depending upon the program planned or in operation. A general committee is an over-all representative group for a total program. A craft committee is a group concerned with training in a particular craft or trade. An industry committee advises on problems regarding a whole industry.

§ 102.159 *Local supervision.* Local programs of trade and industrial education, to be fully effective, should be under the direction of a qualified supervisor. The supervisor should be qualified by training, experience, and education in the field of trade and industrial education. The supervisor's responsibilities should include: Instructional activities, with particular attention to the professional improvement of teachers in service; inspectional activities, primarily for the purpose of discovering those points on which the local teachers need help and assistance; promotional activities, with special reference to the further development of vocational education, particularly in evening and part-time classes and in selecting and training teachers for these classes. The responsibilities should include the maintenance of cooperative relationships with management-labor groups and other organizations in the community.

§ 102.160 *Teachers.* Teachers should be selected primarily on the basis of trade or occupational knowledge and experience plus their potential ability to teach. Teachers meeting these qualifications will, of necessity, be selected from the trade or occupational field for which they are employed to teach. Both pre-service and in-service teacher training are necessary for effective teaching.

§ 102.161 *Plant and equipment.* (a) In order to provide effective instruction, State boards will determine that the plant and equipment of any school or class are adequate to carry out the purposes for which the school is established.

(b) Instructional equipment and tools should be of the type most effectively used in industry for the trade or occupation for which training is offered. The equipment should be adequate for satisfactory instruction in at least the fundamentals of all essential processes involved in the occupation.

(c) This equipment should be installed in space that is adequate and properly lighted, heated, and ventilated to insure safe and efficient operations. Standards for basic equipment requirements, adequate working space, safe working conditions, and general tool and toolroom facilities should be established with the counsel and advice of representative advisory committees and conform to occupational standards.

(d) Space for related subjects classrooms, laboratories, drafting rooms, audio-visual aid facilities, as well as for the storage of supplies and projects, semi-finished and completed, should be considered in planning shop layouts.

§ 102.162 *Groups served.* (a) Instruction in trade and industrial education is provided for four general groups:

(1) Journeymen and other industrial workers who need extension instruction in industrial subjects, related or supplemental.

(2) Apprentices and other learners who need instruction in trade and industrial subjects.

(3) Out-of-school youth who need training and experience, coordinated by public-school authorities, to fit them for useful employment.

(4) In-school youth and adults who have selected an occupation and who need training for entrance into a trade and industrial pursuit.

(b) Such instruction may be offered in evening and part-time classes for those who have left school and entered upon employment and in all-day classes for in-school youth and adults.

§ 102.163 *Training for service occupations.* Training may be given for persons employed in service occupations which are trade and industrial in nature.

§ 102.164 *Supervisory and foreman training.* (a) Training may be given in either part-time or evening classes for administrative, supervisory and foreman personnel in the trade and industrial field.

(b) The training of conference leaders for industrial or service organization is an important part of this program.

§ 102.165 *Training for apprentices.* (a) It is possible to provide in either part-time or evening classes for the training of apprentices. The term "apprentice" as used in this bulletin means a person who is being trained through working experience and organized instruction in a skilled or semi-skilled industrial occupation in one of the following ways:

(1) Under the apprenticeship law of the State in which he is employed.

(2) Under a written agreement registered with a State Apprenticeship Council or with the Federal Committee on Apprenticeship.

(3) Under an apprenticeship plan which is operated by an agency of the United States Government.

(4) Under an apprenticeship agreement with an employer, a group of employers, or a group of employees which provides for not less than 4,000 hours of reasonably continuous employment with an approved schedule of work experience and at least 144 hours per year of related instruction.

(b) Instruction given to apprentices, whether in evening or part-time classes, is considered to be trade extension education.

EVENING CLASSES

§ 102.170 *Definition.* Evening classes are those which are conducted for workers—male and female—during their nonworking hours. These classes are usually held during the evening but they may be held at any time that is convenient for those enrolled. The instruction may be conducted in any location in which adequate instructional facilities are available.

§ 102.171 *Age of admission.* The Federal acts provide that evening classes for workers in trade and industrial pursuits shall fix the minimum age of entrance at 16 years.

§ 102.172 *Instruction supplemental to employment.* (a) The instruction given in evening trade and industrial classes shall, under the provisions of the Federal acts, be confined to that which is supplementary to the daily employment of the workers enrolled.

(b) To be considered supplementary to the daily employment, the instruction must be such as will increase the skill or knowledge of the worker in the trade or industrial pursuit in which he is employed or has been employed. This may improve his ability in the work that he is doing; help him to keep abreast of technological and economic changes in his occupation; or assist him to qualify for advancement in the field of work in which he is engaged. It may include manipulative and technical instruction as well as safety, first aid, State and Federal labor laws, and the socio-economic problems of his occupation.

§ 102.173 *Reimbursement of evening classes from part-time funds.* (a) Classes which meet the evening school requirements and which operate for at least 144 hours per year may be reimbursed from the part-time portion of the Smith-Hughes fund. Evening classes may be reimbursed from George-Barden part-time funds and do not require 144 hours of annual operation. This provision permitting evening classes to be reimbursed as part-time classes was made to enable States, if necessary, to meet the provisions of the Smith-Hughes and George-Barden Acts which require that at least one-third of the sum appropriated to any State for trade and industrial education shall, if expended, be applied to part-time schools or classes. The use of part-time funds for evening classes does not modify the standards for evening industrial schools.

(b) The only evening classes in trade and industrial subjects which may be reimbursed from part-time funds are those in which the instruction is supplementary to the daily employment of the persons enrolled. It will not be possible to give trade preparatory or general continuation training in evening classes reimbursed from Federal funds.

PART-TIME CLASSES

§ 102.174 *Explanation.* (a) Section 11 of the Smith-Hughes Act requires "* * * that at least one-third of the sum appropriated to any State for the salaries of teachers of trade, home economics, and industrial subjects shall, if expended, be applied to part-time schools or classes for workers over fourteen years of age who have entered upon employment * * *." The act also states that "* * * such subjects in a part-time school or class may mean any subject given to enlarge the civic or vocational intelligence of such workers over fourteen and less than eighteen years of age; * * *." The law further states that "* * * such part-time schools or classes shall provide for not less than one hundred and forty-four hours of classroom instruction per year; * * *."

(b) Section 7 of the George-Barden Act states that "* * * the provisions of Section 11 of the Smith-Hughes Vocational Education Act, requiring at least one-third of the sum appropriated to any State to be expended for part-time schools or classes shall be held to include any part-time day-school classes for workers sixteen years of age and over, * * *." It further states that "* * * such moneys as are provided under authority of this Act for trade and industrial subjects * * * may be expended for part-time classes operated for less than one hundred and forty-four hours per year; * * *."

(c) Part-time classes are those which are conducted for workers, male and female, during the usual working hours of the occupations in which they are employed. Part-time classes are of three general kinds as described in §§ 102.173–102.175.

§ 102.175 *Part-time trade extension classes.* (a) Trade extension instruction is that which is given to employed workers for the purpose of increasing or extending their skill and knowledge in the trade or occupation in which they are or have been engaged. Classes offering related instruction for apprentices, for workers in skilled and in semiskilled and other occupations, and classes providing instruction designed to increase or extend the knowledge or skills of workers in trade and industrial pursuits or occupations, would be considered trade extension.

(b) One special form of part-time trade extension education is that offered in cooperative classes. Cooperative classes are organized to provide alternate periods of work and attendance at school. The members in any given class or group are employed in the same trade or industrial occupation. Work and attendance at school may be on alternate half days or weeks, or longer periods of time. In all cases the hours at work must equal or exceed the hours spent in school during the regular school year and shall not be less than an average of 15 hours per week.

§ 102.176 *Part-time trade preparatory classes.* Trade preparatory instruction, offered in part-time classes, is that given to workers who have left the full-time school for the purpose of fitting themselves for useful employment in trades, occupations, or fields of industry, other than those in which they are or have been employed. This is an occupational "changing" type of instruction which serves to prepare for entrance into a new occupation. Trade preparatory training may be offered to a number of groups in different trade and industrial occupations, but in all cases the instruction being given to a particular group is confined to a single occupation. After the change in employment, such training may be followed by trade extension instruction.

§ 102.177 *Part-time general continuation classes.* (a) General continuation instruction is that which is given to employed persons for the purpose of enlarging their civic or vocational intelligence. This type of instruction was intended originally to meet educational needs required to satisfy State compulsory education laws for out-of-school youth which could not be met in part-time trade extension or trade preparatory classes. It is now used also for workers above the compulsory school age who are employed in a wide range of occupations. Instruction in general continuation classes need not be confined to the trade or industrial pursuits but may cover any subject relative to civic or vocational needs, offered in segregated classes to workers who return to the school during their usual working hours.

§ 102.178 *General continuation school programs.* General continuation school programs are of two types:

(a) *Type A: Other than cooperative.* This is a type of instruction given to extend the civic or vocational intelligence of young workers who did not have an opportunity to complete their education before they entered employment. It is possible to offer instruction which will enable young workers to meet changing conditions in their vocations or to meet more effectively their citizenship or worker requirements. Young workers, who have just left the full-time school and have secured their first job, are in special need of help to assist them in making proper employment and social adjustments to enable them to bridge the broad gap between regular full-time school attendance and full-time paid employment in industry or business.

(b) *Type B: cooperative (diversified occupations).* The objective of cooperative training is to provide vocational training through cooperation of the school and industrial and business establishments for groups of youth, 16 years of age and over, whose individual employment objectives may differ and whose cooperative agreements provide for legal employment, systematic training on the job, and supplementary instruction in the school. Such instruction is widely used to provide training opportunities for high-school boys and girls. The term "student learner" refers to persons enrolled in this type of class. This designation was made in collaboration with the Wage and Hour and Public Contracts Divisions of the United States Department of Labor in order to avoid confusion with the terms "apprentice" and "learners" for which wage and hour regulations had already been issued. Training of this type is especially adaptable to the smaller communities. To classify as Type B the following conditions shall be met:

(1) Students enrolled shall be at least 16 years of age and legally employed under agreement (preferably written) between the schools and employer. Such employment shall be in conformity with Federal, State, and local employment regulations. In occupations considered as interstate commerce, such employment shall be at least at the minimum wage, except when an exemption certificate is secured from the Wage Determination and Exemption Branch of the Wage and Hour Division, United States Department of Labor, permitting em-

ployment at a subminimum wage. In certain occupations, declared hazardous by the United States Department of Labor under the Fair Labor Standards Act, student learners must be 18 years of age.

(2) Student learners should be employed for at least half of the usual working week of the occupation in which they are employed, and in no case shall this employment be for less than 15 hours per week. The time at work shall equal or exceed the time in clock-hours devoted to school instruction throughout the year. In no case shall the time at school and the time at work be such as to violate legal employment regulations.

(3) Occupations included shall be those which offer real chances for training and advancement in the occupation selected by the student as a vocation.

(4) Provisions shall be made for adequate coordination and supervision. In order that the training at work and in school may be properly correlated, sufficient time shall be provided for the coordinators to visit employers and student learners on the job.

(5) The amount of related vocational instruction required shall be based on the length of the cooperative program and the amount of vocational training already completed in the all-day school. The following suggested plans take into account these two factors:

(i) For a cooperative part-time program covering two school years, an average of at least one regular class period a day is devoted to related vocational instruction in which the enrollment is limited to this group, and taught by the coordinator.

(ii) In a cooperative part-time program covering only one school year, an average of at least two regular class periods a day is devoted to related vocational instruction in which enrollment is limited to this group and taught by the coordinator.

(6) All instruction should be organized and conducted with the advice and counsel of a representative advisory committee composed of employers and employees.

(7) The local school authorities should provide adequate instructional materials for the related vocational classes to make the instruction effective. Individual study guides which meet at least the minimum needs for technical and other related instruction should be made for each student enrolled.

(8) All cooperative part-time student-learners shall receive a monetary wage at a rate commensurate with wages paid other employees doing similar work. Such wage rates shall be in conformity with Federal and State wage regulations.

§ 102.179 *Exemption certificates and standards.* The Office of Education and the Wage and Hour and Public Contracts Divisions of the United States Department of Labor have agreed upon certain regulations regarding exemption certificates and standards for student-learners employed under this type of training program. Copies of these regulations and standards may be secured from either of the agencies mentioned.

§ 102.180 *Age of admission.* (a) Enrollment in classes reimbursed from funds appropriated under the Smith-Hughes Act shall be limited to workers over 14 years of age. Part-time classes may be conducted for persons over 14 years of age, without upper age limit, provided that the instruction given is designed to meet the needs of workers over 14 and less than 18 years of age.

(b) Enrollment in part-time classes reimbursed from funds appropriated under the George-Barden Act is limited to workers 16 years of age and over.

(c) Enrollment in all cooperative part-time classes shall be restricted to persons 16 years of age or over, if employment is connected with interstate commerce, in order to comply with Federal employment regulations under the "Fair Labor Standards Act of 1938." In some occupations declared to be hazardous by the United States Department of Labor, learners must be 18 years of age.

§ 102.181 *Time requirements for Smith-Hughes part-time classes.* (a) The Smith-Hughes Act requirement "not less than one hundred and forty-four hours of classroom instruction per year" is met only when 144 hours (of 60 minutes each) of instruction is given in 1 year so that such instruction may profitably be taken by one individual without repeating any part of the work. This reference to the required time defines the minimum yearly educational opportunity which a community shall offer to an individual worker rather than the period of attendance required of any one person, or the period of employment of teachers.

(b) This time requirement may be met when one class is organized and conducted for 144 hours during 1 year. It may also be met by a combination of short units offered during 1 year when the following conditions exist:

(1) The total time for all the units in the combination shall be at least 144 hours.

(2) The instruction given in any unit of the 144-hour combination shall not be a repetition of that given in any other unit of the same combination.

(3) The time of meeting for the various units making up the 144-hour combination shall be so scheduled that all may be taken by one individual.

(4) The content of the various units in any 144-hour combination shall be so planned that all may be taken with profit by one individual.

ALL-DAY TRADE COURSES

§ 102.182 *Definition.* All-day trade training is given to persons regularly enrolled in a full-time school who have selected a trade or industrial pursuit, and who wish to be prepared for useful employment in that pursuit. The training given is comprehensive and includes instruction in manipulative processes and also in those technical and other related subjects which are needed by the skilled and competent worker.

§ 102.183 *Types of all-day trade training*—(a) *Type A.* This type of all-day trade training is one in which the pupils devote one-half of the school day—not less than three consecutive clock-hours—to practical work on a useful or productive basis, with additional time given to instruction in segregated classes in the necessary technical and other related subjects. The instruction in related subjects shall have direct functioning value in the trade or occupation for which training is being given. Training of this kind may be given only in schools which offer instruction extending over at least 9 months per year and 30 hours per week. Reimbursement may be made from either Smith-Hughes or George-Barden funds.

(b) *Type B.* This type of training differs from the type A only in the provisions for instruction in related subjects. In a type-B course, the related instruction is not given in segregated classes but by the shop teacher incidental to the shop work. The half day is not to be divided into definite periods for teaching related subjects, but such instruction shall be given as the needs for it arise in the shop work. The school shall be in session at least 30 hours per week and 9 months per year. Reimbursement may be made from either Smith-Hughes or George-Barden funds.

(c) *Type C.* This is a special type of all-day preemployment trade training which may be organized for persons over 18 years of age or for those 14 years of age or over who have legally left the full-time school. Such training may be offered for any length of time. The George-Barden Act specifically states that such a class may be operated for less than 9 months per year, for less than 30 hours per week, and without the requirement that a minimum of 50 percent of the school time must be given to shop work on a useful or productive basis. Type-C training may be reimbursed from George-Barden funds only. This provision of the George-Barden Act makes it possible to take care of such different situations as follow:

(1) A demand for training single-purpose operators. Intensive training can be given to equip learners with the basic skills, technical knowledge, and related industrial information which will enable them to get a job, hold it, and advance in the industrial occupation without regard to attendance 30 hours per week during a 9 months school year.

(2) Training opportunity to meet the special needs of persons over 18 years of age who wish brief intensive preparation for entrance at the beginning level into industrial employment. Such training will be less comprehensive and complete than that given in all-day trade preparatory courses.

(3) Intensive courses operated 6 to 8 hours per day for relatively short periods of time and organized to prepare trainees for entrance into employment where the special job requirements are of such nature that the equivalent of such training would enable those trained to enter industry and meet definitely explicit job requirements. Preparation for specific jobs that require special testing or inspectional skills, as well as production skills, could be included when justified by local employment opportunities.

§ 102.184 *Essential characteristics*—(a) *Age of admission.* While a minimum entrance age of 14 is required in the vocational education acts, the actual age

of entrance into an all-day trade-training course should be fixed locally either at this minimum or at such a point above this minimum as will insure that those completing this training will be legally employable and mature enough to be accepted as workers in the occupation for which training is offered. Admission should be restricted to those who are physically able and mentally competent to profit by the instruction.

(b) *Admission into type-C.* Age of admission into type-C training courses is limited to persons over 18 years of age or those over 14 years of age who have legally left the full-time school.

(c) *Minimum length of term for types A and B.* Section 11 of the Smith-Hughes Act requires that instruction in all-day trade preparatory schools shall extend over a period of not less than 9 months per year. This means that such schools shall be in session during 9 months of 4 weeks each, regardless of the calendar months, allowing for only such holidays as are commonly observed by the regular public schools.

(d) *Weekly time requirements for types A and B.* Provision must be made for not less than 30 hours per week of instruction, at least 50 percent of which shall be given to practical work or a useful or productive basis.

(e) *Time requirements in cities of less than 25,000.* The Smith-Hughes Act provides that for cities of less than 25,000 population, the State board for vocational education may, in order to meet the particular needs in such cities, secure the approval of the Commissioner of Education to modify the conditions as to length of course and hours of instruction per week. There is no provision permitting a school to devote less than half of the school day to practical work on a useful or productive basis. In cities and towns of less than 25,000 population, where a school is in session for less than the time stated in the act, a trade course offered in that school may meet the lower time requirements of months and hours per week. If the school is in session for the time mentioned in section 11, there may be no reduction in the hours per week and months per year for the trade course. In any case the requirement of half of the time for practical work will apply.

§ 102.185 *Related subjects reimbursed in all-day trade classes.* (a) Cost of instruction other than that for the half time given to practical work on a useful or productive basis may also be reimbursed from Federal funds if such instruction is taught in segregated classes and the instruction is related to the shop instruction in subjects which have a direct functioning value and a definite application to the trade or occupation for which the training is organized.

(b) Machine shop mathematics, blueprint reading for carpenters, science for cosmetologists, design for garment workers, or elementary nutrition for cooks and bakers are typical illustrations of reimbursable related subjects which are specifically adapted to each trade. In the trade of printing, such subjects as English for printers, art, layout and measurement as applied to the trade may be offered. Related subjects courses are an addition to and an extension of the instruction given in the shop. Related subjects may be taught by the shop instructor. When other than shop instructors are utilized, the State plan shall specify qualifications which assure that such instructors have sufficient experience in and knowledge of the occupation to teach such specific subjects effectively.

§ 102.186 *Unit trade course.* The term "unit trade course" is used to designate instruction organized for persons in full-time school attendance preparing for advantageous entrance into a specific trade or industrial pursuit. This training is given to segregated groups of individuals who have definitely selected the occupation for which the course is organized, who can profit by the instruction, and expect to use the knowledge and skill gained in earning a living. Unit courses are based solely upon instruction for a particular trade or occupation.

§ 102.187 *General industrial course.* (a) A general industrial course may be organized to give specific preparation for a single occupation under an occupationally competent instructor in a group where shop instruction in several closely allied trades is conducted simultaneously. This designation is particularly adapted to the small community as an alternative to establishing unit trade courses. Instruction might be given in such allied trowel trades as bricklaying, plastering, and cement finishing. Each student enrolled should receive shop and related instruction as nearly like that of a unit trade course as possible, and may receive instruction in a single trade or in the occupation as practiced locally.

(b) A general industrial course may be organized to give preparation for one or more production jobs that do not fall into the trade classification. This instruction should be furnished by a teacher who is occupationally competent in the field for which the job training is to be provided. The instruction is organized for a group who are preparing for one or more types of closely allied production jobs. A general industrial course of this type is intended to prepare workers for employment in an industry in which entrance depends on ability in a variety of production skills peculiar to that industry so that prospective workers will be able to take their places in the industry as assemblers of small parts, punch press operators, coil winders, drill press operators with jigs and fixtures, inspectors or similar positions. They may receive training in such processes as soldering, spot welding, drilling, forming, polishing, riveting, assembling, and similar production operations. General industrial courses will be organized to meet the standards of type A or of type B day trade training.

§ 102.188 *Practical work on a useful or productive basis defined.* Instruction in practical work is considered to be "on a useful or productive basis" when it consists of organized, systematic training in the processes and operations involved and selected with regard to the suitability, quality, quantity and production methods customarily observed in the trade or industrial pursuit for which the training is being given. The work projects are those which have real training value and are comparable to the ordinary practices found in industrial establishments, with due regard to the quality of work done, the time needed for its performance, and the methods of work used.

§ 102.189 *Plan for coordination.* Smith-Hughes and George-Barden funds for trades and industry may be used for the reimbursement of the salaries of coordinators of evening, part-time, and all-day trade-training programs. Provisions which stipulate the plan of coordination, the duties, and the qualifications of the coordinators for each type of class shall be set forth in the State plan.

STANDARDS AND SAFEGUARDS FOR INDUSTRIAL-PLANT TRAINING

§ 102.205 *Explanation.* (a) Section 8 (a) of the George-Barden Act provides that "No part of the appropriations made under authority of this act shall be expended in industrial-plant training programs, except such industrial-plant training be bona fide vocational training and not a device to utilize the services of vocational trainees for private profit."

(b) Workers in vocational education realize that the public schools cannot possibly provide all of the kinds of equipment and the variety of working experiences which are needed for adequate training in many occupations. Such equipment and experience are, however, often available in local industrial plants and may be used for training purposes. It is, however, sometimes difficult to decide whether courses in such private plants are operated for the benefit of the persons who are to be trained, or as a source of cheap labor for the plant in which the training is conducted. In 1936 a special committee representing labor, employers, and vocational education considered the problems connected with this kind of training and recommended to the Commissioner of Education a set of special standards and safeguards stating conditions under which a public-school system may or may not be justified in establishing training programs within private industrial plants during working hours. Insofar as the use of Federal vocational education funds is involved, these standards and safeguards were, on February 1, 1936, approved as official policies of the Office of Education.

SPECIAL STANDARDS AND SAFEGUARDS

§ 102.206 *Section A; when the use of Federal funds is justified.* The use of Federal funds is justified when the school system is enabled to provide training in the public interest and that of those being trained, which it could not otherwise provide for want of the equipment and supplies available in the plant, providing the following requirements are met:

(a) The program must be under public supervision or control, as evidenced by:

(1) The fact that the local school officials have furnished satisfactory proof to the State officials that:

(i) The training is organized and maintained in response to public need.

(ii) The interest of the persons enrolled in the training program is the chief consideration.

(iii) The program is generally recognized as a part of the public-school work of that community.

(iv) The determination of matters such as the selection, qualifications, and salaries of teachers; content and length of courses; admission of students; supervision of instruction, and all other details of the training program are vested in officially designated school officials who recognize and admit their responsibility.

(2) The fact that the teachers engaged in training in the industrial plant are being paid by the same procedure and through the same sources as such teachers would be paid if teaching in public-school buildings.

(b) There must be a definitely organized plan of instruction which shall include the technical knowledge and related industrial information, based on the standard practices of the trade or occupation, to insure adequate knowledge and mastery of the machines or operations, and orientation of the worker.

(1) Every State which is either operating or contemplating establishing training at public expense in industrial education should have a State Advisory Committee composed of equal representation of outstanding representatives of employers and outstanding representatives of labor to advise the State Board for Vocational Education on all matters relative to such training in industrial education.

(2) In addition, where possible, it is strongly urged that the whole program, rates of pay, etc., should be worked out by a local representative committee. Such a local representative committee should be appointed by the school authorities to advise on all phases of the program. The committee should include at least three employers, not more than one of whom represents the industry or plant affected, and at least three representatives of labor, not more than one of whom represents the industry involved.

(3) The training courses should be in general harmony with the time customarily given by industry to breaking in for pay-roll jobs, such as are to be covered in the training program, making allowance for the extra time needed to teach functioning related subjects. The training program should be checked against actual job requirements in the plant, and any accepted time standards for training for such jobs, before approval is given.

(4) Training at public expense should stop with the completion of the learning state—the formation of automatic habits of correct procedure.

(c) The program must meet all of the remaining requirements of the State plan, as attested by a sworn statement from an administrative official of the school organization to the effect that all conditions set up in the State plan have been met.

(d) Where plant employees, such as mechanics or other qualified skilled workers, are used as instructors, there must be a definite division of duties between instruction and plant activities, by definite time periods. In no case may any portion of the time of a plant foreman or supervisor, during his regular working day, be reimbursed from Federal vocational education funds because of his having devoted such time to the giving of instruction.

(e) Persons are to be paid as instructors only in case they are working with a group of persons who are in a recognized learning status and for whom a regularly organized plan of instruction, as defined in paragraph 2 preceding, is given.

(f) A full statement of each instructor's qualifications must be kept on file in the State office, as evidence that such teacher meets the requirements of the State plan.

(g) Evidence should be on file in the State office to show that the work has been adequately supervised.

§ 102.207 *Section B: when the use of Federal funds is not justified.* The use of Federal funds is not justified when the conditions set up in § 102.206 cannot be met. In addition, Federal funds should not be used in connection with training programs possessing one or more of the following characteristics, for the reasons stated in connection with each:

(a) Where the training program is for the purpose of the initial training or breaking in, for a specific plant, of workers not previously employed in the industry no matter whether the demand for training the new workers arises from plant migration or relocations, labor turn-over, or replacements.

Comment: An employer should expect to invest in the training of his workers, the same as in bricks and mortar, machines, and tools in any community where he locates his plant and expects to make a profit. Since the cost of initial breaking in of factory operatives has always been carried by industry as a legitimate part of the cost of production, it follows that Federal funds should not be used in this connection, as it would be subsidizing industrial production, which would be contrary to the purposes of the National Vocational Education Acts.

(b) Where training is confined to manipulative operations and processes, with no provision for teaching the technical knowledge and related industrial information, based on the standard practices of the trade or occupation, to insure adequate knowledge and mastery of the machines or operations, and orientation of the worker.. Hence, training for specialized machine tending, where only physical dexterity and speedy muscular coordination are required for the worker to hold his own in the production line, should be treated as the responsibility of the industries requiring this training, to be carried out at their expense at the time of actual placement.

Comment: The purpose of vocational education at public expense is not to serve the industry as such, but to benefit the individual worker by providing a plan of instruction which will insure not only initial employment assets but will enable the worker to keep pace with changing conditions and eventually advance in the occupation.

(c) Where training is confined to a single operation, to develop high-production speed, extended over the period of time necessary to bring the operative to full piece-rate ability.

Comment: Routine drill to develop high-production speed and dexterity is a legitimate charge against the industry rather than against public funds, hence the comments given under paragraph (b) of this section apply here.

(d) Where plant foremen, mechanics, or skilled workers are paid from public funds for giving casual instruction on the job incidental to the regular run of production.

Comment: If such a program were financed from public funds, it would be a use of public money to pay an assistant to the foreman to discharge his instructing or his inspecting responsibility for which he is paid by the company, as foreman, to discharge. Hence, in such a case, the use of public funds would be a violation of the purposes of the National Vocational Education Acts.

(e) Where a disproportionate amount of time is spent on manipulative training, in comparison with related technical subjects, in a standard production industry, where it cannot be justified by a check against the actual job requirements of the industry, any accepted time standards for training for such jobs, or legitimate training objectives.

Comment: If such a program is not actually a phase of paragraph (d) of this section, where the use of public funds would result in subsidizing industrial production, it would result in the exploitation of workers, which is contrary to the purposes of the national acts.

(f) Where the training period is far in excess of that customarily given by the industry itself for pay-roll jobs, where it cannot be justified by a check against the actual job requirements of the industry, any accepted time standards for training for such jobs, or legitimate training objectives.

Comment: Such a program would result in an exploitation of workers, which is contrary to the purposes of the national acts, and the use of public funds would discredit vocational education for inefficiency and excessive cost.

(g) Where the training is extended over long periods of time on regular production work, without pay or at reduced pay.

Comment: Not only would this type of program exploit the workers, which is contrary to the purposes of the national acts, but the use of public funds for it would discredit vocational education as subsidizing industrial production, which also is contrary to the purposes of the national acts.

(h) Where an investigation of the program itself discloses that the objectives and the operation are such as to result in subsidizing industrial production, rather than in providing training for the workers' benefit.

Comment: The use of public funds for such a program would be in violation of the purposes of the national acts.

(i) Where those to receive the training are required to sign an agreement which, in effect, seeks to enable an employer to evade or violate some State or Federal law.

Comment: Such an agreement is not in accord with public interest or that of the individuals being trained, hence it is not in harmony with the purposes of the national acts.

VOCATIONAL GUIDANCE

§ 102.215 *Explanation.* It is recognized that the selection of the persons to be trained and their vocational adjustment are among the requirements for a successful program of vocational education and that a vocational guidance program is necessary for modern selection and adjustment methods. It follows, therefore, that a program of vocational guidance is an essential factor in a vocational education program.

§ 102.216 *Purpose of vocational guidance.* (a) The purpose of the vocational guidance program is to provide individuals with the information and skills needed to make wise decisions in matters affecting vocational adjustment. The vocational guidance program is designed to result in efficiency in education and training, both for the individual and the school, and to improve the chances of the individual for progress and satisfaction in his occupation. It provides the individual with cumulative evidence about his abilities, interests, and aptitudes. It provides, also, comprehensive information about occupations, training, and employment opportunities. It sets up means for aiding his placement and adjustment in his chosen work, and particularly provides for counseling.

(b) The program is a part of the total educational program but not identical with any other element in it. Guidance services are not a new form of instruction in the accepted sense of classroom activities. They aid the school in its instructional program and render assistance essential to effective administration and supervision. They do not recruit for any phase of education or training, but aid the individual to make an educational plan which will lead to an attainable vocational objective from the standpoint of enlightened self-interest and understanding.

§ 102.217 *Use of George-Barden funds for vocational guidance.* (a) All reimbursements for the several phases of the vocational guidance program shall be made from George-Barden funds. It is permissible to use the funds appropriated under the several authorizations of section 3 (a) of the George-Barden Act to provide the following services:

(1) The maintenance of a program of supervision in vocational guidance.

(2) The maintenance of a program of training vocational counselors.

(3) The salaries and necessary travel expenses of vocational counselors on the secondary and adult levels, and the purchase of instructional equipment and supplies for use in such counseling.

(b) The costs of these services may be reimbursed on a prorated basis from the funds appropriated under the several authorizations made in section 3 (a) of the act, under the conditions which follow:

(1) In developing a State plan for the use of funds for State and local programs, adequate provision will first be made for State supervision and for the training of vocational counselors, with the research necessary in each. Funds may be used, therefore, for reimbursement on the local level only after the program at the State level has been adequately financed.

(2) Counselor training courses may be reimbursed from Federal funds for classes composed of: (i) Persons enrolled in a program qualifying for vocational counseling; (ii) persons enrolled in a program qualifying for vocational teaching; and (iii) teachers, counselors, supervisors, or directors of vocational education or vocational guidance.

(3) The State plan shall set up standards and conditions for reimbursing the salaries and travel expenses of vocational counselors. These standards shall include the duties and qualifications of the vocational counselor and safeguards to insure that the vocational guidance program serves a school or group of schools maintaining a vocational course or courses.

§ 102.218 *Essential vocational guidance services.* (a) Services essential in a program of vocational guidance are as follows: (1) Providing the individual with cumulative evidence about his abilities, interests, and aptitudes; (2) providing for comprehensive and factual information about educational and occupational opportunities, specific training, and employment opportunities; (3) providing means for aiding in the placement and adjustment in the next step of the individual's career; and (4) providing for the counseling of individuals.

(b) The professional worker who provides guidance services is the counselor. To do the work adequately, the counselor needs specific personal characteristics; wide experience in education and employment; a group of professional knowledges, skills, and understandings secured under competent instruction; the support of fellow workers who understand the objectives in the program; and the physical facilities essential to program activities. In carrying out guidance services, a counselor will have three kinds of responsibilities: (1) Counseling the individual and performing the basic functions which underlie counseling; (2) providing leadership and assistance to the school staff in guidance matters; and (3) accumulating and interpreting data from the guidance program for use of the school staff in planning the evolving school program.

§ 102.219 *Duties and qualifications of vocational guidance personnel.* The activities of a vocational guidance program serve to determine the duties of the positions. The duties of a position should determine the qualifications for that position.

[SEAL] RALL I. GRIGSBY,
Acting Commissioner of Education.

Approved: December 28, 1948.

OSCAR R. EWING,
Federal Security Administrator.

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TITLE 50—WILDLIFE

Chapter I—Fish and Wildlife Service, Department of the Interior

MISCELLANEOUS AMENDMENTS

The following substantive provisions are added to the conformation of Title 50—Wildlife (13 F. R. 7432).

Subchapter A—General Provisions

PART 1—DEFINITIONS

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1.1 Meaning of terms.
1.2 Department.
1.3 Service.
1.4 Secretary.
1.5 Director.
1.6 Regional Director.
1.7 Wildlife.
1.8 Take.
1.9 Person.
1.10 Big-game animals.
1.11 Fur animals.
1.12 Game birds.

AUTHORITY: §§ 1.1 to 1.12 issued under R. S. § 161; 5. U. S. C. 22.

§ 1.1 *Meaning of terms.* As used in this subchapter, unless the context otherwise requires, terms shall have the meaning ascribed in this part.

§ 1.2 *Department.* "Department" means the Department of the Interior of the United States.

§ 1.3 *Service.* "Service" means the Fish and Wildlife Service of the Department of the Interior.

§ 1.4 *Secretary.* "Secretary" means the Secretary of the Interior of the United States.

§ 1.5 *Director.* "Director" means the Director of the Fish and Wildlife Service, United States Department of the Interior.

§ 1.6 *Regional Director.* "Regional Director" means any of the Regional Directors of the Fish and Wildlife Service, United States Department of the Interior, having administrative direction over the geographical area involved.

§ 1.7 *Wildlife.* "Wildlife" means wild mammals, wild birds and their nests and eggs, including big-game animals, fur animals, and game birds, as defined in this part, and crustacea, mollusca, fishes, reptiles, amphibians, and their eggs.

§ 1.8 *Take.* "Take" shall have the meaning ascribed by applicable Federal laws and otherwise means to molest, pursue, hunt, shoot, kill, trap, catch, capture, collect, or remove, or attempt to molest, pursue, hunt, shoot, kill, trap, catch, capture, collect, or remove by any means or in any manner.

§ 1.9 *Person.* "Person" includes the plural or singular, as the case demands, of individuals, clubs, associations, partnerships, or corporations.

§ 1.10 *Big-game animals.* "Big-game animals" are buffalo, moose, caribou, elk, deer, bighorns or mountain sheep, mountain goats, antelope, bear, and peccary.

§ 1.11 *Fur animals.* "Fur animals" are beavers, nutrias, martens, otters, minks, muskrats, raccoons, opossums,

and all other animals whose pelts are usable for fur.

§ 1.12 *Game birds.* "Game birds" are all migratory and upland game birds.

Subchapter C—Management of Wildlife Conservation Areas

PART 16—DEFINITIONS

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16.1 Meaning of terms.
16.2 Wildlife conservation area.
16.3 Fish cultural station.
16.4 Game range.
16.5 National wildlife refuge.
16.6 Cooperative refuge.
16.7 Wildlife management area.
16.8 Research refuge.
16.9 Federal Aid area.
16.10 Administrative site.
16.11 Experimental station.
16.12 Officer in charge.
16.13 Big-game animals.

AUTHORITY: §§ 16.1 to 16.13 issued under R. S. 161; 5 U. S. C. 22.

§ 16.1 *Meaning of terms.* As used in this subchapter, unless the context otherwise requires, terms shall have the meanings ascribed in this part.

§ 16.2 *Wildlife conservation area.* "Wildlife conservation area" or "area" shall mean any land, water, or land and water area owned or controlled by the United States that is administered by the Fish and Wildlife Service for the direct or indirect benefit of wildlife.

§ 16.3 *Fish cultural station.* "Fish cultural station" or "station" shall mean any fish cultural station, fishery laboratory, aquarium, or any area or facility at which fish culture, fish spawning, or fish management are conducted, under the administration of the Secretary and supervised by the Service.

§ 16.4 *Game range.* "Game range" is any area of public land administered jointly by the Service and the Bureau of Land Management of the Department primarily for the protection of big-game and upland game species under the terms of an Executive or Public Land Order establishing such area.

§ 16.5 *National wildlife refuge.* "National wildlife refuge" or "refuge" means any refuge, preserve, range, reservation, or breeding ground for wild animals and birds under the administration of the Secretary of the Interior and supervised by the Fish and Wildlife Service.

§ 16.6 *Cooperative refuge.* "Cooperative refuge" means any area transferred to the Department under authority of the Act of August 14, 1946 (60 Stat. 1080), which is administered by the Service.

§ 16.7 *Wildlife management area.* "Wildlife management area" means any area owned or controlled by the United States that is managed and administered by the Conservation Department of the State in which such area is located under the terms of a permit, license, lease, or agreement entered into by/or with the Fish and Wildlife Service.

§ 16.8 *Research refuge.* "Research refuge" means any refuge that is managed and administered by the Service for the primary purpose of conducting scientific investigations and research.

§ 16.9 *Federal Aid area.* "Federal Aid area" means any area of public land that is made available to the State in which the land is situated in connection with the Federal Aid to Wildlife Restoration Act of September 2, 1937 (50 Stat. 917; 16 U. S. C. 669).

§ 16.10 *Administrative site.* "Administrative site means any area owned or controlled by the United States and used by the Service for headquarters, office, service, or other administrative purposes.

§ 16.11 *Experimental station.* "Experimental station" means any area owned or controlled by the United States and used by the Service to conduct wildlife experiments.

§ 16.12 *Officer in charge.* Refuge manager, United States reservation protector, superintendent, district supervisor, fish culturist in charge, deputy, or the authorized representative of any such officer responsible for the management of any wildlife conservation area.

§ 16.13 *Big-game animals.* "Big-game animals" are as defined in § 1.10 of this chapter and for the purposes of this subchapter shall include wild burros, wild horses, and Texas longhorns.

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AUTHORITY: §§ 18.1 to 18.191 issued under Reorg. Plan II, Sec. 4 (e) (f), 53 Stat. 1433; 5 U. S. C. 133t, note. Reorg. Plan III, sec. 3, 54 Stat. 1232; 5 U. S. C. 133t, note. R. S. sec. 161; 5 U. S. C. 22. 18 U. S. C. sec. 41. sec. 10. 45 Stat. 1224; 16 U. S. C. 715i. sec. 401, 49 Stat. 383; 16 U. S. C. 715a. sec. 4, 60 Stat. 1080; 16 U. S. C. 664. secs. 3, 5, 6, & 7, 43 Stat. 650; 16 U. S. C. 723, 725, and 726. Sec. 5, 45 Stat. 448; 16 U. S. C. 690d. 46 Stat. 371.

SUBPART A—PROTECTION OF WILDLIFE

§ 18.1 *Policy.* The wildlife conservation areas administered by the Fish and Wildlife Service have been acquired or are controlled by the Department of the Interior under a number of statutory authorities, many of which were enacted to meet more effectively the obligations of the United States under the treaties with Great Britain and Mexico, but all of which are for the fundamental purpose of developing a nationwide program of wildlife conservation and rehabilitation. These lands are therefore dedicated to the protection of all species of wildlife found thereon and for the further purposes of restoring, developing, and preserving wildlife habitat, perpetuating typical cross sections of wildlife habitat in major ecological areas and managing areas so as to secure maximum production of wildlife for distribution, dispersal, and utilization. The regulations in this subchapter are thus formulated to effectuate these purposes so as to allow reasonable utiliza-

tion of the wildlife conservation areas consistent with these primary objectives.

SUBPART B—PROHIBITED ACTS

§ 18.11 *Hunting.* The hunting or taking of any game birds or game mammals is prohibited on all wildlife conservation areas except that hunting may be permitted within such areas and under such conditions as the Director may determine to be consistent with the management of such wildlife conservation area.

§ 18.12 *Fishing.* Fishing is prohibited on all wildlife conservation areas except on areas designated by Federal statutes and on other areas where the Director determines fishing to be consistent with the purposes for which such areas were established.

§ 18.13 *Trapping.* The trapping of any bird or mammal is prohibited on all wildlife conservation areas except as provided in this part and except on such areas where the Director determines trapping to be consistent with the purposes for which such areas were established.

§ 18.14 *Firearms.* Carrying, possessing, or discharging firearms on any wildlife conservation area is not permitted except as follows:

(a) The officer in charge and other employees of the Department of the Interior designated to conduct predator or rodent control activities and Federal or State officials engaged in law enforcement may carry and use firearms on areas in the performance of official duties;

(b) Persons authorized by permit of the Secretary, countersigned by the Director, to take specimens of wildlife for scientific purposes on any area may use firearms when necessary in collecting such specimens;

(c) The Director may authorize the Regional Directors and officers in charge to issue permits to possess or use firearms on areas for such special purposes as the Director may specify;

(d) Persons crossing any area may carry or transport unloaded, dismantled, or cased firearms over regularly established routes of travel;

(e) Firearms may be used on areas designated by the Director as open to public hunting.

§ 18.15 *Fires.* On all wildlife conservation areas persons are prohibited from (a) setting on fire or causing to be set on fire any timber, brush, grass, or other inflammable material except as authorized by the officer in charge or at locations designated for that purpose within public-use areas; (b) building a campfire in such manner that it is likely to spread or be difficult to extinguish; (c) leaving a campfire unattended or not completely extinguished; or (d) throwing or placing a burning cigarette, match, or any other ignited substance in any place where it may start a fire, or discharging any kind of fireworks on any part of such areas.

§ 18.16 *Disorderly conduct.* Disturbance of the peace or other disorderly conduct is prohibited at all times on all wildlife conservation areas, and no intoxicated person will be permitted to enter or be upon any area for any purpose.

§ 18.17 *Destruction of property.* The destruction, injury, defacement, removal, or disturbance, in any manner, of any building, notice, sign, signboard, equipment, fence, post, road, trail, dike, dike embankment, dam, bridge, fireplace, grate, table, bench, camp equipment, or any other public property of any kind; or of any tree, flower, vegetation, rock, or soil; or of any animal, bird, fish, aquatic plants and animals or other form of wildlife; or of any eggs of any animals or of any nest, den, or lair of any wildlife on all wildlife conservation areas is prohibited except as may otherwise be authorized in this subchapter.

§ 18.18 *Trespassing.* The entering, occupying, using, or being upon any wildlife conservation area or facility thereon is prohibited except as may otherwise be authorized in this subchapter.

§ 18.19 *Dumping.* The dumping of garbage, refuse, or other debris except at points designated by the officer in charge, or the draining or dumping of oil, acids, or poisons in, or otherwise polluting any waters, water holes, or streams within any wildlife conservation area is prohibited except by specific authorization of the Director.

§ 18.20 *Advertising.* Unless special written permission is granted by the officer in charge, private notices or advertisements may not be posted, distributed, or displayed within the boundaries of any wildlife conservation area, except that this prohibition shall not apply to names, addresses, and business designations of a permanent nature regularly carried on trucks, business automobiles, or other vehicles.

§ 18.21 *Gambling.* Gambling in any form or the operation of gambling devices, whether for merchandise or otherwise, is prohibited on all wildlife conservation areas.

TRESPASSING DOMESTIC ANIMALS

§ 18.31 *Trespass prohibited.* The ranging or the running at large of cattle, dogs, or other domestic animals upon any wildlife conservation area, or the entry of such animals upon an area for any purpose, except as specifically authorized in this subchapter, is not permitted.

§ 18.32 *Impoundment authorized.* Domestic animals trespassing on a wildlife conservation area may be impounded by the officer in charge.

§ 18.33 *Disposition of impounded animals; State laws.* Impounded animals shall be disposed of in accordance with State statutes so far as the same may be applicable. In the absence of applicable State statutes the animals shall be disposed of in accordance with the provisions of §§ 18.34 to 18.40.

§ 18.34 *Disposition of impounded animals; notifying owners.* If the owner of an impounded animal is known, prompt written notice of the impounding will be served upon him, and in the event of his failure to remove the impounded animal within five days from delivery of such notice, it will be sold or otherwise disposed of as prescribed in §§ 18.35 to 18.40. If the owner is unknown, no sale or other disposiiton of the animal shall be made until at least fifteen days have elapsed from the date that a notice of the impounding is first published in a newspaper of general circulation in the county in which the trespass occurs and posted at the county courthouse.

§ 18.35 *Disposition of impounded animals; advertising.* Regional Directors and officers in charge of areas may order the publication of notices of disposition of impounded animals in newspapers by direct transmittal to the publisher of the standard form of advertising order approved by the Comptroller General. The notice shall state when and where the animal was impounded; shall describe it by brand or earmark, or both, or, in the absence of such distinguishing marks, by such other means as are necessary reasonably to identify such animal; shall specify the time and place it will be offered at public sale to the highest bidder in default of redemption by the owner on or before that date; and shall reserve the right of the official conducting the sale to reject any and all bids received.

§ 18.36 *Disposition of impounded animals; redemption by owner.* Prior to the public sale of impounded animals the owner may redeem the animal by submitting proof of ownership and paying all trespass and impounding costs as provided in § 18.39.

§ 18.37 *Disposition of impounded animals; certificate of sale.* Upon the sale of any impounded animal in accordance with the provisions of this subpart, the Regional Director, or his authorized representative, shall issue a certificate of sale.

§ 18.38 *Disposition of impounded animals; unsold animals.* If an animal impounded under the provisions of this subpart is offered at public sale and no bid is received, or if the highest bid received is in an amount less than the amount of the claim of the United States or of the officer's appraised value of the animal, whichever is the lesser amount, such animal may, in the discretion of the officer, be sold at private sale for the highest amount obtainable, or be condemned and destroyed or converted to the use of the United States if of value for that purpose.

§ 18.39 *Trespass and impoundment costs.* In determining the claim of the Government in all livestock trespasses on wildlife conservation areas, the value of the forage consumed will be computed at the daily, monthly, or yearly commercial rates prevailing in the locality for the class of livestock found in trespass. In addition, the claim shall include damages to Government property injured or destroyed by trespassing domestic animals, the expenses incurred in impounding, sale, or other disposition of such animals, and the pro rata salary of officers for the time spent and the expenses

incurred in and about the investigations, reports, and final determination of the case.

§ 18.40 *Unsatisfied claims.* When the amount received in the sale of an impounded animal, either at auction or at private sale, or when the appraised value of the animal in case it is converted to the use of the Government, is insufficient to meet the amount of the Government's claim, or when it is necessary to destroy the impounded animal without benefit to the Government, the facts shall be fully reported to the Director for appropriate action to obtain full satisfaction of the Government's claim.

SUBPART C—ACCESS; TEMPORARY USE

ACCESS

§ 18.51 *Access to areas.* Entry to any wildlife conservation area shall be only under appropriate permit issued for the purpose unless otherwise provided in this subchapter.

§ 18.52 *Access to headquarters.* A permit is not required for admission to the headquarters of the officer in charge when the usual line of travel is followed.

§ 18.53 *Access when escorted.* A permit is not required for access to any part of a wildlife conservation area by a person when accompanied by the officer in charge or his designated representative.

§ 18.54 *Access by Interior Department employees.* A permit is not required for access to any part of an area by an employee of the Department of the Interior while on official business.

TEMPORARY USE

§ 18.61 *Temporary use.* A permit is not required for entry and temporary use for recreational or other appropriate purposes of a camp site or other area specifically designated for the use of the public by the Director, the Regional Director, or the officer in charge under such conditions as may be prescribed by such official or officer.

§ 18.62 *Temporary shelter.* A permit is not required for access to any area for temporary shelter or temporary protection.

ROUTES OF TRAVEL

§ 18.71 *Routes of travel.* Whenever fishing, hunting, or other use of any area is permitted, persons entering the area for these purposes shall follow such routes of travel as are designated by the officer in charge or by appropriate posting.

MOTOR VEHICLE OPERATION

§ 18.81 *Safety.* Automobiles and other motor-propelled vehicles entering a wildlife conservation area shall be mechanically safe and in good operating condition and shall be so operated as to be under safe control at all times.

§ 18.82 *Routes of travel.* Motor vehicles operating in any area shall be confined to highways, roads, campgrounds, and parking areas designated for travel and public use.

§ 18.83 *Speed limits.* The speed of any vehicle shall be kept within such limits as may be necessary to avoid accidents, or injury to wild animals or birds on the area. The speed of automobiles and other motor-propelled vehicles, except cars used by Government officials in case of emergency or in law enforcement work on the area, is limited to thirty-five miles an hour on all roads, highways, and designated routes within the area except at specific points so designated where a different limit may be determined by the officer in charge.

§ 18.84 *State motoring laws.* The operation of motor-propelled vehicles within an area shall conform to the laws of the State in which the area is located governing the operation of such vehicles except where further restricted by or under this subchapter.

§ 18.85 *Traffic signs.* Drivers of all vehicles shall comply with directions of all official traffic signs and with the personal direction of the officer in charge or his authorized representatives when directing traffic within an area on any special occasion or under congested traffic conditions.

§ 18.86 *Drunken drivers.* No person who is under the influence of intoxicating liquor shall operate or drive a motor-propelled vehicle of any kind on any road or highway or in any other part of an area.

§ 18.87 *Traffic violations; penalties.* Any violation of traffic regulations within an area shall invalidate the original permission accorded the offender to enter the area, and he shall remove his vehicle from and personally leave the area as directed by the officer in charge, or his authorized representatives, and the offender's presence on the area shall be deemed a continuing trespass for the purpose of enforcement of the provisions of this section and will subject him to ejection from the area or to arrest and prosecution, or both, and each violation shall constitute a separate offense.

SUBPART D—OFFICIAL OPERATIONS

§ 18.101 *Official operations excepted.* The provisions of this subchapter shall not be construed to forbid or interfere with official operations within wildlife conservation areas by employees or agents of any agency of the Government for the use of which the areas or parts thereof have also been appropriated or designated.

§ 18.102 *Enforcement of State laws.* An officer, deputy, or conservation agent who is authorized to enforce the criminal, game, or fish laws of any State may, without permit, enter any wildlife conservation area in his State while in the pursuit of his official duties; provided that such officer or agent shall notify the officer in charge of the circumstances requiring such entry.

SUBPART E—ECONOMIC UTILIZATION OF RESOURCES

§ 18.111 *Permits authorized.* Permits to graze livestock, to harvest hay or stock feed, to remove timber, firewood, or other spontaneous products of the soil, or shell, sand, earth, or gravel, to occupy or cultivate areas, to erect or occupy residences or other buildings, to engage in or solicit any business, or to make any other use of or to enjoy any other privilege in connection with a wildlife conservation area that the Director may find to be not inconsistent with its objects may be issued by the Director, the Regional Director, or the officer in charge upon such terms as the Director may determine to be in the public interest.

§ 18.112 *Rates of charge.* Permits may be issued in compliance with applicable provisions of law only at such rates of charge, if any, as may be determined by the Director to be commensurate with the value of the privilege granted, having due regard to the prevailing market prices in the vicinity.

§ 18.113 *Cooperative farming.* Whenever the Director determines it to be advantageous to the United States, he may authorize the Regional Director or the officer in charge to enter into cooperative agreements with officials, organizations, associations, and individuals for the cultivation of land of the United States within wildlife conservation areas. Such agreements may provide for the leaving of specified acreages of grain, hay, other feed, or cover for wildlife on the area as consideration for such agreements, or may provide for the harvesting and delivery to the officer in charge of certain percentages of the harvested crops to be stored and used for feeding wildlife, or for a combination of both methods as the occasion may require.

§ 18.114 *Harvesting spontaneous products.* Hay, grass, and seeds growing without cultivation may be harvested under cooperative agreements with persons whereby certain percentages of the harvested crops will be stored and used for feeding wildlife or for the purpose of planting crops of benefit to wildlife.

SUBPART F—SURPLUS ANIMALS AND PRODUCTS

§ 18.131 *Disposition of animals and products.* Wildlife, including longhorned cattle, wild burros, and wild horses, surplus to a wildlife conservation area's needs and requirements, or the disposal of which is essential to the maintenance of a balanced wildlife population and management program may be sold or otherwise disposed of in accordance with the applicable provisions of §§ 18.141 to 18.161, as the Director may determine to be in the public interest; provided that in the discretion of the Director surplus wildlife may be exchanged for like or other species, or may be donated or loaned to State, county, city, or municipal zoos, parks, or game preserves and ranges, or to private institutions for propagation, restocking, or exhibition. The recipients shall pay any expense incident to the capture, crating, removal, and transportation of such animals as the Director may require.

BIG-GAME ANIMALS

§ 18.141 *Determination of surpluses.* The Director shall from time to time determine the number of surplus big-game animals, not including wild burros and wild horses, in the respective herds

on fenced portions of wildlife conservation areas and the terms and conditions of the disposition of such animals, and thereafter shall announce them for sale for propagation, restocking, exhibition, or food.

§ 18.142 *Live sales.* In the sale of surplus big-game animals, preference shall be given to applications to purchase them alive for propagation, restocking, or exhibition.

§ 18.143 *Transfers within Federal Services.* Surplus big-game animals not disposed of under §§ 18.141 and 18.142 may be transferred to an Indian Agency or to other Federal agency on application therefor by such agency for restocking, propagation, or food, said agency to pay all expenses incident to the capturing or butchering of the animals and their removal and transportation.

§ 18.144 *Substandard animals.* Substandard animals, carcasses of animals accidentally killed or injured, and hides, heads, horns, or other parts of such animals may be disposed of at public or private sale under the direction of the Director at the best prices obtainable.

§ 18.145 *Wild burros and wild horses.* Surplus wild burros and wild horses existing on wildlife conservation areas may be disposed of by private or public sale at the best prices obtainable, or if no market is reasonably available, they may be otherwise disposed of at the direction of the Director.

FUR ANIMALS

§ 18.151 *Determination of surpluses.* The Director shall from time to time determine the number of surplus fur animals on wildlife conservation areas and, within the limits of authorization by law, the terms and conditions of the disposition of such animals.

§ 18.152 *Trapping by Service employees.* Under the direction of the Director and subject to such conditions as may be prescribed by him, surplus fur animals may be taken by employees of the Service in their official capacity.

§ 18.153 *Share and fee trapping.* Under the direction of the Director and subject to such conditions as may be prescribed by him, surplus fur animals may be taken under permit issued by the Director, Regional Director, or officer in charge, upon such terms and at such rates of charge or at such division of the pelts or carcasses as may be determined by the Director to be commensurate with the value of the operation or privilege granted, having due regard to prevailing market values and trapping conditions.

§ 18.154 *General public trapping.* Under the direction of the Director and subject to such conditions as may be prescribed by him, surplus fur animals may be taken by public trapping under permit issued by the officer in charge, such trapping to be at such rates of charge, if any, as the Director may determine to be commensurate with the value of the privilege granted, having due regard to prevailing market value and trapping conditions.

§ 18.155 *Piece-work trapping.* In accordance with regulations governing the employment of persons, trappers may be employed for the purpose of taking of fur animals on wildlife conservation areas on the basis of a fee for each fur animal trapped or on such other basis as the Director may consider to be equitable. The amount of the fee to be paid trappers for each species and classification of fur animals shall be determined by the Director.

§ 18.156 *Trapping permits.* Any person exercising the privilege of trapping within a wildlife conservation area shall be in possession of such valid trapping permit issued by the Service as may be required pursuant to this subchapter. He shall carry such permit or evidence thereof on his person while trapping, and when requested to do so, shall exhibit the same to any officer or employee of the Department authorized to enforce the game and fish laws of the United States.

§ 18.157 *Qualification of trappers.* Prior to the issuance of a permit for trapping on any wildlife conservation area each applicant shall secure and possess a valid resident trapping license issued by the State in which the area is located.

§ 18.158 *Disposition of furs.* The disposition or sale of fur animals and the pelts or carcasses thereof accruing to the United States may be made upon such lawful terms and conditions as the Director shall determine to be for the best interests of the United States or for the advancement of knowledge and the dissemination of information regarding wildlife, including but not limited to sale in the open market, exchange for animals of the same or other kinds, and gifts or loans to public or private institutions for exhibition or propagation, or they may be used by the Service for wildlife management and research purposes.

§ 18.159 *Prohibited methods and acts.* Except as otherwise authorized in this subchapter, the possession or use within the boundaries of a wildlife conservation area of any trap or other device that does not comply with the requirements of the laws and regulations of the State wherein the area lies, or of a spear or any other similar device, by means of which fur animals may be taken, is prohibited. Unless specially authorized by permit, no person shall hunt fur animals with a gun or with the aid of a dog, or disturb or molest any muskrat house, beaver house, beaver dam, or fur-animal den, or set a trap within three feet of any muskrat house or feeding house or fur-animal den or within one hundred feet of any beaver house or beaver dam. No person shall run a trap line or visit traps between sunset and one-half hour before sunrise.

§ 18.160 *Trapped birds and mammals.* Birds and mammals other than those authorized to be trapped that are found alive in the traps of the permittee shall be immediately liberated. Birds and mammals other than those authorized to be trapped that are found dead or mortally injured in the traps shall be immediately turned over to the officer in charge or his representative.

§ 18.161 *Forfeiture of trapping privileges.* Failure of any person trapping on an area to comply with any of the provisions, conditions, restrictions, or requirements of the regulations in this subchapter, or the violation by him of any provision of Federal laws or regulations applicable to wildlife, not only will render such person liable to prosecution under the law, but also will be sufficient cause for removing him from the area and for refusing him further trapping privileges on such area or any other use or privilege on any such area for which a permit may be required.

SUBPART G—EXHIBITION AND REVOCATION OF PERMITS

§ 18.181 *Exhibition of permits.* The holder of a permit authorizing him to be upon an area shall exhibit it at any reasonable time upon request of any officer or employee of the Department engaged in the administration or enforcement of laws or regulations applicable to the area and shall furnish such further reasonable information concerning his identification as may be required by such officer or employee.

§ 18.182 *Revocation of permits.* If advantageous to the United States, a permit may be terminated at any time by agreement between the issuing officer and the permittee; it may be revoked by the Regional Director for noncompliance with the terms thereof or of the regulations in this subchapter, for nonuse, or for violation of any law, regulation, or order applicable to the area, or for violation of any State or Federal law protecting wildlife or the nests or eggs of wildlife; and it is at all times subject to discretionary revocation by the Director.

SUBPART H—PENALTIES

§ 18.191 *Penalties.* Failure of any person to comply with any of the provisions, conditions, restrictions, or requirements of the regulations in this subchapter, or the violation of any provision of Federal laws or regulations applicable to wildlife, not only will render such person liable to prosecution under the law, but shall also be sufficient cause for denying him any use or privilege for which a permit may be required on any such area, and if a permittee, shall be sufficient cause to invalidate the original permission or to refuse him further use or privilege for which a permit may be required.

Dated: December 22, 1948.

J. A. KRUG,
Secretary of the Interior.

[F. R. Doc. 48-11360; Filed, Dec. 29, 1948; 9:11 a. m.]

Subchapter G—Alaska Aquatic Mammals Other Than Whales

ADMINISTRATION OF PRIBILOF ISLANDS; PROTECTION OF ALASKA SEA LIONS

Parts 141 and 142 of Subchapter G of Chapter I, Title 50 (13 F. R. 7433), Code

of Federal Regulations, are issued as follows:

PART 141—ADMINISTRATION OF THE PRIBILOF ISLANDS

SUBPART A—PROTECTION OF FUR SEALS

Sec.
141.1 Visits to seal rookeries.
141.2 Observation restricted.
141.3 Special restrictions; St. Paul Island.
141.4 Penalties.
141.5 Dogs prohibited.

SUBPART B—LANDING AND USE OF LIQUOR

141.26 Purposes for which liquor may be used.
141.27 Making by natives prohibited.
141.28 Landing of liquor.

AUTHORITY: §§ 141.1 to 141.5 issued under secs. 6, 17, 58 Stat. 102, 104; 16 U. S. C. 631f, 631q. §§ 141.26 to 141.28 issued under secs. 8, 17, 58 Stat. 102, 104; 16 U. S. C. 631h, 631q.

SUBPART A—PROTECTION OF FUR SEALS

§ 141.1 *Visits to seal rookeries.* Persons lawfully landing on any of the Pribilof Islands, whether to remain temporarily or otherwise, must confine themselves to their lawful activities, and any visiting of rookeries or hauling grounds of seals or sea lions must first be authorized by the Department's agents-in-charge.

§ 141.2 *Observation restricted.* In order that persons authorized or permitted to land may have an opportunity to observe the seal life, the Department's agents-in-charge will provide escorts, at convenient times, to accompany interested persons to proper observation points. No side digressions from the designated observation points will be permitted, and there will be no visiting of rookeries except under such escorts. On St. Paul Island the usual observation point for persons temporarily present shall be what are commonly known as "Observation Rocks" at Gorbatch rookery.

§ 141.3 *Special restrictions; St. Paul Island.* Persons authorized to land at St. Paul Island, whether to remain temporarily or otherwise, are required except under circumstances specifically authorized by the Department's agent-in-charge, to remain on that portion of the island in and about the village of St. Paul which is bounded by the shore line, including that of the salt lagoon and its outlet, and two straight lines running approximately as follows: The first from the shore at Black Bluffs to the southerly portion of the salt lagoon, passing to the eastward of the natives' cemetery, the natives' wells, and the by-products plant; the second to cut across the isthmus at Zolotoi Sands. The land lines as described will be indicated by notices posted at suitable intervals.

§ 141.4 *Penalties.* Any person willfully violating the regulations in this subpart will be regarded as a trespasser and will be required to leave the islands at the first opportunity, and will be subject to such other action as may be deemed appropriate pursuant to law.

§ 141.5 *Dogs prohibited.* In order to prevent molestation of the fur-seal and fox herds, the landing of any dogs at the Pribilof Islands is prohibited.

SUBPART B—LANDING AND USE OF LIQUOR

§ 141.26 *Purposes for which liquor may be used.* The giving of intoxicating liquors to the natives of the Probilof Islands, except as medicine and in religious ceremonies, is prohibited under all circumstances. When in the opinion of the official physician on either island it is necessary to administer an alcoholic liquor as a medicine, he shall in each case make a permanent public record thereof, stating the kind and amount required, the name of the patient, and the nature of the disease or condition requiring such treatment.

§ 141.27 *Making by natives prohibited.* The making of "quass" or other alcoholic drink by the natives is prohibited. Natives who, after due warning, continue to make or use such liquors will be properly disciplined. The agents are authorized to withhold from such natives all supplies from which quass or other intoxicating beverages can be made.

§ 141.28 *Landing liquor.* No alcohol or alcoholic liquor of any kind shall be landed on the Pribilof Islands except by permission of the General Manager of the Pribilof Islands, Fish and Wildlife Service.

PART 142—PROTECTION OF ALASKAN SEA LIONS

§ 142.1 *Purposes for which sea lions may be taken.* The killing of sea lions in the Territory of Alaska, or in any of the waters of Alaska over which the United States has jurisdiction, is permitted as follows:

(a) By natives for food or clothing, and by miners or explorers when in need of food.

(b) By anyone in the necessary protection of property or while such animals are destroying salmon or other food fish.

(c) Under permits issued by the Secretary of the Interior authorizing the taking of specimens for scientific purposes. (48 Stat. 976; 16 U. S. C. 659)

Date: December 24, 1948.

J. A. KRUG,
Secretary of the Interior.

[F. R. Doc. 48-11397; Filed, Dec. 29, 1948; 9:16 a. m.]

PROPOSED RULE MAKING

DEPARTMENT OF AGRICULTURE

Production and Marketing Administration

[7 CFR, Part 26]

PROPOSED AMENDMENTS OF OFFICIAL GRAIN STANDARDS

WHEAT AND OATS

Notice is hereby given in accordance with section 4 (a) of the Administrative Procedure Act (5 U. S. C. 1003 (a)) that the Secretary of Agriculture pursuant to the United States Grain Standards Act, as amended (7 U. S. C. 1946 ed. 71–87) is considering amending the Official Grain Standards of the United States for Wheat (7 CFR 26.101–26.121, as amended), the Official Grain Standards of the United States for Corn (7 CFR 26.151–26.158, as amended), the Official Grain Standards of the United States for Oats (7 CFR 26.251–26.263, as amended) and the Official Grain Standards of the United States for Soybeans (7 CFR Cum. Supp. 26.601–26.610) in the following respects:

1. It is proposed to amend § 26.103, "Hard Red Spring Wheat; grade requirements", by deleting footnote reference 2 at grade 4 and related footnote 2 and by inserting in lieu thereof a footnote reference 2 at grades "No. 1 Heavy", "No. 1", and "No. 2", and a new footnote 2 reading as follows:

[2] The wheat in grades No. 1 Heavy and No. 1 of this class may contain not more than 7 percent, and the wheat in grade No. 2 of this class may contain not more than 10 percent, of shrunken and/or broken kernels of grain and other matter that will pass through a 20-gage metal sieve with slotted perforations 0.064 inch wide by ⅜ inch long.

2. It is proposed to amend § 26.106, "Durum Wheat and Red Durum Wheat; grade requirements", by deleting footnote reference 3 at grade 4 and related footnote 3 and by inserting in lieu thereof a footnote reference 3 at grades "No. 1", "No. 2", and "No. 3", and a new footnote 3 reading as follows:

[3] The wheat in grades No. 1 and No. 2 of each of these classes may contain not more than either (a) 7 percent of shrunken and/or broken kernels of grain and other matter that will pass through a 20-gage metal sieve with slotted perforations 0.064 inch wide by ⅜ inch long, or (b) 10 percent of all such material that will pass through said sieve together with the broken kernels of grain of any size which remain on said sieve; and the wheat in grade No. 3 of each of these classes may contain not more than either (a) 10 percent of shrunken and/or broken kernels of grain and other matter that will pass through said sieve, or (b) 15 percent of all such material that will pass through said sieve together with the broken kernels of grain of any size which remain on said sieve.

3. It is proposed to amend § 26.108, "Hard Red Winter Wheat; grade requirements", § 26.110 "Soft Red Winter Wheat; grade requirements", and § 26.112, "White Wheat; grade requirements", by deleting in each section footnote reference 1 at grade 4 and related footnote 1 and by inserting in lieu thereof in each section a footnote reference 1 at grades "No. 1", "No. 2", and "No. 3" and a new footnote 1 reading as follows:

[1] The wheat in grades No. 1 and No. 2 of this class may contain not more than 7 percent, and the wheat in grade No. 3 of this class may contain not more than 10 percent, of shrunken and/or broken kernels of grain and other matter that will pass through a 20-gage metal sieve with slotted perforations 0.064 inch wide by ⅜ inch long.

4. It is proposed to amend § 26.257, "Special grade; cereal oats", by deleting the word "cereal" wherever it appears therein and substituting in lieu thereof the word "thin".

5. It is proposed to amend §§ 26.158 (c) and 26.610 (c) by deleting therefrom the word "air" and substituting in lieu thereof the word "water".

Any person who wishes to submit written data, views, or arguments concerning the foregoing proposed amendments may do so by filing them with the Administrator, Production and Marketing Administration, United States Department of Agriculture, Washington 25, D. C. within 7 days after publication of this notice in the FEDERAL REGISTER.

Done at Washington, D. C. this 24th day of December 1948. Witness my hand and the seal of the United States Department of Agriculture.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48–11367; Filed, Dec. 29, 1948; 9:07 a. m.]

[7 CFR, Part 975]

HANDLING OF MILK IN CLEVELAND, OHIO, MARKETING AREA

DECISION WITH RESPECT TO A PROPOSED MARKETING AGREEMENT AND TO A PROPOSED AMENDMENT TO THE ORDER, AS AMENDED

Pursuant to Public Act No. 10, 73d Congress (May 12, 1933), as amended, and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, as amended (hereinafter referred to as the "act"), and the rules of practice and procedure, as amended, governing proceedings to formulate marketing agreements and orders (7 CFR, Supps., 900, 1 et. seq.; 12 F. R. 1159, 4904), a public hearing was held at Cleveland, Ohio, on December 7, 1948, upon a proposed amendment to the tentatively approved marketing agreement and to the order, as amended, regulating the handling of milk in the Cleveland, Ohio, marketing area.

Preliminary statement. The proposed amendment considered at the hearing was submitted by the Milk Producers Federation of Cleveland.

The material issues presented at such hearing were as follows:

(1) The establishment of price levels below which the Class I prices would not be permitted to decline during the next few months prior to April 1, 1949.

(2) The need for emergency action which warrants immediate effectuation of a revision in the order.

Findings and conclusions. The following findings and conclusions on the material issues are based upon evidence introduced at the hearing:

(1) The price of Class I milk, except sweet or sour cream and mixtures of cream and milk (or skim milk), should not be less than $4.80 per hundredweight from the effective date of this amendment through February 1949. For the month of March 1949, the price for corresponding Class I milk products should be not less than $4.58. A "floor" price should not be placed on sweet or sour cream, or any mixture of cream and milk (or skim milk), in Class I milk for such months.

Under the present pricing provisions of the order the prices for Class I milk are determined by adding specified dollar and cent differentials to a "basic formula price". For most months, and particularly in recent months, the basic formula price has been the monthly average price paid farmers for milk by 18 selected manufacturing plants named in the order. Prices paid for milk by such manufacturing plants show a sharp decline since July. This decline has resulted in a corresponding decline in the minimum prices of Class I milk under the order. Such decline has occurred at a time of the year when both farm prices for the fluid milk market and for condensery milk could be expected to increase seasonally. It was proposed that the minimum price of milk for Class I use except in cream and cream products in fluid form, be fixed at $5.25 per hundredweight until April 1, 1949 and that milk for the latter products be priced with a floor 15 cents per hundredweight less, or $5.10.

Data in the record for 1940–1947 show increases in condensery prices each year between July and the fall months. Conversely, prices in the fall months of 1948 have declined over 25 percent from the July level. This contraseasonal movement of milk prices, occurring at a time of the year when production costs normally increase, has caused considerable uncertainty as to price movements and levels in the next few months in the milkshed supplying the Cleveland marketing area.

Voluntary premiums, exclusive of bonuses for extra quality or quantity production of milk, have been paid in addition to the minimum prices by most handlers since August, 1948. Such premiums averaged $0.33, $0.36, and $0.25 per hundredweight on the milk affected, in the months of August, September, and October respectively. They were paid on 77–80 percent of the producer milk received by handlers during such months. It appears that such premiums will be continued for November and December and have been offered mainly as an inducement to greater milk production in the fall and winter months of

the year, even though total supplies at pool plants have been larger in the fall of 1948 than for the corresponding months a year earlier.

The record indicates that conditions are generally more favorable to milk production in the milkshed this fall as compared with a year ago. There has been a substantial decline in protein feed prices recently. However, beef cattle and hog prices remain relatively high as compared with milk prices. The testimony indicated that with the relatively high prices for beef, farmers will curtail or even liquidate dairy herds. Also, in spite of a decrease in protein feed prices, with the harvesting of 1948 feed crops and the availability of record quantities of feed per animal, milk production costs are being maintained at relatively high levels as compared with recent milk price movements by current wage levels for farm labor, and recent increases in farm machinery prices. Also, hay prices are slightly above the level of a year ago. The favorable ratio shown between milk prices and feed prices for recent months follows a long period characterized by an unfavorable ratio. It appears unlikely that further declines of substantial nature in feed prices will occur during the coming winter months. The record indicates a strengthening of feed prices in the last few weeks. The decline in the Class I price which has occurred endangers the more favorable ratio of the last few months. A further decrease at this time conceivably could destroy rapidly the advantage recently gained and tend to discourage future milk deliveries to Cleveland.

There has been a substantial increase in the amount of milk received from producers in recent months as compared with the corresponding period of 1947. From January through October producer receipts increased more than 6.6 percent over the same 10 months period in 1947. On the other hand, sales of milk in fluid form decreased about .4 percent. Producer numbers in October 1948 were about 25 percent higher than in the previous October. From these data, it appears that at the producer price levels in effect substantial gains in milk production relative to fluid milk needs have been made this year. However, from data presented on milk and cream receipts from other sources, it is apparent that the amount of producer milk has not been sufficient to meet the Class I requirements of all handlers this year.

In view of the increases which have occurred in milk deliveries in relation to the same periods last year and in relation to sales of Class I milk, it is not considered appropriate to increase prices to the level proposed. Rather, a further contraseasonal decline through the operation of the current formula should be prevented by providing a minimum Class I price (except cream and cream products in fluid form) of $4.80 for the coming months of January and February 1949. This is approximately the average price as shown by the record to have been paid by the manufacturing plants for the period October 1–15, 1948, plus the Class I differential of $1.15. In order to mitigate the possibility of a contraseasonal price situation as the spring production season approaches, it is concluded that such minimum Class I price should be maintained at a somewhat lower level for March 1949 (22 cents per hundredweight less).

There is a substantial quantity of milk produced for manufacturing purposes in and near the Cleveland supply area. It is generally accepted in the market that over a period of time market prices must maintain a reasonable relationship to manufacturing milk prices. If manufactured milk prices become established on a somewhat lower level it is to the best interest of the Cleveland market at this time to make an adjustment to a lower level gradually, as production normally tends to increase. At this time it is impossible to determine whether the recent drop in condensery prices and the general weakening of wholesale prices of dairy products represents a general decline in the level of prices or a temporary maladjustment in such prices. Even if it is a decline in the level of prices, it is not felt under the present situation with respect to production cost factors that a drastic contraseasonal movement of prices should prevail.

In view of the above-stated facts, it appears reasonable, however, that prices during January and February 1949 should not fall below the $4.80 level for Class I milk (except cream and cream products in fluid form). While costs have remained relatively high, nevertheless, the historical relationship between manufacturing milk prices and prices to producers in the Cleveland market indicates that a higher price than proposed herein could result in uneconomical marketing response. Such Class I price in March 1949 should not decrease more than 22 cents from the corresponding price in January. Producers will be assured of a gradual adjustment to a lower level of prices in early 1949 if such level then prevails. The establishment of fixed minimum prices for Class I milk, except sweet or sour cream and mixtures of cream and milk (or skim milk), through March 1949 is necessary to assure an adequate supply of pure and wholesome milk for the Cleveland market. It is also particularly important to the maintenance of present herds for future supplies, is necessary to promote orderly marketing, and is in the public interest.

It was proposed also that milk utilized for cream and for mixtures of cream and milk (or skim milk), in Class I milk be priced during the same period in relation to other Class I milk at the price differential provided by § 975.6 (b) (1) of the order. However, because of the substantial difference between the price of cream made from producer milk and the price of cream available from outside sources that would be caused currently from such a "floor" and because of the nature of cream handling in the Cleveland market, it is not considered appropriate to establish at this time a fixed minimum price on milk for such use. On the other hand, with the low percentage of producer milk so utilized the fixing of a specified price level for milk for such use would have only minor effect on the uniform price.

(2) An emergency exists which requires that action be taken promptly to amend the order, as amended, to effectuate the findings and conclusions set forth above without allowing time for a recommended decision by the Assistant Administrator, Production and Marketing Administration, and the filing of exceptions thereto. The due and timely execution of the functions of the Secretary of Agriculture under the Act imperatively and unavoidably requires the omission of such recommended decision and the filing of exceptions thereto. The testimony shows that under the prevailing conditions the decline in the Class I price is now seriously threatening the supply of milk for the marketing area. Any further delay in effectuating the needed changes in the order, as amended, would seriously threaten an adequate supply of pure and wholesome milk for the Cleveland market, and would be contrary to the public interest.

(3) *General.* (a) The proposed marketing agreement and the order, as amended, and as hereby proposed to be further amended, and all the terms and conditions thereof will tend to effectuate the declared policy of the act;

(b) The proposed marketing agreement and the order, as amended, and as hereby proposed to be further amended, will regulate the handling of milk in the same manner as, and will be applicable only to persons in the respective classes of industrial and commercial activity, specified in the marketing agreement upon which a hearing has been held; and

(c) The prices calculated to give milk produced for sale in the said marketing area a purchasing power equivalent to the purchasing power of such milk as determined pursuant to sections 2 and 8e of the act are not reasonable in view of the price of feeds, the available supplies of feeds, and other economic conditions which affect market supply and demand for such milk, and the minimum prices specified in the proposed marketing agreement and the order, as amended, and as hereby proposed to be further amended, are such prices as will reflect the aforesaid factors, insure a sufficient quantity of pure and wholesome milk, and be in the public interest.

Rulings on proposed findings and conclusions. Written arguments and proposed findings and conclusions submitted on behalf of interested persons were considered, along with the evidence in the record, in making the findings and reaching the conclusions herein set forth. To the extent that the proposed findings and conclusions differ from the findings and conclusions contained herein, the specific or implied requests to make such findings are denied because of the reasons stated in support of the findings and conclusions in this decision.

Determination of representative period. The month of September 1948 is hereby determined to be the representative period for the purpose of ascertaining whether the issuance of an order amending the order, as amended, regulating the handling of milk in the Cleveland, Ohio, marketing area, in the manner set forth in the attached amending order is approved or favored by pro-

ducers who during such representative period were engaged in the production of milk for sale in the marketing area specified in such marketing order, as amended.

Marketing agreement and order. Annexed hereto and made a part hereof are two documents entitled "Order Amending the Order, As Amended, Regulating the Handling of Milk in the Cleveland, Ohio, Marketing Area" and "Marketing Agreement Regulating the Handling of Milk in the Cleveland, Ohio, Marketing Area" which have been decided upon as the appropriate and detailed means of effecting the foregoing conclusions. These documents shall not become effective unless and until the requirements of § 900.14 of the rules of practice and procedure, as amended, governing proceedings to formulate marketing agreements and marketing orders have been met.

It is hereby ordered, That all of this decision except the attached marketing agreement, be published in the FEDERAL REGISTER. The regulatory provisions of said marketing agreement are identical with those contained in the attached order amending the order, as amended, which will be published with the decision.

This decision filed at Washington, D. C., this 24th day of December 1948.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

Order,[1] *Amending the Order, as Amended, Regulating the Handling of Milk in the Cleveland, Ohio, Marketing Area*

§ 975.0 *Findings and determinations.* The findings and determinations hereinafter set forth are supplementary to and in addition to the findings and determinations made in connection with the issuance of this order and of each of the previously issued amendments thereto; and all of said previous findings and determinations are hereby ratified and affirmed, except insofar as such findings and determinations may be in conflict with the findings and determinations set forth herein.

(a) *Findings upon the basis of the hearing record.* Pursuant to Public Act No. 10, 73d Congress (May 12, 1933), as amended and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, as amended (hereinafter referred to as the "act"), and the rules of practice and procedure, as amended, governing proceedings to formulate marketing agreements and orders (7 CFR, Supps., 900.1 et seq.), a public hearings was held December 7, 1948, upon a proposed amendment to the tentatively approved marketing agreement and to the order, as amended, regulating the handling of milk in the Cleveland, Ohio, marketing area. Upon the basis of the evidence introduced at such hearing and the record thereof, it is found that:

(1) The said order, as amended, and as hereby further amended, and all of the terms and conditions thereof, will tend to effectuate the declared policy of the act;

(2) The prices calculated to give milk produced for sale in said marketing area a purchasing power equivalent to the purchasing power of such milk as determined pursuant to §§ 2 and 8e of the act are not reasonable in view of the price of feeds, the available supplies of feeds, and other economic conditions which affect market supply and demand for such milk, and the minimum prices specified in the order, as amended, and as hereby further amended, are such prices as will reflect the aforesaid factors, insure a sufficient quantity of pure and wholesome milk, and be in the public interest; and

(3) The said order, as amended, and as hereby further amended, regulates the handling of milk in the same manner as, and is applicable only to persons in the respective classes of industrial and commercial activity, specified in a marketing agreement upon which a hearing has been held.

Order relative to handling. It is therefore ordered, that on and after the effective date hereof, the handling of milk in the Cleveland, Ohio, marketing area shall be in conformity to and in compliance with the terms and conditions of the aforesaid order, as amended, and as hereby further amended; and the aforesaid order, as amended, is hereby further amended as follows:

1. Delete § 975.6 (b) (1) and substitute therefor the following:

(1) Add to the basic formula price the following amount for the delivery period indicated: May and June, $0.85; September, October, November, December, January, and February, $1.15; and all others, $1.00: *Provided,* That in no event shall the price for Class I milk (other than that described in the second proviso of this subparagraph) be lower than $4.80 from the effective date of this amendment through February 1949; and not lower than $4.58 for the delivery period of March 1949: *And provided further,* That the minimum price of sweet or sour cream, or of any mixture of cream and milk (or skim milk), in Class I milk shall be the price computed pursuant to this subparagraph prior to the application of the above proviso, less 15 cents.

[F. R. Doc. 48-11373; Filed, Dec. 29, 1948; 9:15 a. m.]

[1] This order shall not become effective unless and until the requirements of § 900.14 of the rules of practice and procedure, as amended governing proceedings to formulate marketing agreements and orders have been met.

Bureau of Entomology and Plant Quarantine

[7 CFR, Part 301]

NOTICE OF PROPOSED AMENDMENT OF REGULATIONS SUPPLEMENTAL TO QUARANTINE NO. 58 RELATING TO PUERTO RICAN FRUITS AND VEGETABLES

PREFLIGHT INSPECTION IN PUERTO RICO OF AIRCRAFT, CARGO, ETC.

Notice is hereby given under section 4 (a) of the Administrative Procedure Act (5 U. S. C. 1003 (a)) that the Secretary of Agriculture of the United States, pursuant to section 8 of the Plant Quarantine Act of 1912, as amended (7 U. S. C. 161), proposed to amend the regulations supplemental to quarantine No. 58 relating to Puerto Rican fruits and vegetables (7 CFR Cum. Supp. 301.58–1 through 301.58–14) by adding thereto a new section reading as follows:

§ 301.58–15 *Special provisions for preflight inspection in Puerto Rico of aircraft, cargo, etc.* Notwithstanding any other provisions in the regulations in this part, any aircraft proceeding from Puerto Rico to or through any other Territory, State, or District of the United States, and its cargo and stores, and the baggage and other personal belongings of its passengers and crew members, may at the discretion of an inspector, be inspected as provided in this section immediately prior to the departure of such aircraft from Puerto Rico, in lieu of inspection at port of debarkation, and the provisions of §§ 301.58–4 and 301.58–6 through 301.58–12 shall not apply to such aircraft, cargo, stores, baggage, and personal belongings which are so inspected. When such aircraft, cargo, stores, baggage, and personal belongings have been so inspected and found free of articles or insects, the movement of which is prohibited by § 301.58 and the regulations in this part, the inspector shall issue a certificate to that effect for delivery to the aircraft commander as evidence for later presentation at the port of debarkation that such inspection has been made. Any aircraft found upon such preflight inspection to contain or to be contaminated with any articles or injurious insects, the movement of which is prohibited by § 301.58 and the regulations in this part, shall be disinfected by the person in charge or in possession of such aircraft, under the supervision of an inspector and in manner prescribed by him, before it will qualify for such a certificate. When in the judgment of the inspector a hazard of spread of injurious insects is presented in the movement of aircraft to be given preflight inspection, disinfection of such aircraft, by the inspector or, under his supervision, by the person in charge or possession of the aircraft, may be required by the inspector before the aircraft will qualify for such a certificate. Articles authorized movement in § 301.58–3 must be inspected and certified, or otherwise approved by the inspector for movement, before being taken aboard any aircraft as cargo, stores, baggage, or otherwise, when such aircraft is to be given preflight inspection, and must in other respects comply with the requirements of §§ 301.58–3 and 301.58–5 except in so far as contrary provision is made in this section.

The purpose of the amendment will be to authorize the preflight inspection and certification at the port of embarkation in Puerto Rico of aircraft proceeding to other Territories, States, or Districts of the United States, and the cargo, etc. of

such aircraft, and otherwise to facilitate compliance by operators of aircraft so inspected with the requirements of the regulations supplemental to quarantine No. 58 relating to Puerto Rican fruits and vegetables. At the present time, the regulations in this part permit inspection and clearance of aircraft only at the port of debarkation outside of Puerto Rico.

All persons who desire to submit written data, views, or arguments in connection with this proposal should file them with the Chief of the Bureau of Entomology and Plant Quarantine, Agricultural Research Administration, Washington 25, D. C., within 10 days after publication of this notice in the FEDERAL REGISTER.

Done at Washington, D. C., this 24th day of December 1948. Witness my hand and the seal of the United States Department of Agriculture.

[SEAL] CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48-11371; Filed, Dec. 29, 1948; 9:07 a. m.]

NOTICES

DEPARTMENT OF THE TREASURY

United States Coast Guard

[CGFR 48-71]

DESCRIPTION OF ORGANIZATION AND FUNCTIONS

SECTION 1. *Authority and functions*—(a) *Authority.* Pursuant to the act of January 28, 1915, (38 Stat. 800; 14 U. S. C. 1), as amended, the Coast Guard is constituted a military service and at all times constitutes a branch of the land and naval forces of the United States, operating under the Treasury Department in time of peace and as a part of the Navy in time of war, or whenever the President shall so direct.

(b) *Functions.* The functions of the Coast Guard embrace in general terms maritime law enforcement, saving and protecting life and property, safeguarding navigation on the high seas and navigable waters of the United States, and readiness for military operations.

SEC. 2. *General organization* — (a) *Basic organization.* The Coast Guard basic organization pattern reflects an assignment of military and administrative authority and responsibility among Coast Guard Headquarters, the District Offices, and individual units in the field. Duties of the Coast Guard are in most instances actually performed by individual operating units such as ships; aircraft; air, light, radio, and lifeboat stations; captain of the port offices; marine inspection offices; and individual logistics units such as recruiting, receiving, and training stations; repair yards; and electronic repair shops. A district office provides central direction and coordination of the performance of duties by individual field units located within the geographical limits of the district. Headquarters plans, supervises, and coordinates the activities of the several districts and gives immediate direction to specific units in the field where such units report directly to Headquarters although located within the geographical limits of a particular district.

(b) *Chain of command.* The chain of administrative and military command ordinarily runs from the Commandant to the District Commander, and in turn from the District Commander through the Group (or Section) Commander if there be one to the commanding officer or officer in charge of a particular operating or logistics unit. In the case of units reporting directly to Headquarters, the chain of command runs directly from the Commandant to the commanding officer of the unit.

(c) *Administrative staffs.* Administrative staffs are provided to assist the Commandant and the District Commanders in discharging their responsibilities. Any authority which these officers have is derived from the Commandant or the District Commander.

SEC. 3. *Central Organization*—(a) *Commandant.* The commandant, U. S. Coast Guard, acts as chief of the Coast Guard and is charged with the administration of the Coast Guard. His authority is derived from statutes, regulations issued pursuant thereto, executive orders, and proclamations which cover the finality of decisions made by him. The Commandant is appointed by the President, by and with the advice and consent of the Senate, for a period of 4 years, and may be reappointed for further periods of 4 years each. He is selected from the active list of line officers not below the grade of commander.

(b) *Assistant Commandant.* The Assistant Commandant performs duties as prescribed by the Commandant and acts as Commandant during the absence or disability of that officer or in the event there is a vacancy in the Office of the Commandant. The Assistant Commandant, upon recommendation of the Commandant, is appointed by the President, by and with the advice and consent of the Senate, for a period of 4 years, unless sooner relieved by the President. He is selected from the active list of line officers not below the grade of commander.

(c) (1) *Headquarters.* The central office of the Coast Guard, officially designated Headquarters, U. S. Coast Guard, is located at 1300 E Street NW., Washington 25, D. C. The Headquarters organization consists of the Commandant's immediate office and the following operational and logistic offices: Office of Engineering; Office of Finance and Supply; Office of Merchant Marine Safety; Office of Operations; and Office of Personnel.

(2) *Office of Commandant.* The immediate Office of the Commandant consists of the Assistant Commandant, a Planning and Control Staff, a Coordinator of Interdepartmental and International Affairs, a Chief Examiner, and the following divisions: Public Information Division; Headquarters Administration Division; Intelligence and Law Enforcement Division; Inspection Division; and Legal Division. The Planning and Control Staff plans programs, policies and legislation, and determines the personnel and financial requirements, and the facilities for the Service. The head of the staff is the Chief, Planning and Control Staff, who is appointed by the Commandant from the active list of line officers. The Planning and Control Staff consists of: Administrative Management Division; Budget Division; and Program Planning Division.

(3) *Office of Engineering.* The Office of Engineering directs those logistical activities of the Service that are of an engineering character including the design, construction, repair, maintenance, and alteration of vessels, aircraft, aids to navigation, shore establishments, machinery, electronic equipment, and utilities. This office is headed by the Engineer-in-Chief, who is appointed by the President, by and with the advice and consent of the Senate, for a period of 4 years and who may be reappointed for further periods of 4 years each. The Engineer-in-Chief is selected from the active list of engineering officers not below the grade of commander. It consists of the following divisions all of which, as implied by their names, perform immediate duties in furtherance of the general responsibilities of the Chief of the Office: Aeronautical Engineering Division; Civil Engineering Division; Electronics Engineering Division; Naval Engineering Division; Testing and Development Division.

(4) *Office of Finance and Supply.* The Office of Finance and Supply directs those logistic functions of the Service that relate to the disbursement of funds and the maintenance of accounts, and to the procurement, storage, and distribution of equipment, supplies and services. This office is headed by the Chief, Office of Finance and Supply, who is appointed by the Commandant from the active list of line officers. It consists of the following divisions, all of which is implied by their names, perform immediate duties in furtherance of the general responsibilities of the Chief of the Office: Accounting Division; Supply Division.

(5) *Office of Merchant Marine Safety.* The Office of Merchant Marine Safety directs the program for prevention of marine casualties, including the inspection of merchant vessels to insure compliance with established standards, approval of vessel plans and equipment, and the development and application of standards for merchant marine personnel. This office is headed by the Chief, Office of Merchant Marine Safety, who is appointed by the Commandant from the active list of line officers. It con-

sists of the following divisions, all of which, as implied by their names, perform immediate duties in furtherance of the general responsibilities of the chief of the office: Merchant Vessel Personnel Division; Merchant Marine Technical Division; Merchant Vessel Inspection Division.

(6) *Office of Operations.* The Office of Operations directs those operations of the Service which involve the saving of life and property, law enforcement and general patrol functions, including search and rescue; aid to vessels in distress; flood relief; distress, safety, and other communications; and ocean stations; supervises the aids to navigation program; and provides for the operational readiness of the Service. This office is headed by the Chief, Office of Operations, who is appointed by the Commandant from the active list of line officers. It consists of the following divisions, all of which, as implied by their names, perform immediate duties in furtherance of the general responsibilities of the chief of the Office: Aids to Navigation Division; Aviation Division; Communications Division; Floating Units Division; Ordnance, Gunnery, and Readiness Division; Shore Units Division.

(7) *Office of Personnel.* The Office of Personnel directs those logistic functions of the Service that are of a personnel character including the procurement, training, assignment, and separation of personnel; the provision of medical and morale services and the administration of the Coast Guard Reserve and the Coast Guard Auxiliary programs. This office is headed by the Chief, Office of Personnel, who is appointed by the Commandant from the active list of line officers. It consists of the following divisions, all of which, as implied by their names, perform immediate duties in furtherance of the general responsibilities of the chief of the office: Civilian Personnel Division; Enlisted Personnel Division; Medical Division; Military Morale Division; Officer Personnel Division; Reserve and Auxiliary Division; Training and Procurement Division.

(d) *Intra- and Inter-Agency Committees*—(1) *Search and Rescue Agency.* The Search and Rescue Agency, which was established during the war at the request of the Joint Chiefs of Staff, functions under the Coast Guard with the Commandant acting as the Head, assisted by a board of representatives from the Air Force, Army, and Navy. Routine administration is carried out under the immediate supervision of the Executive Assistant to the Head. The Search and Rescue Agency is charged with conducting joint studies and assembling and disseminating information with respect to search and rescue equipment, methods and facilities.

(2) *Merchant Marine Council.* (i) The Merchant Marine Council is a deliberative body which considers proposed merchant marine regulations, type approvals of equipment, and such other matters as the Commandant may refer to it, conducts public hearings when so directed by the Commandant and generally provides a forum where problems concerning the public and maritime industry may be considered. The Council is a body to advise the Commandant as to policy matters and it has no operating responsibility or authority.

(ii) The members of the Merchant Marine Council are the Commandant; Chief, Office of Merchant Marine Safety, Chairman; Assistant Chief, Office of Merchant Marine Safety, Vice-Chairman; Chiefs of Divisions of the Office of Merchant Marine Safety; and such additional officials as the Commandant may designate. The Chief, Office of Merchant Marine Safety, shall provide a secretariat for the Merchant Marine Council from the personnel assigned to his office. The Chief Counsel, U. S. Coast Guard is the legal adviser for the Merchant Marine Council.

(iii) Those members of the Council who are assigned to duty at Coast Guard Headquarters constitute a Committee of the Council. The Committee reviews proposed regulations and type approvals to be considered by the Council, prepares the agenda for regular sessions of the Council, and considers other matters referred to it by the Commandant.

(iv) The Merchant Marine Council is assisted by panels of consultants selected for their ability in particular phases of the merchant marine industry. Panel members are appointed by the Commandant upon the recommendation of the Merchant Marine Council or Committee of the Council. Each panel has a chairman who is designated by the Commandant. The meetings are held at the request of the Merchant Marine Council, upon the initiative of the chairman of the panel, or at the request of the panel members. Panels may also be invited to participate in Merchant Marine Council discussion. The panels may furnish the Council with recommendations concerning maritime matters upon request from the Council or upon their own initiative.

SEC. 4. *Field organization*—(a) *General description.* The United States, its territories and possessions, are divided into Coast Guard Districts which are identified by a number. The central office for each district is known as the Coast Guard District Office. The various Coast Guard vessels and shore units come under the cognizance of the district in which geographically located, except for certain special units discussed in section 4 F.

(b) *Coast Guard districts and offices.* The Coast Guard districts comprise the areas indicated and have offices as specified in the table as follows:

COAST GUARD DISTRICT AND ADDRESS OF COAST GUARD DISTRICT OFFICE

Coast Guard district	Comprises	Address of Coast Guard district office
First	Maine; New Hampshire; Vermont except the countries of Orleans, Franklin, Grand Isle, Chittenden, and Addison; Massachusetts; Rhode Island; all U. S. Naval reservations on shore in Newfoundland.	1400 Customhouse, Boston 13, Mass.
Second	West Virginia; Kentucky; Tennessee; Oklahoma; Kansas; Nebraska; North Dakota; South Dakota; Iowa; Missouri; Pennsylvania south of latitude 41° N. and west of longitude 79° W; those parts of Ohio and Indiana south of latitude 41° N.; Illinois, except that part north of latitude 41° N. and east of longitude 90° W; Wisconsin south of latitude 46°20′ N. and west of longitude 90° W.; Minnesota south of latitude 46°20′ N.; and those parts of Arkansas, Mississippi, and Alabama north of latitude 34° N.	232 Old Customhouse, 8th and Olive Sts., St. Louis 1, Mo.
Third	The counties of Orleans, Franklin, Grand Isle, Chittenden, and Addison in Vermont; Connecticut; New York, except that part north of latitude 42° N. and west of longitude 74°39′ W.; New Jersey; Pennsylvania east of longitude 79° W.; Delaware, including Fenwick Island.	42 Broadway, New York 4, N. Y.
Fifth	Maryland, Virginia, North Carolina, and the District of Columbia.	Box 540, New Post Office Bldg., Norfolk 1, Va.
Seventh	South Carolina and Georgia; Florida, except that part west of the Apalachicola River; Panama Canal Zone; all of the island possessions of the United States pertaining to Puerto Rico and Virgin Islands; and all United States naval reservations in the islands of the West Indies and on the north coast of South America.	P. O. Box 378, Coconut Grove Station, Miami 33, Fla. (Dinner Key.)
Eighth	Texas and Louisiana; those parts of Alabama, Mississippi, and Arkansas south of latitude 34° N.; and that part of Florida west of the Apalachicola River.	P. O. Box 282, New Orleans 9, La. (Customhouse).
Ninth	Michigan; New York north of latitude 42° N. and west of longitude 74°39′ W.; Pennsylvania north of latitude 41° N. and west of longitude 79° W.; those parts of Ohio and Indiana north of latitude 41° N.; Illinois north of latitude 41° N. and east of longitude 90° W.; Wisconsin, except that part south of latitude 46°20′ N. and west of longitude 90° W.; and Minnesota north of latitude 46°20′ N.	1700 Keith Bldg., Cleveland 15, Ohio.
Eleventh	New Mexico and Arizona; Clark County in Nevada; and the southern part of California comprising the counties of Santa Barbara, Kern and San Bernardino, and all counties south thereof.	706 Times Bldg., Long Beach 2, Calif.
Twelfth	Colorado and Utah; Nevada, except Clark County; and the northern part of California comprising the counties of San Luis Obispo, Kings, Tulare, and Inyo, and all counties north thereof.	907 Appraisers Bldg., 630 Sansome St., San Francisco 26, Calif.
Thirteenth	Washington, Oregon, Idaho, Montana, Wyoming, and the Territory of Alaska.	New World Life Bldg., 618 Second Ave., Seattle 4, Wash.,
Fourteenth	Territory of Hawaii; and the Pacific Islands belonging to the United States west of longitude 140° W. and south of latitude 42° N.	P. O. Box 4010, Honolulu, T. H. (Federal Building).

(c) *District Organization*—(1) *District Commander.* The head of each Coast Guard district, with headquarters as indicated above, is officially designated as "Commander, _____ Coast Guard District." The district commander is also the captain of the port for the ports and adjacent navigable waters of the United States within the bounds of his district. Final authority for the performance within the confines of his district of the Coast Guard responsibilities

and activities listed in Section 1 B is delegated to the district commander by the Commandant.

(2) *Chief of Staff.* The chief of staff performs duties as prescribed by the district commander and acts as district commander during the absence or disability of that officer, or in the event there is a vacancy in the office of the district commander.

(3) *District Office.* The immediate office of the district commander consists of the chief of staff, the director of the auxiliary, and the intelligence and law enforcement officer. In addition to the district commander's immediate office, the district office organization consists of the following operational and logistic divisions: Engineering Division; Finance and Supply Division; Operations Division; Merchant Marine Safety Division; and Personnel Division. The subdivisional organization of the district office parallels that of Headquarters.

(4) *Obtaining information.* Requests for services of operating units for the enforcement of law, patrol of regattas or marine parades, rescue of persons or property, etc., and for general information concerning Coast Guard functions, should be made to the appropriate district commander.

(d) *Marine inspection offices*—(1) *Location.* For purposes of administering the marine inspection activities, local marine inspection offices are established within the several Coast Guard districts. Each such office is responsible for inspectional activities within the adjacent geographical area. The location of these offices and the Coast Guard district in which located are specified as follows:

COAST GUARD DISTRICT, MARINE INSPECTION OFFICE, AND ADDRESS

Marine Inspection Office and Address

First Coast Guard District

Boston: 447 Commercial Street, Boston, Mass.
Portland: 76 Pearl Street, Portland 3, Maine.
Providence: 409 Federal Building, Providence 3, R. I.

Second Coast Guard District

St. Louis: 216 Old Customhouse, St. Louis 1, Mo.
Cairo: 425–427 New Post Office Building, Cairo, Ill.
Cincinnati: 748 Federal Building, Fifth and Main Streets, Cincinnati 2, Ohio.
Dubuque: 301 Post Office and Court House Building, Dubuque, Iowa.
Louisville: 606 Federal Building, Louisville 2, Ky.
Memphis: 322 Customhouse, Memphis 3, Tenn.
Nashville: 1018 Stahlman Building, Nashville 3, Tenn.
Pittsburgh: 1215 Park Building, Pittsburgh 22, Pa.
Point Pleasant: Post Office Building, Point Pleasant, W. Va.

Third Coast Guard District

New York: 42 Broadway, New York 4, N. Y.
Albany: 313 Federal Building, Albany 1, N. Y.
New London: 302 New Post Office Building, New London, Conn.
Philadelphia: 801 Customhouse, Second and Chestnut Streets, Philadelphia 6, Pa.

Fifth Coast Guard District

Norfolk: 204 Customhouse, Norfolk 1, Va.
Baltimore: 209 Chamber of Commerce Building, Baltimore, Md.

Seventh Coast Guard District

Miami: 501 Professional Building, Miami 32, Fla.
Charleston: 32 Customhouse, Charleston 3, S. C.
Jacksonville: 210 Federal Building, Jacksonville 1, Fla.
San Juan: Federal Building, San Juan, P. R.
Savannah: 205 Customhouse, Savannah 12, Ga.
Tampa: 406 Federal Building, Tampa 2, Fla.

Eighth Coast Guard District

New Orleans: 311 Customhouse, New Orleans 16, La.
Corpus Christi: 919 Jones Building, Corpus Christi, Tex.
Galveston: 232 Customhouse, Seventeenth Street and Avenue B, Galveston, Tex.
Houston: 310 Appraisers Store Building, 7300 Wingate Street, Houston 11, Tex.
Mobile: Federal Building, St. Louis and Michaels Streets, Mobile 2, Ala.
Port Arthur: 410 Bluestein Building, Port Arthur, Tex.

Ninth Coast Guard District

Cleveland: 1600 Keith Building, Cleveland 15, Ohio.
Buffalo: 440 Federal Building, Buffalo 3, N. Y.
Chicago: Customhouse, 610 Canal Street, Chicago 7, Ill.
Detroit: 430 Federal Building, Detroit 26, Mich.
Duluth: 311 Federal Building, Duluth 2, Minn.
Ludington: National Bank Building, Ludington, Mich.
Milwaukee: 533 Federal Building, Milwaukee 2, Wis.
Oswego: 205 Federal Building, Oswego, N. Y.
St. Ignace: Municipal Building, 396 North State Street, Saint Ignace, Mich.
Toledo: 402 Courthouse and Customhouse, Toledo 2, Ohio.

Eleventh Coast Guard District

Long Beach: 1119 Times Building, Long Beach 2, Calif.

Twelfth Coast Guard District

San Francisco: 227 Appraisers Building, 630 Sansome Street, San Francisco, Calif.

Thirteenth Coast Guard District

Seattle: New World Life Building, Seattle 4, Wash.
Ketchikan: Federal Building, Ketchikan, Alaska.
Portland: 1005 Failing Building, Portland 4, Oreg.

Fourteenth Coast Guard District

Honolulu: 210 Federal Building, Honolulu, T. H.

(2) *Functions.* Each local marine inspection office is headed by an Officer in Charge, Marine Inspection, designated by the Commandant of the Coast Guard, who is responsible for the immediate direction of the marine inspection functions consisting of factory and shipyard inspections, inspection of vessels in order to determine that they comply with the applicable laws, rules, and regulations relating to safe construction, equipment, manning, and operation and that they are in a seaworthy condition for the services in which they are operated; the investigation of marine casualties and accidents and acts of negligence, incompetence, and misconduct committed by merchant vessel personnel; and the licensing, certificating, shipment and discharge of seamen; and the enforcement of vessel inspection, navigation, and seamen's laws in general in the areas over which he has jurisdiction. Final authority for the performance of these functions is vested in the officer in charge, marine inspection. He is also delegated authority to prescribe distinctive lights for ferryboats operated by different companies. Upon appeal, his decisions may be reviewed by the district commander, and may be further appealed to and reviewed by the Commandant.

(3) *Obtaining services or information.* (i) Requests for performance of such functions and for information as to legal requirements with which vessels must comply should be made to the appropriate marine inspection office. (ii) Matters of general information or interest to the maritime industry are published in the monthly publication, "The Proceedings of the Merchant Marine Council" which may be obtained from the Commandant, U. S. Coast Guard, Washington 25, D. C.

(e) *Boards of Marine Investigation.* A Board of Marine Investigation is appointed by the Commandant to investigate a marine casualty whenever, as a result of an investigating officer's report or for any other reason, it appears that such casualty is a major marine casualty and that further investigation would tend to promote safety of life and property at sea and would be in the public interest. A marine casualty is considered a major marine casualty whenever serious damage is indicated, or there has been loss of life or serious injury either to crew or passengers, or the circumstances or unusual conditions relating thereto are of such nature that proper investigation cannot be accomplished solely by an investigating officer. The function of such a board is to determine the cause of a particular casualty, i.e., whether due to failure of matériél or negligence of personnel, and to recommend what further action should be taken by the Coast Guard. Such boards do not have authority to order remedial or punitive action. They have power to administer oaths, summon witnesses, require persons having knowledge of the casualty to answer questionnaires, and to require the production of books, papers, documents, or any other evidence. The composition of such boards is three or more officers of the Coast Guard, usually the district commander and the officer in charge, marine inspection within whose jurisdiction the casualty occurred or was reported and one other officer. However, the Commandant may designate any three officers instead of the aforementioned.

(f) *Other district facilities*—(1) *Types.* For the purpose of discharging the various Coast Guard duties and responsibilities other than those pertaining to marine inspection, the several districts maintain and operate numerous

floating and shore facilities of various types. These include operating units such as ships; aircraft; air, light, radio, and lifeboat stations; captain of the port offices; and logistics units such as recruiting and receiving stations; repair yards; and electronic repair shops. Each of these units is headed by a commanding officer or an officer in charge to whom is delegated final authority for the performance of the law enforcement, patrol of regattas or marine parades, and search and rescue functions coming within the scope of his activities. The commanding officers or officers in charge of certain units also are Representatives of the Captain of the Port.

(2) *Obtaining services or information.* Requests for the services of operating units for the enforcement of laws, search and rescue operations, and like operations within the capabilities of the unit may be made to the commanding officer of the local unit. However, conditions may prevent his acting on such request in which case request should be made to the appropriate district commander. Local operating units are usually listed in local telephone directories.

(g) *Group and Section Commanders.* (1) Several of the district facilities, described in paragraph (f), located in close proximity to each other are occasionally organized as a group, with the head of a group having the title of Group Commander. The group commander is responsible to the district commander for the operations and activities of the Group. The commanding officers and officers in charge of the individual units making up the group are under the direction of the group commander.

(2) Outside the continental United States, all of the district facilities in a given geographic area may be organized into a section with the head of the section, the Section Commander, being responsible for the operations of all units in the section. The section is used only in those cases where a part of a district is separated from the rest of the district to an unusual extent, usually by great distance from the district office. There are presently three sections with Headquarters at Ketchikan, Alaska; San Juan, P. R.; and Guam, comprising Coast Guard activities in Alaska, the Caribbean, and Western Pacific Ocean, respectively.

(h) *Headquarters facilities.* (1) Certain logistics facilities, although within the geographical limits of the several districts, are directly under the cognizance of Headquarters. The major of these are: Coast Guard Academy, New London, Connecticut; Coast Guard Yard, Baltimore, Maryland; Coast Guard Supply Depot, Jersey City, New Jersey; Coast Guard Supply Depot, Alameda, California; Aircraft Repair and Supply Base, Elizabeth City, North Carolina; Coast Guard Training Station, Groton, Connecticut, and the various Examiner Offices. Several Merchant Marine Details located in foreign ports are likewise responsible to Headquarters. The location and address of a Headquarters' facility may be obtained from the Commandant or any Coast Guard district commander.

(2) *Examiner Offices.* Examiner offices are charged with conducting hearings in the adjudication of cases arising under Title 46 USC 239. The examiners assigned to these offices are appointed pursuant to the Administrative Procedures Act and are designated by the Commandant to hold required hearings. The examiners are under the administrative control of the Commandant and are responsible for the conduct of hearings and for the rendering of decisions upon completion of such hearings.

Dated: December 23, 1948.

[SEAL] MERLIN O'NEILL,
Rear Admiral, U. S. Coast Guard,
Acting Commandant.

[F. R. Doc. 48-11403; Filed, Dec. 29, 1948; 9:17 a. m.]

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

[5073; 10828; 1966031]

ALASKA

OPENING OF PUBLIC LANDS; FILING OF PLATS OF UNITED STATES SURVEYS; ALASKA SMALL TRACT CLASSIFICATION NO. 3

Correction

In Federal Register Document 48-11178, appearing at page 8279 of the issue for Thursday, December 23, 1948, the word "plate" in the third sentence of paragraph 7 should read "plat".

Office of the Secretary

WIND RIVER RESERVATION, WYOMING

ORDER OF RESTORATION

OCTOBER 27, 1948.

Whereas, pursuant to the provisions of the act of March 3, 1905 (33 Stat. 1016), the Shoshone-Arapahoe Tribes of Indians in Wyoming ceded to the United States a large area of their reservation in the State of Wyoming, established under the Treaty of July 3, 1868 (15 Stat. 673), and

Whereas, within land use districts Nos. 4, 29, 31 and 32 there remains certain undisposed-of ceded or "opened" lands described as follows:

WIND RIVER MERIDIAN

Land Use District No. 4

Description	*Acreage*
T. 8 N., R. 1 E.:	
Sec. 1, S½ S½ S½	80
Sec. 10, E½ SE¼ and SW¼ SE¼	120
Sec. 11, E½ NE¼, SW¼ NE¼ and S½	440
Sec. 12, all	640
Sec. 14, NW¼ NE¼, N½ NW¼ and SW¼ NW¼	160
Sec. 15, E½ NW¼, SW¼ NW¼, NE¼ SW¼, W½ SE¼ and NE¼SE¼	560
Sec. 16, SE¼ NE¼, E½ SE¼, SW¼ SE¼ and SW¼ SW¼	200
Sec. 17, SE¼ SE¼	40
Sec. 18, Unsurveyed portion (approx.)	100
Sec. 19, all	621.76
Sec. 20, all	640

WIND RIVER MERIDIAN—continued

Land Use District No. 4—Continued

Description	*Acreage*
T. 8 N., R. 1 E.—Continued	
Sec. 21, W½ NW¼ and N½ NE¼	160
Sec. 22, N½ NW¼ and SW¼ NW¼	120
Sec. 29, N½, SW¼, E½ SE¼ and NW¼ SE¼	600
Sec. 30, Lots 1, 2, and 3, E½ NW¼ and NE¼	346.87
Sec. 31, Lots 1, 2, 3, and 4, E½ W½, N½ NE¼ and SE¼	543.32
Sec. 32, NW¼ NW¼, NE¼ NE¼, S½ NE¼, and S½	480
Sec. 33, W½, SW¼ NE¼ and NW¼ SE¼	400
T. 8 N., R. 2 E.	
Sec. 7, all	620.04
Sec. 8, all	640
Sec. 9, all	640
Sec. 16, all	640
Sec. 17, E½, NW¼, N½ SW¼, and SE¼ SW¼	600
Sec. 18, N½ NW¼, SE¼ NW¼, NE¼, N½ SE¼, and NE¼ SW¼	400
T. 7 N., R. 1 W.	
Sec. 2, SW¼, Lot 1 and E½ of Lot 2, E½ SW¼ NE¼, SE¼ NE¼	279.535
Sec. 3, S½	320
Sec. 4, S½	320
Sec. 5, S½	320
Sec. 6, all	621.89
T. 8 N., R. 1 W.	
Sec. 24, S½ NW¼, S½ and NE¼	560
Sec. 25, all	640
Sec. 30, Lots 1 and 2, and SE¼ SE¼	95.79
Sec. 31, Lots 1, 2, 3, and 4, E½ SW¼, and E½	564.45
Sec. 35, E½ SE¼, E½ W½ SE¼	120
Sec. 36, NE¼, N½ NW¼, SW¼ NW¼ and SW¼ SW¼	320

Land Use District No. 29

T. 2 N., R. 5 E.	
Sec. 30, W½ NW¼	80

Land Use District No. 31

T. 8 N., R. 2 E.	
Sec. 3, SW¼ NW¼ and W½ SW¼	120

Land Use District No. 32

T. 9 N., R. 3 E.	
Sec. 33, Lot 1	21.08
Total	14,177.73

Whereas no part of the land use district involved is under lease or permit to non-Indians, and

Whereas the Shoshone-Arapahoe Tribes of Indians of the Wind River Reservation require additional grazing lands to support their expanded livestock industry, and

Whereas the Superintendent of the Wind River Reservation and the Commissioner of Indian Affairs have recommended the restoration of the undisposed-of, ceded lands located within the aforesaid land use districts.

Now, therefore, by virtue of authority vested in the Secretary of the Interior by section 5 of the act of July 27, 1939 (53 Stat. 1128-1130), I hereby find that restoration to tribal ownership of the lands described above, which are classified as undisposed-of, ceded lands of the Wind River Reservation, Wyoming, and which total 14,177.73 acres more or less,

will be in the tribal interest, and they are hereby restored to tribal ownership for the use and benefit of the Shoshone-Arapahoe Tribes of Indians of the Wind River Reservation, Wyoming, and are added to and made a part of the existing Wind River Reservation, subject to any valid existing rights, and reserves. None of these lands are within any reclamation project.

WILLIAM E. WARNE,
Assistant Secretary of the Interior.

[F. R. Doc. 48-11359; Filed, Dec. 29, 1948; 8:48 a. m.]

DEPARTMENT OF AGRICULTURE

Production and Marketing Administration

CLEVELAND, OHIO, MILK MARKETING AREA

ORDER DIRECTING REFERENDUM; DESIGNATION OF AGENT

Order of the Secretary of Agriculture directing that a referendum be conducted among the producers supplying milk to the Cleveland, Ohio, marketing area; and designation of an agent to conduct such referendum.

Pursuant to section 8c (19) of Public Act No. 10, 73d Congress, as amended, and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, as amended, it is hereby directed that a referendum be conducted among the producers who, during the month of September 1948, which has been determined to be a representative period, were engaged in the production of milk for sale in the Cleveland, Ohio, marketing area to determine whether such producers favor the issuance of the proposed order contained in the decision issued simultaneously herewith.[1]

Howard G. Eisaman is hereby designated agent to conduct such referendum in accordance with the instructions contained in Form Dr-14 and any other supplementary instructions that may be issued by the Director or Acting Director of the Dairy Branch, Production and Marketing Administration; and such referendum shall be completed on or before the 20th day from the date set forth herein below.

Done at Washington, D. C., this 24th day of December 1948.

CHARLES F. BRANNAN,
Secretary of Agriculture.

[F. R. Doc. 48-11393; Filed, Dec. 29, 1948; 9:15 a. m.]

FEDERAL POWER COMMISSION

[Dockets Nos. G-854, G-962]

ATLANTIC SEABOARD CORP.

ORDER POSTPONING HEARING IN REOPENED PROCEEDINGS

DECEMBER 23, 1948.

In the matters of Atlantic Seaboard Corporation, Virginia Gas Transmission Corporation, Docket No. G-854; and, Tennessee Gas Transmission Company, Docket No. G-962.

On September 29, 1948, the Commission reopened the above-entitled proceedings for the purpose of affording the applicant, Tennessee Gas Transmission Company (Tennessee Company), opportunity to submit, at further hearings, additional evidence in support of its amended application in Docket No. G-962 for a certificate of public convenience and necessity. The September 29, 1948 order provided that the further hearings in these proceedings be commenced on January 5, 1949.

Upon motion of the Tennessee Company, filed October 21, 1948, and pursuant to the Commission's order of October 22, 1948, further hearings were held from November 3 to November 10, 1948, for the purpose of receiving additional evidence in support of issuance of a certificate authorizing construction and operation of the so-called "G-962-A facilities," a part of the over-all facilities applied for in Docket No. G-962. In its October 21, 1948 motion the Tennessee Company proposed that the further hearing in respect to the other facilities covered by its application in Docket No. G-962, the so-called "G-962-B facilities," be deferred until January 5, 1949.

On December 7, 1948, the Commission entered an order issuing a certificate authorizing the G-962-A facilities, exclusive of the proposed 238.3 miles of 26-inch new pipeline from northeastern Kentucky into Columbiana County, Ohio. Decision regarding the new pipeline into Ohio was deferred until the further hearings scheduled for January 5, 1949.

On December 17, 1948, the Tennessee Company moved that the January 5, 1949 hearing be postponed to early in April of 1949. The Company stated that in order to make the showing required by the Commission's September 29, 1948 order, it must enter into additional gas supply contracts; that although its contract negotiations for additional supply "are well advanced," the time remaining before January 5, 1949 is insufficient for the Company to conclude these contracts and to prepare the necessary evidence for presentation at the scheduled hearing; and requested that said hearing be postponed to early April 1949.

It is appropriate that the hearings scheduled to commence on January 5, 1949, be postponed to a date and place to be fixed by further order of the Commission, giving not less than 15 days' notice of the time and place of hearing. This will permit, if future developments so warrant, reconvening the hearing prior to April 1949.

The Commission orders:

Pursuant to the authority contained in and subject to the jurisdiction conferred upon the Federal Power Commission by the Natural Gas Act, as amended, particularly sections 7, 15 and 16 thereof, and the Commission's rules of practice and procedure, the further hearings scheduled to commence on January 5, 1949, be and the same are hereby postponed to a date and place to be fixed by further order of the Commission upon not less than 15 days' notice.

Date of issuance: December 23, 1948.

By the Commission.

[SEAL] J. H. GUTRIDE,
Acting Secretary.

[F. R. Doc. 48-11379; Filed, Dec. 29, 1948; 9:15 a. m.]

[Docket No. IT-5829]

ARKANSAS POWER & LIGHT CO.

ORDER SETTING ORAL ARGUMENT

DECEMBER 23, 1948.

On April 16, 1948, Arkansas Power & Light Company ("Respondent") filed a motion in this proceeding requesting *inter alia*, that it be afforded an opportunity to present oral argument on the Presiding Examiner's report. One June 15, 1948, the Commission entered an order whereby, *inter alia*, it was provided that oral argument should be held before the Commission at a time and place to be fixed by notice to the parties and staff counsel. On November 15, 1948, the Presiding Examiner's report was filed in this matter; and on December 9 and 15, 1948, exceptions thereto were filed by Interventors Arkansas Public Service Commission, National Association of Railroad and Utilities Commissioners, and Electric Power & Light Corporation, by Respondent and by the Commission's staff.

The Commission orders:

This proceeding is set for oral argument before the Commission commencing on January 10, 1949, at 10:00 a. m. (e. s. t.) in the Hearing Room of the Commission, 1800 Pennsylvania Avenue NW., Washington, D. C.

Date of issuance: December 24, 1948.

By the Commission.

[SEAL] J. H. GUTRIDE,
Acting Secretary.

[F. R. Doc. 48-11380; Filed, Dec. 29, 1948; 9:16 a. m.]

[Docket No. G-1153]

MISSISSIPPI RIVER FUEL CORP.

NOTICE OF APPLICATION

DECEMBER 22, 1948.

Notice is hereby given that on November 19, 1948, Mississippi River Fuel Corporation (Applicant), a Delaware corporation having its principal place of business at St. Louis, Missouri, filed an application for a certificate of public convenience and necessity pursuant to section 7 of the Natural Gas Act, as amended, authorizing Applicant to construct, install and operate certain natural-gas transmission facilities described as follows:

Transmission Line No. 2[1]

(1) Seven (7) new compressor stations and additions to three (3) existing compressor stations, together with necessary appurtenances and equipment, having

[1] See F. R. Doc. 48-11373, under Department of Agriculture in the Proposed Rule Making section, *supra*.

[1] Authorized at Docket Nos. G-713 and G-863.

approximate horsepower and locations as follows:

Station	H. P.	Location
1	[1] 5,000	Near Perryville, Ouachita Parish, La.
2	5,000	Near Crossett, Ashley County, Ark.
3	12,000	Near Glendale, Lincoln County, Ark.
4	5,000	Near Sherrill, Jefferson County, Ark.
5	[1] 9,000	Near West Point, White County, Ark.
6	5,000	Near Diaz, Jackson County, Ark.
7	9,000	Near Biggers, Randolph County, Ark.
8	4,000	Near Neelyville, Butler County, Ark.
9	[1] 6,000	Near Fredericktown, Madison County, Mo.
10	5,000	Near Prairie du Rocher, Randolph County, Ill.
	65,000	

[1] In addition to horsepower authorized at Docket No. G-863.

(2) Regulating and metering stations to be located where necessary.

Transmission Line No. 3

(3) (a) Approximately 205.5 miles of 26-inch O. D. natural gas transmission pipeline, and 7.5 miles of 12-inch O. D. pipeline for river crossings, together with appurtenances thereto, extending from a point of interconnection at Applicant's proposed Line No. 3 Compressor Station No. 7, near Freeburg, Illinois, to Natural Gas Pipe Line Company of America's Compressor Station No. 10 in Henry County, Illinois.

(b) *Alternate proposal.* Approximately 235.5 miles of 26-inch O. D. natural gas transmission pipeline and 7.5 miles of 12-inch pipeline for river crossings, together with appurtenances thereto, extending from a point of interconnection at Applicant's proposed Line No. 3 Compressor Station No. 7, near Freeburg, Illinois, to a point near Joliet, Illinois.

(4) Approximately 434.5 miles of 26-inch O. D. natural gas transmission pipeline, and 52.5 miles of 12-inch pipeline for river crossings, together with appurtenances thereto, extending from a point in the vicinity of Farmerville, Union Parish, Louisiana, to Applicant's proposed Line No. 3 Compressor Station No. 7.

(5) (a) Nine (9) new compressor stations, together with necessary appurtenances and equipment, having approximate horsepower and locations as follows:

Station	H. P.	Location
1	11,000	Near Farmerville, Union Parish, La.
2	14,400	Near Monticello, Drew County, Ark.
3	14,400	Near St. Charles, Arkansas County, Ark.
4	14,440	Near Earle, Crittenden County, Ark.
5	14,400	Near Kennett, Dunklin County, Mo.
6	14,400	Near Cape Girardeau, Girardeau County, Mo.
7	14,400	Near Freeburg, St. Clair County, Ill.
8	14,400	Near Nortonville, Morgan County, Ill.
9	14,400	Near Fairview, Fulton County, Ill.
	126,200	

Station	H. P.	Location
1 to 7	Same as above	
8	14,400	Near Thomasville, Montgomery County, Ill.
9	14,400	Near Bloomington, McLean County, Ill.

(6) Approximately 17 miles of 22-inch O. D. natural gas transmission pipeline connecting Applicant's Line No. 2 at a point near Columbia, Illinois, with Applicant's proposed Line No. 3 Compressor Station No. 7 near Belleville, Illinois.

(7) Regulating and metering stations at the inter-connections between main transmission lines.

The application states that Applicant proposes to construct the above-described facilities in two steps, as follows:

Step 1. (a) In this step Applicant proposes separately to operate the complete loop authorized at Docket Nos. G-713 and G-863 (referred to above as Transmission Line No. 2) and to install on such separate line the new compressor stations and additional compressor units totaling 65,000 H.P. described in paragraph (1) above. This separate line will operate at approximately 700 lbs. discharge pressure and will connect with Applicant's Alton Line at its Columbia Measuring Station near Columbia, Illinois.

(b) The facilities described in paragraph (6) above will then be constructed. The Compressor Station No. 7, described in paragraph (5) above, will initially have installed 4,800 horsepower compressor facilities.

(c) From the Line No. 3 Compressor Station No. 7 Applicant will then construct the pipe-line facilities described in paragraphs (2) and (3), above.

Step 2. Immediately upon the completion of construction of the facilities proposed in Step 1, or whenever the necessary pipe therefor is available but not later than such a time as will permit completion in 1954, Applicant proposes to construct the facilities described in paragraphs (4), (5) and (7), above.

The application states that upon the completion of the facilities proposed in Step 1, Applicant will have available for its existing market area approximately 316,000 Mcf and for communities in northern Illinois approximately 100,000 Mcf of gas per day. Applicant contemplates that with present arrangements for the procurement of pipe and other facilities, Step 1 can be started in the summer of 1951 and can be completed by November 1, 1951.

The application further recites that upon the completion of both the Step 1 and Step 2 construction, Applicant's transmission system will then consist of three main lines, two of which will serve the St. Louis, Missouri, Metropolitan area and the third of which will serve the northern part of Illinois. The proposed Transmission Line No. 3, extending from Louisiana into northern Illinois, will have a sales capacity of 350,000 Mcf per day at its northern terminus. The total sales capacity of Applicant's three main transmission lines will then be 766,000 Mcf per day.

The estimated total over-all capital cost of the proposed facilities is $89,902,250. In the event the alternate facilities will be constructed, the cost is estimated at $91,933,680. Applicant's plans for financing the proposed project have not been definitely evolved. Present tentative plans are to finance by additions to debt and issuance of capital stock.

Any interested State commission is requested to notify the Federal Power Commission whether the application should be considered under the cooperative provisions of section 1.37 of the Commission's rules of practice and procedure and, if so, to advise the Federal Power Commission as to the nature of its interest in the matter and whether it desires a conference, the creation of a board, or a joint or concurrent hearing, together with reasons for such request.

The application of Mississippi River Fuel Corporation is on file with the Commission and is open to public inspection. Any person desiring to be heard or to make any protest with reference to the application shall file with the Federal Power Commission, Washington 25, D. C., not later than 15 days from the date of publication of this notice in the FEDERAL REGISTER, a petition to intervene or protest. Such petition or protest shall conform to the requirements of §§ 1.8 and 1.10, whichever is applicable, of the rules of practice and procedure.

[SEAL] LEON M. FUQUAY,
Secretary.

[F. R. Doc. 48-11381; Filed, Dec. 29, 1948; 9:16 a. m.]

[Docket No. G-1159]

UNITED NATURAL GAS CO.

ORDER INSTITUTING RATE INVESTIGATION

DECEMBER 20, 1948.

United Natural Gas Company (United Natural) owns and operates a natural-gas transmission pipeline system located in the States of Pennsylvania and Ohio, and by such operations is engaged in the transportation and sale of natural gas in interstate commerce for resale for ultimate public consumption, subject to the jurisdiction of the Commission, and is, therefore, a "natural-gas company" within the meaning of the Natural Gas Act, as heretofore found by the Commission in its order of March 30, 1943, in Docket No. G-328 (3 FPC 959).

By letter of June 12, 1947, the Commission advised United Natural as follows:

"The Commission has directed that an informal investigation be made of the interstate wholesale rates (including rate structure), the accounts, and the operations of United Natural Gas Company. This action is in accordance with the policy of the Commission to make a field examination from time to time, of the rates, subject to its jurisdiction, of natural gas companies as defined in the Natural Gas Act."

By the same letter the Commission also advised United Natural that the informal investigation would commence on or about June 23, 1947. The informal investigation did commence on June 23,

1947, and since then has been continuously in progress.

By letters of October 27 and November 24, 1948, the Public Service Commission of the State of New York has advised this Commission that the Iroquois Gas Corporation (Iroquois), which company is supplied with over 80 percent of its gas requirements by United Natural, an affiliate, proposes to increase its rates for gas to consumers of the State of New York and that such consumers, together with certain communities have an interest in the rates proposed to be charged by Iroquois. The Public Service Commission of the State of New York therefore requests this Commission to institute such action as may be necessary to fix just and reasonable rates for the gas supplied by United Natural to Iroquois.

On the basis of data presently available to the Commission as a result of such informal investigation, and the advice of the Public Service Commission of the State of New York, the rates, charges, services or classifications for or in connection with the transportation or sale of natural gas subject to the jurisdiction of the Commission by United Natural may be unjust, unreasonable, unduly discriminatory or preferential.

The Commission further finds:

It is necessary and proper in the public interest, and to aid in the enforcement of the provisions of the Natural Gas Act, that a formal investigation now be instituted by the Commission into and concerning any rate, charge, service or classification, demanded, observed, charged or collected by United Natural Gas Company, for or in connection with the transportation or sale of natural gas subject to the jurisdiction of the Commission, and any rule, regulation, practice or contract affecting such rate, charge, service or classification.

The Commission, on its own motion, *orders:*

A formal investigation be and it hereby is instituted for the purpose of enabling the Commission:

(A) To determine whether any rate, charge, service or classification demanded, observed, charged or collected by United Natural Gas Company for or in connection with the transportation or sale of natural gas subject to the jurisdiction of the Commission or any rule, regulation, practice or contract affecting such rate, charge, service, or classification, is unjust, unreasonable, unduly discriminatory or preferential.

(B) If, after hearing, it shall find that any of such rates, charges, services, classifications, rules, regulations, practices or contracts are unjust, unreasonable, unduly discriminatory or preferential, to determine and fix by appropriate order or orders, just, reasonable, nondiscriminatory or non-preferential rates, charges, services, classifications, rules, regulations, practices or contracts to be thereafter observed and in force.

Date of issuance: December 21, 1948.

By the Commission.

[SEAL] LEON M. FUQUAY, *Secretary.*

[F. R. Doc. 48-11337; Filed, Dec. 29, 1948; 8:47 a. m.]

[Docket No. E-6179]

EL PASO ELECTRIC CO.

NOTICE OF ORDER AUTHORIZING AND APPROVING ISSUANCE OR PROMISSORY NOTES

DECEMBER 22, 1948.

Notice is hereby given that, on December 20, 1948, the Federal Power Commission issued its order entered December 20, 1948, authorizing and approving issuance of promissory notes in the above-designated matter.

[SEAL] LEON M. FUQUAY, *Secretary.*

[F. R. Doc. 48-11338; Filed, Dec. 29, 1948; 8:47 a. m.]

[Docket No. G-1117]

THE MANUFACTURERS LIGHT AND HEAT CO. ET AL.

NOTICE OF FINDINGS AND ORDER ISSUING CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY AND APPROVING ABANDONMENT AND REMOVAL OF FACILITIES

DECEMBER 22, 1948.

In the matter of The Manufacturers Light and Heat Company, Home Gas Company and Natural Gas Company of West Virginia.

Notice is hereby given that, on December 21, 1948, the Federal Power Commission issued its findings and order entered December 20, 1948, issuing certificate of public convenience and necessity and approving abandonment and removal of facilities in the above-designated matter.

[SEAL] LEON M. FUQUAY, *Secretary.*

[F. R. Doc. 48-11339; Filed, Dec. 29, 1948; 8:47 a. m.]

[Docket No. G-1132]

ARKANSAS LOUISIANA GAS CO.

NOTICE OF FINDINGS AND ORDER ISSUING CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

DECEMBER 22, 1948.

Notice is hereby given that, on December 21, 1948, the Federal Power Commission issued its findings and order entered December 20, 1948, issuing certificate of public convenience and necessity in the above-designated matter.

[SEAL] LEON M. FUQUAY, *Secretary.*

[F. R. Doc. 48-11340; Filed, Dec. 29, 1948; 8:47 a. m.]

[Docket No. ID-119]

EDWARD CABOT

NOTICE OF AUTHORIZATION PURSUANT TO SECTION 305 (B) OF THE FEDERAL POWER ACT

DECEMBER 22, 1948.

Notice is hereby given that, on December 21, 1948, the Federal Power Commission issued its order entered December 20, 1948, in the above-designated matter, authorizing applicant to hold certain positions in The Mystic Power Company, et al, pursuant to Section 305 (b) of the Federal Power Act.

[SEAL] LEON M. FUQUAY, *Secretary.*

[F. R. Doc. 48-11341; Filed, Dec. 29, 1948; 8:48 a. m.]

SECURITIES AND EXCHANGE COMMISSION

[File No. 71-2]

MISSISSIPPI POWER & LIGHT CO.

NOTICE OF FILING OF PROPOSALS FOR THE DISPOSITION OF ADJUSTMENTS RELATING TO GAS PLANT

At a regular session of the Securities and Exchange Commission held at its office in the city of Washington, D. C. on the 23rd day of December A. D. 1948.

Notice is hereby given that Mississippi Power & Light Company ("Mississippi") an electric and gas utility subsidiary of Electric Power & Light Corporation ("Electric") which is a registered holding company subsidiary of Electric Bond and Share Company ("Bond and Share"), also a registered holding company, has filed studies, and amendments thereto, relative to the original cost and reclassification of its gas plant accounts as of December 31, 1936, including proposals for the disposition of adjustments relating to gas plant pursuant to Rule U-27 of the general rules and regulations promulgated under the Public Utility Holding Company Act of 1935.

Notice is further given that any interested person may, not later than January 7, 1949, at 5:30 p. m., e. s. t., request the Commission in writing that a hearing be held on such matter, stating the nature of his interest, the reasons for such request, and the issues, if any, of fact or law raised by said proposals intended to be controverted, or may request that he be notified should the Commission order a hearing thereon. Any such request should be addressed as follows: Secretary, Securities and Exchange Commission, 425 Second Street NW., Washington 25, D. C. At any time after January 7, 1949, the Commission may take such action as may be deemed appropriate with respect to the matters herein concerned.

All interested persons are referred to said studies which are on file in the offices of the Commission for a statement of the adjustments therein proposed, which are summarized as follows:

Mississippi filed its original cost and reclassification studies of its gas plant, on February 24, 1947, in accordance with Plant Instruction 2-D of the Uniform System of Accounts recommended by the National Association of Railroad and Utilities Commissioners for gas companies (which system of accounts has been made applicable by Rule U-27). Prior to the filing of such studies for its gas plant, Mississippi had disposed of a total of $9,452,080.53 of inflationary items included in its gas and electric plant accounts in Account 107—Plant Adjustments—pursuant to orders of the Federal Power Commission, and had put into effect a plan for amortization of the

excess of acquisition cost of its electric properties over the original cost thereof. Pursuant to an order of this Commission, dated August 21, 1944, Mississippi established a contingency reserve in the amount of $120,000.00, by a charge to earned surplus, to be available for the disposition of capitalized intra-system profits contained in its gas plant accounts. In compliance with the order of this Commission, Mississippi also began accruals, on January 1, 1944, through charges to Account 537—Miscellaneous Amortization and concurrent credits to Account 252—Reserve for Amortization of Utility Plant Acquisition Adjustments, of an amount during each calendar year of not less than one-fifteenth of $404,000.00 or $26,933.33 in order to provide for the disposition of the then estimated amount of gas plant acquisition adjustments.

The staff of the Commission has made a field examination and has filed its report in connection therewith, copies of which report were submitted to the Company. Mississippi has amended its studies so as to give effect to the recommendations contained in the staff's report and now proposes to classify the amount of $462,771.70 in Account 108.5—Gas Plant Acquisition Adjustments, instead of the $404,000.00 previously estimated and an additional amount of $47,465.36 in Account 107—Plant Adjustments (over and above the amounts previously reclassified to Account 107 and disposed of pursuant to orders of this Commission and the Federal Power Commission).

Mississippi proposes that the annual charges of $26,933.33 to Account 537—Miscellaneous Amortization with concurrent credits to Account 252—Reserve for Amortization of Utility Plant Acquisition Adjustments be continued for a longer period than the fifteen years ordered by this Commission on August 21, 1944, such additional period to be that required to accumulate a total of $462,771.70 in the reserve, rather than the amount of $404,000.00 which was previously covered by the Commission's order.

Mississippi further proposes to dispose of the balance of $47,465.36, pending disposition in Account 107, by a charge of $10,270.14 to Account 271—Earned Surplus, and $37,195.22 to Account 250—Reserve for Depreciation of Gas Plant.

By the Commission.

[SEAL] ORVAL L. DUBOIS, *Secretary.*

[F. R. Doc. 48-11382; Filed, Dec. 29, 1948; 9:16 a. m.]

[File No. 70-2012]

THE SOUTHERN CO., AND MISSISSIPPI POWER CO.

ORDER GRANTING APPLICATION AND PERMITTING DECLARATION TO BECOME EFFECTIVE

At a regular session of the Securities and Exchange Commission held at its office in the city of Washington, D. C. on the 23d day of December 1948.

The Southern Company ("Southern"), a registered holding company and a wholly owned subsidiary of The Commonwealth & Southern Corporation, also a registered holding company and Mississippi Power Company ("Mississippi"), a direct public utility subsidiary of Southern, having filed a joint application-declaration and amendments thereto pursuant to sections 6 (a), 7, 9 (a), 10 and 12 (f) of the Public Utility Holding Company Act of 1935 (the act) and Rule U-43 promulgated thereunder with respect to the following proposed transactions:

Mississippi proposes to issue and sell an aggregate of $1,000,000 principal amount of new First Mortgage Bonds, 3⅛% series, due 1978, to be dated as of April 1, 1948, and to be issued under and secured by Mississippi's present indenture dated as of September 1, 1941, as supplemented by indentures dated as of September 1, 1946, August 1, 1947, and April 1, 1948. The bonds will be sold for cash at private sale to institutional investors at 98.58% of the principal amount thereof, plus accrued interest from October 1, 1948, to the date of delivery. Mississippi also proposes, prior to the issuance of the bonds, to issue and sell to Southern, and Southern proposes to purchase from Mississippi, 50,000 additional shares of the authorized but unissued common stock without par value of Mississippi, for $1,000,000. The proceeds from the sale of the new bonds and common stock of Mississippi will be used by the company to provide a portion of the funds required by Mississippi for the construction or acquisition of property additions to its utility plant.

The said joint application-declaration having been filed on December 2, 1948 and an amendment thereto having been filed on December 22, 1948 and notice of said filing having been given in the form and manner prescribed by Rule U-23 promulgated pursuant to said act, and the Commission not having received a request for hearing with respect to such joint application-declaration, as amended, within the period specified in said notice or otherwise and not having ordered a hearing thereon; and

The Commission finding with respect to said joint application-declaration as amended that the requirements of the application provisions of the act and the rules promulgated thereunder are satisfied and that no adverse findings are necessary and deeming it appropriate in the public interest and in the interest of investors and consumers that said joint application-declaration as amended be granted and permitted to become effective:

It is ordered, pursuant to Rule U-23 and the applicable provisions of said act and subject to the terms and conditions prescribed in Rule U-24 that the said joint application-declaration as amended be, and the same hereby is, granted and permitted to become effective forthwith.

By the Commission.

[SEAL] ORVAL L. DUBOIS, *Secretary.*

[F. R. Doc. 48-11383; Filed, Dec. 29, 1948; 9:16 a. m.]

[File Nos. 59-11, 59-17, 54-25]

THE UNITED LIGHT AND RAILWAYS CO., ET AL.

NOTICE OF FILING

At a regular session of the Securities and Exchange Commission held at its office in the city of Washington, D. C., on the 24th day of December A. D. 1948.

In the matter of the United Light and Railways Company, American Light & Traction Company, et al., File Nos. 59-11, 59-17, 54-25.

Notice is hereby given that the United Light and Railways Company ("Railways"), a registered holding company, has filed with this Commission an application-declaration pursuant to the Public Utility Holding Company Act of 1935 (act) and the rules and regulations promulgated thereunder, with respect to a proposed offer to its stockholders of the right to purchase shares of common stock of American Light & Traction Company (American Light) owned by Railways, and with respect to the application of the net proceeds to the pro rata payment of outstanding bank loans.

Notice is further given that any interested person may, not later than January 10, 1949, at 5:30 p. m., e. s. t., request the Commission in writing that a hearing be held with respect to said application-declaration, stating the nature of his interest, the reasons for such request and the issues of fact or law, if any, raised by said application-declaration which he desires to controvert or may in writing request that he be notified if the Commission should order a hearing thereon. Any such request should be addressed: Secretary, Securities and Exchange Commission, 425 Second Street NW., Washington 25, D. C. At any time after January 10, 1949, such application-declaration, as filed or as amended, may be granted and permitted to become effective as provided in Rule U-23 of the rules and regulations promulgated under the act, or the Commission may exempt such transactions as provided in Rules U-20 (a) and U-100 thereof.

All interested persons are referred to said application-declaration which is on file in the offices of this Commission for a statement of the transactions therein proposed, which are summarized as follows:

On December 30, 1947, the Commission entered an order approving a plan filed pursuant to the provisions of section 11 (e) of the act by Railways and American Light, which plan provides, among other things, that Railways, by two separate sales, shall offer to its common stockholders the right to purchase all of the common stock of American Light owned by Railways at $12 per share (or such lower price as may be fixed by the board of directors of Railways) on the basis of one share of American Light common stock for each five shares of Railways common stock owned. The plan further provides that the other terms and conditions of such offer shall be submitted to the Commission for its approval and that such terms shall include such provisions, if any, as may be appropriate to protect the interests of stockholders of Railways who fail to ex-

ercise their rights to purchase American Light stock.

Pursuant to the provisions of the plan, Railways has filed an application-declaration for approval of the terms and conditions upon which Railways proposes to offer its common stockholders the right to purchase 634,667 shares of common stock of American Light representing approximately one-half the aggregate number of shares presently owned by Railways. Railways proposes, in accordance with the plan, to apply the net proceeds from this offering, estimated to be approximately $7,600,000, towards the payment of its bank notes issued under a Loan Agreement dated November 24, 1945, as amended, estimated to be outstanding as of December 31, 1948, in the amount of approximately $12,250,000.

Railways proposes to issue to its common stockholders of record as of the close of business on or about January 24, 1949, transferable warrants entitling them to purchase shares of common stock of American Light at $12 per share on the basis of one share of American Light common stock for each five shares of Railways' common stock owned on the record date. One right will attach to each share of common stock of Railways outstanding on the record date.

The exercise of five rights will be required to purchase one share of American Light common stock. No fractions of shares of common stock of American Light will be issued. Rights to purchase less than one share may be used in combination with similar rights representing in the aggregate the right to purchase one or more whole shares. The warrants will be mailed on or about February 3, 1949, and the subscription period will expire on the twentieth day following the date of such mailing.

The application-declaration states that it will be possible to purchase and sell the warrants through the usual investment channels and that it is contemplated that arrangements will be made for their admission to trading on the New York Curb Exchange. It is further stated that Railways proposes to enter into an arrangement under which the Bankers Trust Company, New York, will handle orders to buy or sell the warrants which will contain forms for use in this connection. The terms and conditions of this arrangement will be filed herein by amendment. The filing states that the warrants will be void unless received by the agent on or before the expiration date.

Under the provisions of the plan it was contemplated that the two rights offerings of American Light common stock owned by Railways were to have been consummated as soon as practicable after the prior preferred stock of Railways had been called for redemption and it was further contemplated that said rights offerings would be consummated prior to December 31, 1948. The plan further contained provisions to the effect that the outstanding prior preferred stock of Railways would be retired with the proceeds from the issuance of $28,500,000 principal amount of serial notes or other obligations. The application-declaration states that consummation of the plan has been delayed by litigation with respect to the Commission's order of December 30, 1947, that the preparation of the necessary audit and registration statement in connection with an offering of the serial notes at competitive bidding will require a substantial amount of time, and that in order to avoid any further delay in the consummation of the plan it is proposed that the first offering of American Light common stock be made prior to the redemption of the prior preferred stock of Railways. The application-declaration contains a representation that promptly upon consummation of the sale of the aforesaid $28,500,000 principal amount of debt obligations, and prior to or contemporaneously with the second rights offering by Railways of the common stock of American Light, Railways will redeem all of its outstanding prior preferred stocks at the applicable redemption prices. The application-declaration represents that the proposed procedure will not be detrimental to the interests of the prior preferred stockholders of Railways and will not materially affect the value of the securities held by them. In support of this proposal, the filing points out that the plan provides that the Commission may extend the time within which any transaction contemplated by the plan must be consummated and may authorize such other changes as may be necessary to insure expeditious consummation of the plan in a feasible manner.

The application-declaration requests that the Commission enter an order on or before January 14, 1948 and that said order contain appropriate recitals conforming to the requirements of Supplement R and sections 371 and 1808 (f) of the Internal Revenue Code, as amended.

By the Commission.

[SEAL] ORVAL L. DUBOIS, *Secretary.*

[F. R. Doc. 48-11384; Filed, Dec. 29, 1948; 9:16 a. m.]

[File Nos. 59-11, 59-17, 54-25]

THE UNITED LIGHT AND RAILWAYS CO.

ORDER PERMITTING DECLARATION TO BECOME EFFECTIVE

At a regular session of the Securities and Exchange Commission held at its office in the city of Washington, D. C., on the 22d day of December A. D. 1948.

The United Light and Railways Company (Railways), a registered holding company, having filed a declaration pursuant to sections 6 (a) and 7 of the Public Utility Holding Company Act of 1935 regarding the following transaction:

By Order dated December 8, 1947, the Commission permitted to become effective a declaration relating to the renewal by Railways of 2% unsecured promissory notes theretofore issued in the principal amount of $25,000,000 on December 10, 1945, pursuant to the terms of a Loan Agreement, and maturing on December 10, 1947. Said order provided for the renewal, at the option of the company, of the outstanding notes upon the terms and conditions contained in the Loan Agreement for an additional period expiring December 31, 1948, thereafter for a second additional period expiring December 31, 1949, and thereafter for a third additional period expiring December 10, 1950, each such renewal being subject to the further approval of this Commission. As at November 29, 1948 said notes were outstanding in the amount of $15,052,832. The subject declaration requests authority to renew said notes for an additional period expiring December 31, 1949.

Said declaration having been filed on December 1, 1948, and notice thereof having been given in the manner and form prescribed by Rule U-23 promulgated under said act, and the Commission not having received a request for a hearing within the time specified in said notice or otherwise, and not having ordered a hearing with respect to said declaration; and

Declarant having requested acceleration of the entry of an order with respect to said declaration and that such order become effective forthwith; and

The Commission finding with respect to said declaration that the requirements of the applicable provisions of the act and the rules and regulations thereunder are satisfied and that no adverse findings are necessary thereunder, and deeming it appropriate in the public interest that said declaration be permitted to become effective forthwith:

It is ordered, pursuant to Rule U-23 and the applicable provisions of the Public Utility Holding Company Act of 1935 and that the said declaration be, and the same hereby is, permitted to become effective forthwith, subject to the terms and conditions prescribed in Rule U-24.

By the Commission.

[SEAL] ORVAL L. DUBOIS, *Secretary.*

[F. R. Doc. 48-11342; Filed, Dec. 29, 1948; 8:47 a. m.]

[File No. 70-2018]

ENGINEERS PUBLIC SERVICE CO. (INC.)

NOTICE OF FILING

At a regular session of the Securities and Exchange Commission held at its office in the city of Washington, D. C., on the 22nd day of December A. D. 1948.

Notice is hereby given that a declaration has been filed with this Commission, pursuant to the Public Utility Holding Company Act of 1935, by Engineers Public Service Company (Incorporated), ("Engineers"), a registered holding company incorporated under the laws of the State of Delaware. Declarant has designated section 7 of the act as applicable to the proposed transaction.

Notice is further given that any interested person may, not later than January 10, 1949 at 5:30 p. m., e. s. t., request the Commission in writing that a hearing be held on such matter, stating the reasons for such request, the nature of his interest and the issues of fact or law raised by said declaration, which he desires to controvert, or may request

that he be notified if the Commission should order a hearing thereon. Any such request should be addressed: Secretary, Securities and Exchange Commission, 425 Second Street NW., Washington 25, D. C. At any time after January 10, 1949, said declaration, as filed or as amended, may be granted as provided in Rule U-23 of the rules and regulations promulgated under the act, or the Commission may exempt such transaction as provided in Rule U-20 (a) and Rule U-100 thereof.

All interested persons are referred to said declaration which is on file with this Commission for a statement of the transaction therein proposed which may be summarized as follows:

Engineers proposes to issue to Irving Trust Company a short-term promissory note in the principal amount of $850,000, dated January 27, 1949, which note will mature nine months from the issue date and will bear interest at 2¼% per annum. The declaration states that the proceeds of said note and $50,000 of cash will be used to pay off a note in the principal amount of $900,000 now held by Irving Trust Company and maturing January 27, 1949. Engineers, which owns 162,612 shares of the common stock of Virginia Electric and Power Company, contemplates the payment of the proposed note prior to the maturity date thereof by use of the proceeds of the sale of a part of such shares.

It is represented by Engineers that the proposed transaction is not subject to the jurisdiction of any State commission or Federal commission other than this Commission and that the expenses, consisting of counsel fees, in connection with the proposed transaction will amount to $200.

By the Commission.

[SEAL] ORVAL L. DUBOIS, *Secretary.*

[F. R. Doc. 48-11343; Filed, Dec. 29, 1948; 8:47 a. m.]

TENNESSEE VALLEY AUTHORITY

AGENCY ORGANIZATION

FUNCTIONS AND DELEGATIONS

The following material pertaining to the organization of the Tennessee Valley Authority supersedes that previously published in 18 CFR, 1946 Supp., Parts 300 and 301.

Organization. The Tennessee Valley Authority, created by the Tennessee Valley Authority Act (48 Stat. 58, 16 U. S. C., sec. 831 et seq.), is a corporate instrumentality of the Federal Government, operating primarily on a regional basis, and as such functions as a closely integrated entity. The basic organization is established by the Board of Directors. This basic organization, including a description of the functions and delegations, is as follows:

Board of Directors. The Board of Directors is the governing body in which all powers are vested by statute. The Board establishes general policies and programs; reviews and appraises progress and results; approves individual actions and projects of major importance or which otherwise require Board approval, the annual program and budget, and actions involving important external relations; and establishes the basic organization through which programs and policies are executed. The General Counsel is responsible for advising the Board on legal matters and serves as Secretary to the Corporation.

Office of the General Manager. The Office of the General Manager is the principal administrative office. The General Manager is responsible for directing, coordinating, and executing programs, policies, and decisions adopted by the Board, subject to such controls as the Board may from time to time establish; for bringing before the Board matters requiring its consideration or approval; for submitting information and recommendations on TVA affairs to the Board; for directing and organizing TVA activities and approving delegations to the divisions and major staff appointments; for assisting the Board in presenting the budget to the Bureau of the Budget and Congress; and for performing duties otherwise appropriate to the administration of TVA.

The Office of the General Manager includes the Budget Staff, Information Staff, and Washington Staff, which aid the General Manager in expediting, coordinating, and disposing of current business, with particular reference to preparation of the budget and official reports, public information, and liaison with Congress and Federal agencies.

Assistance to the General Manager and the several offices and divisions in management services is provided by the Divisions of Personnel, Finance, Law, and Property and Supply.

Division of Personnel. The Division of Personnel advises and assists in the development, administration, and appraisal of policies and standards in the fields of selection, classification, compensation, and training of personnel; employee relations; organization; administrative relations; educational relations, and related aspects of personnel administration.

Division of Finance. The Division of Finance advises and assists in the development, administration, and appraisal of policies relating to finances, accounting, and auditing.

Division of Law. The Division of Law handles all legal problems which arise in connection with the business of TVA and advises and assists on legislative matters relating to TVA activities and on negotiations to which TVA is a party.

Division of Property and Supply. The Division of Property and Supply develops, administers, and appraises policies relating to the acquisition, transfer, and disposal of real and personal property; and to the provision of transportation and office services, and analysis of office methods.

Office of the Chief Engineer. The Office of the Chief Engineer, including the Divisions of Water Control Planning, Design, and Construction, develops and executes an integrated plan of water control in the Tennessee River and its tributaries; plans, designs and constructs reservoirs, dams, locks, hydro and steam generating facilities and other structures required for TVA's water control program; directs the integrated control of water operations of the reservoir system for all purposes; and provides other engineering, architectural, and construction services as required.

Division of Water Control Planning. The Division of Water Control Planning collects and makes available topographic, hydraulic, geologic, sanitary and related data for the planning, design, construction and operation of dams, locks, flood control facilities, hydro and steam generating stations, and other structures for TVA's water control program; plans and makes recommendations, on the basis of engineering investigations and surveys, concerning the location, magnitude, and feasibility of projects required in TVA's integrated program of river control; and prepares and issues instructions subject to review by the Chief Engineer regulating the impounding and release of water at the various dams to assure optimum use of the river and reservoir system in accordance with requirements of the TVA Act and the Board policies.

Division of Design. The Division of Design prepares complete technical designs and specifications for dams, reservoirs, locks, powerhouses and switchyards, steam generating stations, and highway and railroad relocations, including materials, machinery, and equipment, on the basis of planning reports, studies, or recommendations of the Division of Water Control Planning; designs other physical facilities on the basis of requests of other divisions; and inspects and tests materials and equipment for construction.

Division of Construction. The Division of Construction, upon the basis of an integrated plan of water control and in accordance with approved designs, constructs dams, locks, reservoirs, power plants, and other structures as may be assigned.

Office of the Manager of Power. The Office of the Manager of Power, including the Divisions of Power Utilization, Power Engineering and Construction, and Power Operations, formulates and recommends engineering and other plans, policies, and programs, and executes plans and programs, relating to the generation, transmission, and utilization of electric power which is developed incident to TVA's integrated water control program; and operates water control facilities at completed dams as directed by the Chief Engineer.

Division of Power Utilization. The Division of Power Utilization is responsible for matters relating to the marketing of surplus power and its effective use for the economic development of the region and for purposes of national defense.

Division of Power Engineering and Construction. The Division of Power Engineering and Construction is responsible for matters relating to the planning, design, and construction of transmission, substation, and other related structures and facilities required for the disposal of surplus power.

Division of Power Operations. The Division of Power Operations is responsible for matters relating to the operation, improvement, and maintenance of TVA's power system and of facilities for

the impounding and release of water at the various dams.

Office of the Chief Conservation Engineer. The Office of the Chief Conservation Engineer including the Divisions of Agricultural Relations, Forestry Relations, and Chemical Engineering, formulates, recommends, and carries out or coordinates programs of research in chemistry, engineering, and metallurgy related to utilization of agricultural, mineral, and forest resources, and for national defense; designs and operates chemical plants for fertilizer production and national defense; formulates, recommends, and carries out or coordinates programs for the development of agriculture, forestry, conservation of fish and wildlife, watershed protection, and the improved agricultural use of natural resources, including the development, testing, and demonstration of new and improved forms of fertilizer; and develops and demonstrates improved equipment and engineering practices for the farm and farm home.

Division of Agricultural Relations. The Division of Agricultural Relations formulates and recommends objectives, policies, and plans, and executes approved proposals aimed at improving the use of the agricultural resources of the Tennessee Valley, including the control and use of water on the land, and at improving and protecting the fertility of the soil.

Division of Forestry Relations. The Division of Forestry Relations formulates and recommends objectives, plans, policies, and programs, and executes or coordinates approved policies and programs relating to forestry, fish and wildlife development, reforestation, watershed protection, and forest products utilization.

Division of Chemical Engineering. The Division of Chemical Engineering formulates, recommends, and carries out or coordinates programs of research in chemistry, engineering, and metallurgy related to utilization of regional resources for industrial development and national defense; designs and operates chemical plants for fertilizer production, for development of fertilizer processes on a plant-scale basis and for national defense; and performs laboratory research to improve the utilization of agricultural, mineral, and forest resources through development of industrial processes.

Office of the Manager of Reservoir and Community Relations. The Office of the Manager of Reservoir and Community Relations, including the Divisions of Regional Studies, Health and Safety, and Reservoir Properties, recommends TVA policies, and executes or coordinates plans relating to development of effective navigation use of the Tennessee River and to the general industrial and commercial growth of the region, including the economic possibilities of business enterprises; and cooperates with appropriate agencies in matters relating to the administration, finances, and physical development of communities affected by the TVA program, and the development of recreational resources. It formulates, recommends and executes or coordinates plans for use of reservoirs and reservoir lands and for the administration of village properties; and for the health and safety of employees and the public affected by TVA activities.

Division of Regional Studies. The Division of Regional Studies makes studies, prepares reports, and initiates and coordinates relationships with States, local governments, and other agencies in matters of business and industrial development; navigation and transportation; community planning; governmental administration and finance; and recreation in the Tennessee Valley region.

Division of Health and Safety. The Division of Health and Safety formulates and recommends plans and policies and executes or coordinates plans and programs relating to health and safety of employees and of the public affected by TVA activities, and advises and assists the Manager of Reservoir and Community Relations in the development and coordination of policies and programs involving the integration of public health and safety activities in the region with other aspects of reservoir and community relations.

Division of Reservoir Properties. The Division of Reservoir Properties administers and maintains TVA reservoir properties and facilities and arranges for their use to further regional programs of resource development in accordance with TVA policies. It seeks the advice of other divisions as required. The division assists the Manager of Reservoir and Community Relations in the development of programs and policies relating to administration, operation, use and development of reservoir property, and assists in furthering public understanding of TVA programs.

Delegations of authority. The Tennessee Valley Authority is a corporation and exercises its powers in accordance with accepted corporate procedure and the provisions of the Tennessee Valley Authority Act (48 Stat. 58, 16 U. S. C., sec. 831 et seq.). TVA exercises no quasi-judicial or quasi-legislative functions, and no licensing functions other than those relating to obstructions in the Tennessee River System affecting navigation or flood control. See 18 CFR 301.2. The Board of Directors retains ultimate authority and authorizes or approves all activities and projects, the annual program and budget, and actions involving important external relations. No comprehensive delegations of final authority are made to subordinate units of the integrated organization; however, for the purpose of doing business with TVA, the nature of the operations for which the various offices and divisions are responsible is indicated in the preceding paragraphs.

Presidential powers. The following powers vested by statute in the President are exercised or administered by TVA:

(a) *Powers exercised on behalf of the President or pursuant to delegation.* By Executive Order No. 6161, dated June 8, 1933, the President, in accordance with the provisions of sections 22 and 23 of the Tennessee Valley Authority Act of 1933, authorized and directed the Board of Directors of the Tennessee Valley Authority to make such surveys, general plans, studies, experiments, and demonstrations as may be necessary and suitable to aid the proper use, conservation, and development of the natural resources of the Tennessee River drainage basin, and of such adjoining territory as may be related to or materially affected by the development consequent to said act, and to promote the general welfare of the citizens of said area; within the limits of appropriations made therefor by Congress.

(b) *Final action taken by TVA which is subject to Presidential approval.* (1) Section 4 (k) (c) of the Tennessee Valley Authority Act of 1933 provides that transfer of real property authorized by subsections (a) or (c) of section 4 (k), excepting leases for terms less than twenty years, must be approved by the President if the property to be conveyed exceeds $500 in value.

(2) Section 14 of the Tennessee Valley Authority Act of 1933 provides that the findings of the Board of Directors of the cost and book value of any dams, steam plants or other similar improvements constructed and turned over to the Board for control and management, and the allocation of that cost to flood control, navigation, fertilizer, national defense and development of power, shall become final when approved by the President.

Information, submittals and requests. Inquiries for information, as well as submittals or requests, may be directed to the office or division concerned in the subject matter, as indicated in the description of the organization in the preceding paragraphs; or the inquiry, request or submittal may be directed in writing to "Tennessee Valley Authority, Knoxville, Tennessee." Requests for general information concerning TVA should be directed to "Director of Information, Tennessee Valley Authority, Knoxville, Tennessee." Requests for approval of obstructions in the Tennessee River System affecting navigation or flood control pursuant to section 26a of the TVA Act should be submitted in accordance with the procedures set out in 18 CFR 301.2.

Location of offices and field offices. Except as is otherwise indicated below, the headquarters of the various offices and divisions of TVA are located in Knoxville, Tennessee. Field offices have been established at various locations for the administration of programs and for the convenience of the public in conducting business with TVA. The Office of the Manager of Power has its headquarters in Chattanooga, Tennessee, and has five districts with offices located at Knoxville, Nashville, and Jackson, Tennessee; Wilson Dam, Alabama; and Tupelo, Mississippi. The Division of Reservoir Properties has seven branches with offices located at Knoxville, Chattanooga, Paris, Norris, and Elizabethton, Tennessee; and Wilson Dam and Guntersville, Alabama. The headquarters of the Division of Chemical Engineering is located at Wilson Dam, Alabama; the headquarters of the Division of Forestry Relations is located at Norris, Tennessee; and the headquarters of the Division of Health

and Safety is located at Chattanooga, Tennessee.

Issued this 21st day of December, 1948.

TENNESSEE VALLEY AUTHORITY,
[SEAL] GEORGE F. GANT,
General Manager.

[F. R. Doc. 48-11291; Filed, Dec. 28, 1948; 9:01 a. m.]

DEPARTMENT OF JUSTICE

Office of Alien Property

AUTHORITY: 40 Stat. 411, 55 Stat. 839, Pub. Laws 322, 671, 79th Cong., 60 Stat. 50, 925; 50 U. S. C. and Supp. App. 1, 616, E. O. 9193, July 6, 1942, 3 CFR, Cum. Supp., E. O. 9567, June 8, 1945, 3 CFR, 1945 Supp., E. O. 9788, Oct. 14, 1946, 11 F. R. 11981.

[Vesting Order 12456]

KARL LUDWIG KOLB AND GERTRUDE KOLB

In re: Personal property owned by Karl Ludwig Kolb and Gertrude Kolb. D-28-8748, D-28-8748-C-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Karl Ludwig Kolb and Gertrude Kolb, whose last known address is Ballstadt near Lehrberg/Mittelfranken, Germany, are residents of Germany and nationals of a designated enemy country (Germany);

2. That the property described as follows: Personal property described in Exhibit A attached hereto and by reference made a part hereof, and presently stored with Hahn Bros. Fireproof Warehouses, Inc., 108-120 West 107th Street, New York 25, New York, Lot No. 20497, subject to any and all liens of said Hahn Bros. Fireproof Warehouses, Inc., for accrued and unpaid storage charges,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, Karl Ludwig Kolb and Gertrude Kolb, the aforesaid nationals of a designated enemy country (Germany);

and it is hereby determined:

3. That to the extent that the persons named in subparagraph 1 hereof are not within a designated enemy country, the national interest of the United States requires that such persons be treated as nationals of a designated enemy country (Germany).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on November 30, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

EXHIBIT A

DESCRIPTION OF GOODS

1. Four large chinese cedar chests, machine-carved, top and sides.
2. Three small Chinese cedar chests, machine-carved, top and sides.
3. One motion-picture projector in case.
4. One large electric mixing machine, with parts.
5. Five medium-sized Oriental throw-rugs.
6. Two large rugs.
7. Bedroom furniture, couch, settee, mattresses, two mahogany-finish dressers, chairs, tables, etc.
8. One Hotpoint refrigerator.
9. One Zenith radio, console model.
10. Five barrels containing chinaware, pottery, glassware, vases, lamps, figurines, etc.
11. Books, Chinese trinkets, jewelry, wooden statuettes, tapestries, bronze articles and other miscellaneous goods of smaller value.

[F. R. Doc. 48-11350; Filed, Dec. 29, 1948; 8:51 a. m.]

[Vesting Order 12587]

HERMAN BASCH & CO., INC., AND THORER & CO.

In re: Shares of capital stock of Herman Basch & Co. Inc., secret formulae and processes, and contract interest of Thorer & Co.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Thorer & Co. is a partnership, organized under the laws of Germany, and which has or, since the effective date of Executive Order 8389, as amended, has had its principal place of business in Leipzig, Germany, and is a national of a designated enemy country (Germany);

2. That 1,250 shares of $100 par value common stock of Herman Basch & Co., Inc., a corporation organized and doing business under the laws of the State of New Jersey and a business enterprise within the United States, evidenced by the certificates listed below, registered in the names of the persons listed below, in the amounts appearing opposite said names, together with all declared and unpaid dividends thereon, are beneficially owned by Thorer & Co., the aforesaid national of a designated enemy country (Germany),

Certificate No.	Name	Number of shares
59	Ernest Nauen	100
63	Curt Mahler	504
86	do	24
88	do	32
69	Fred A. Klein	24
70	do	24
71	do	24
75	Paul Wm. Vort	100
76	do	100
77	do	100
78	do	100
83	do	28
84	do	90

3. That 36 shares of $100 par value common stock of said Herman Basch & Co., Inc., being part of the shares evidenced by certificate number 60 for 96 shares registered in the name of Ernest Nauen, together with all declared and unpaid dividends thereon, and 156 of such shares, being part of the shares evidenced by certificate number 81 for 178 shares registered in the name of Paul Wm. Vort and Julian H. Basch, Trustees u/w of Fred Basch, deceased, together with all declared and unpaid dividends thereon, are beneficially owned by the aforesaid Thorer & Co.;

4. That the 1,250 shares described in subparagraph 2 hereof and the 36 shares and the 156 shares described in subparagraph 3 hereof comprise 72.1 per cent of the issued and outstanding capital stock of said Herman Basch & Co., Inc. and are evidence of control of said business enterprise;

5. That the property described as follows:

a. All right, title and interest of Thorer & Co., Leipzig, Germany, in and to certain secret formulae and processes, oral or written, for the dressing and dyeing of raw fur skins which said secret formulae and processes are used by Herman Basch & Co., Inc., New Jersey,

b. All interests and rights (including damages for breach of the agreement hereinafter described together with the right to sue therefor) created in Thorer & Co., Leipzig, Germany, by virtue of an agreement dated February 18, 1939 (including all modifications thereof and supplements thereto, if any) by and between Fred Basch, Paul W. Vortrefflich, Ernest Nauen, Fred A. Klein, George S. Ward, Theodore W. Koch, James A. Stevenson and Thorer & Co., Leipzig, Germany, which agreement relates among other things to an option on 375 shares of the capital stock of Althor, Incorporated,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, Thorer & Co., the aforesaid national of a designated enemy country (Germany),

and it is hereby determined:

6. That Herman Basch & Co., Inc., is controlled by or acting for, or on behalf of a designated enemy country (Germany) or persons within such country, and is a national of a designated enemy country (Germany);

7. That to the extent that the person named in subparagraph 1 hereof and said Herman Basch & Co., Inc., are not within a designated enemy country, the national interest of the United States requires that such persons be treated as nationals of a designated enemy country (Germany).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the 1,442 shares of $100 par value capital stock of Herman Basch & Co., Inc., described in

subparagraphs 2 and 3 hereof, together with all declared and unpaid dividends thereon, and the property described in subparagraph 5 hereof, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States, and

The direction, management, supervision and control of Herman Basch & Co., Inc., and of all property of any nature whatsoever situated in the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, Herman Basch & Co., Inc., is hereby undertaken, to the extent deemed necessary or advisable from time to time. This order shall not be deemed to limit the power to vary the extent of or terminate such direction, management, supervision or control.

The terms "national," "designated enemy country" and "business enterprise within the United States" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington D. C., on December 22, 1948.

For the Attorney General.

[SEAL] HAROLD I. BAYNTON,
Deputy Director,
Office of Alien Property.

[F. R. Doc. 48-11351; Filed, Dec. 29, 1948; 8:51 a. m.]

[Return Order 223]

BEATRICE RAPPAPORT AND EMILIA CASTELBOLOGNESE

Having considered the claim set forth below and having issued a determination allowing the claim, which is incorporated by reference herein and filed herewith,

It is ordered, That the claimed property, described below and in the determination, be returned, subject to any increase or decrease resulting from the administration thereof prior to return, and after adequate provision for taxes and conservatory expenses:

Claimant and Claim No., Notice of Intention To Return Published, and Property

Beatrice Rappaport, Modena, Italy, Claim No. 6156, November 5, 1948 (13 F. R. 6547), $5,000 in the Treasury of the United States.

Emilia Castelbolognese, Milano, Italy, Claim No. 7426, November 5, 1948 (13 F. R. 6547), $5,000 in the Treasury of the United States.

Appropriate documents and papers effectuating this order will issue.

Executed at Washington, D. C., on December 21, 1948.

For the Attorney General.

[SEAL] HAROLD I. BAYNTON,
Deputy Director,
Office of Alien Property.

[F. R. Doc. 48-11352; Filed, Dec. 29, 1948; 8:49 a. m.]

[Return Order 224]

WILHELM HANSEN MUSIK-FORLAG

Having considered the claim set forth below and having issued a determination allowing the claim, which is incorporated by reference herein and filed herewith,

It is ordered, That the claimed property, described below and in the determination, including all royalties accrued thereunder and all damages and profits recoverable for past infringement thereof, be returned after adequate provision for taxes and conservatory expenses:

Claimant and Claim No., Notice of Intention To Return Published, and Property

Wilhelm Hansen Musik-Forlag, Gothersgade 9-11, Copenhagen K. Denmark, Claim No. 31039, November 24, 1948 (13 F. R. 6948), property to the extent owned by claimant immediately prior to the vesting thereof, described in Vesting Order No. 3995 (9 F. R. 1370, November 4, 1944), relating to compositions exploited by Associated Music Publishers under contracts with the claimant dated November 25, 1933 and February 4, 1935, including royalties pertaining thereto in the amount of $8185.80.

Appropriate documents and papers effectuating this order will issue.

Executed at Washington, D. C., on December 17, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11353; Filed, Dec. 29, 1948; 8:49 a. m.]

[Return Order 232]

FUEL REFINING CORPORATION

Having considered the claim set forth below and having issued a determination allowing the claim, which is incorporated by reference herein and filed herewith,

It is ordered, That the claimed property, described below and in the determination, including all royalties accrued thereunder and all damages and profits recoverable for past infringement thereof, be returned after adequate provision for taxes and conservatory expenses:

Claimant and Claim No., Notice of Intention To Return Published, and Property

Fuel Refining Corp., 225 West 34th Street, New York, N. Y., Claim No. 904, November 20, 1948 (13 F. R. 6876), property described in Vesting Order No. 201 (8 F. R. 625, January 16, 1943) relating to United States Letters Patent Nos. 1,603,793, 1,619,535, 1,829,608, 2,043,945, 2,049,272, 2,082,215, 2,108,610, and in Vesting Order No. 664 (8 F. R. 4989, April 17, 1943) relating to United States Letters Patent No. 1,577,487, and in Vesting Order No. 671 (8 F. R. 5004, April 17, 1943) relating to United States Letters Patent Nos. 2,158,666, 2,159,359, 2,195,466, 2,199,513. This return shall not be deemed to include the rights of any licensees under the above patents.

Appropriate documents and papers effectuating this order will issue.

Executed at Washington, D. C., on December 20, 1948.

For the Attorney General.

DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11354; Filed, Dec. 29, 1948; 8:49 a. m.]

[Return Order 233]

ARTHUR FISCH

Having considered the claim set forth below and having issued a determination allowing the claim, which is incorporated by reference herein and filed herewith,

It is ordered, That the claimed property, described below and in the determination, including all royalties accrued thereunder and all damages and profits recoverable for past infringement thereof, be returned after adequate provision for taxes and conservatory expenses:

Claimant and Claim No., Notice of Intention To Return Published, and Property

Arthur Fisch, Toronto, Canada, Claim No. 1943, November 19, 1948 (13 F. R. 6829), Property described in Vesting Order No. 201 (8 F. R. 625, January 16, 1943) relating to United States Letters Patent No. 2,150,057. This return shall not be deemed to include the rights of any licensees under the above patent.

Appropriate documents and papers effectuating this order will issue.

Executed at Washington, D. C., on December 20, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General.
Director, Office of Alien Property.

[F. R. Doc. 48-11355; Filed, Dec. 29, 1948; 8:50 a. m.]

[Return Order 237]

THEODORE HERBERT CARTER

Having considered the claim set forth below and having issued a determination allowing the claim, which is incorporated by reference herein and filed herewith,

It is ordered, That the claimed property, described below and in the determination, be returned, subject to any increase or decrease resulting from the administration thereof prior to return, and after adequate provision for taxes and conservatory expenses:

Claimant and Claim No., Notice of Intention To Return Published, and Property

Theodore Herbert Carter, New York, N. Y., Claim No. 5959, November 18, 1948 (13 F. R. 6756), $31,999.70 in the Treasury of the United States. Four United States Savings Bonds presently in the custody of the Safekeeping Department Federal Reserve Bank of New York described as follows: A U. S. Savings Bond Series D, due July 1, 1950 for the face amount of $1,000, in the name of Gertrude Wollstein. Two U. S. Savings Bonds Series E, due September 1, 1951 for the face amount of $1,000 each, in the name of Gertrude Wollstein. A U. S. Savings Bond Series G, due January 1, 1954 for the face amount of $1,000, in the name of the Attorney General.

Appropriate documents and papers effectuating this order will issue.

Executed at Washington, D. C., on December 21, 1948.

For the Attorney General.

[SEAL] HAROLD I. BAYNTON,
Deputy Director,
Office of Alien Property.

[F. R. Doc. 48-11356; Filed, Dec. 29, 1948; 8:49 a. m.]

EUGENIA COLLI MANTOVANI AND EGIDIO MANTOVANI

NOTICE OF INTENTION TO RETURN VESTED PROPERTY

Pursuant to section 32 (f) of the Trading With the Enemy Act, as amended, notice is hereby given of intention to return, on or after 30 days from the date of the publication hereof, the following property, subject to any increase or decrease resulting from the administration thereof prior to return, and after adequate provision for taxes and conservatory expenses:

Claimant, Claim No., and Property and Location

Eugenia Colli Mantovani, Milan, Italy, 28379, $4,133.36 in the Treasury of the United States, one-half (½) thereof to each claimant.

Egidio Mantovani, Milan, Italy, 28379, to each of the claimants an undivided one-half (½) interest in and to the following properties, presently in the custody of the Office of Alien Property, 120 Broadway, New York, New York: One tie pin and one tie clasp. 200 shares American-Ventura Oil Company (Arizona) $1.00 par value capital stock. Ctfs. Nos. 1433 and 1434 registered in the name of Ernesto Mantovani, assigned to the Alien Property Custodian. 500 shares Lone Star Consolidated Mining Company (Nevada) $1.00 par value capital stock. Ctf. No. 01468 registered in the name of Ernesto Mantovani, assigned to the Alien Property Custodian. 40 shares Phoenix Oil Company (Delaware) $1.00 par value cumulative preferred capital stock. Ctf. No. 01354, registered in the name of Ernesto Mantovani, assigned to the Alien Property Custodian. 3 shares Standard Drilling Company, Inc., New Orleans, Louisiana, $5.00 par value capital stock. Ctf. No. 1932, registered in the name of Ernest Mantovani, assigned to the Alien Property Custodian.

Executed at Washington, D. C., on December 21, 1948.

For the Attorney General.

[SEAL] HAROLD I. BAYNTON,
Deputy Director,
Office of Alien Property.

[F. R. Doc 48-11357; Filed, Dec. 29, 1948; 8:51 a. m.]

BELLA SCHMAL

NOTICE OF INTENTION TO RETURN VESTED PROPERTY

Pursuant to section 32 (f) of the Trading with the Enemy Act, as amended, notice is hereby given of intention to return, on or after 30 days from the date of the publication hereof, the following property, subject to any increase or decrease resulting from the administration thereof prior to return, and after adequate provision for taxes and conservatory expenses:

Claimant, Claim No., and Property and Location

Bella Schmal, Zurich, Switzerland, 6530, all right, title, interest and claim of Bella Schmal in and to the trust estate being administered by the Chicago Title and Trust Company, Chicago, Illinois, identified on the books of said company as Trust No. 27871, arising by reason of a trust agreement executed June 29, 1931, by and between Lucie Klein and Bella Schmal, as settlors, and the Chicago Title and Trust Company, as trustee. $24,979.36 in the Treasury of the United States.

Executed at Washington, D. C., on December 20, 1948.

For the Attorney General.

[SEAL] HAROLD I. BAYNTON,
Deputy Director,
Office of Alien Property.

[F. R. Doc. 48-11358; Filed, Dec. 29, 1948; 8:51 a. m.]

[Vesting Order 12501]

EIICHI KISHIDA ET AL.

In re: Stock in International Enterprises, Limited, owned by Eiichi Kishida and others. D-39-1073-D-1, D-39-15615-D-3, D-39-15463-D-1, D-39-19126-D-1, F-39-4050-D-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Eiichi Kishida, Kazuhiko Ogata, Umekichi Koyamatsu and Tomoichi Oto, each of whose last known address is Japan, are residents of Japan and nationals of a designated enemy country (Japan);

2. That the property described as follows: Sixty (60) shares of $20 par value common capital stock of International Enterprises, Limited, P. O. Box 2, Honolulu 10, T. H., a corporation organized under the laws of the Territory of Hawaii, evidenced by certificate number 984 for fifty (50) shares registered in the name of Eiichi Kishida, and certificate number 1194 for ten (10) shares registered in the name of Kazuhiko Ogata, together with all declared and unpaid dividends thereon,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, Eiichi Kishida and Kazuhiko Ogata, the aforesaid nationals of a designated enemy country (Japan);

3. That the property described as follows: One hundred (100) shares of partially paid $20 par value common capital stock of the aforesaid International Enterprises, Limited, P. O. Box 2, Honolulu 10, T. H., of which fifty (50) shares each, are registered in the names of and are owned by Umekichi Koyamatsu and Tomoichi Oto, together with all declared and unpaid dividends thereon, subject, however, to any and all lawful liens of said International Enterprises, Limited, against the aforesaid shares of stock,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, Umekichi Koyamatsu and Tomoichi Oto, the aforesaid nationals of a designated enemy country (Japan);

and it is hereby determined:

4. That to the extent that the persons named in subparagraph 1 hereof are not within a designated enemy country, the national interest of the United States requires that such persons be treated as nationals of a designated enemy country (Japan).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 3, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11404; Filed, Dec. 29, 1948; 9:17 a. m.]

[Vesting Order 12507]

YARAKU SAIKI

In re: Stock owned by Yaraku Saiki. D-39-845-D-1, F-39-2552-C-2, F-39-2552-D-2.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Yaraku Saiki, whose last known address is Kojira-mura, Kuga-gun, Yamaguchi-ken, Japan, is a resident of Japan and a national of a designated enemy country (Japan);

2. That the property described as follows: Five (5) shares of $20 par value common capital stock of National Mortgage & Finance Company, Limited, 1030 Smith Street, Honolulu, T. H., a corporation organized under the laws of the Territory of Hawaii, evidenced by certificate number 15, registered in the name of Yaraku Saiki, together with all declared and unpaid dividends thereon,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid national of a designated enemy country (Japan);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Japan).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 3, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11405; Filed, Dec. 29, 1948; 9:17 a. m.]

[Vesting Order 12510]

G. ARITA

In re: Cash and securities owned by G. Arita, also known as Gentaro Arita.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That G. Arita, also known as Gentaro Arita, whose last known address is Seimontori, Ashiya-machi, Onga-gun, Fukuoka-ken, Japan, is a resident of Japan, and a national of a designated enemy country (Japan);

2. That the property described as follows:

a. Cash in the sum of $2,503.81 presently in the possession of the Treasury Department of the United States in Trust Fund Account Symbol 158-915, "Deposits, Funds of Civilian Internees and Prisoners of War," and any and all rights to demand, enforce and collect the same, and

b. Five (5) shares of $10 par value common capital stock of The Hawaii Mutual Supply Company, Limited, 528 Kinoole Street, Hilo, Hawaii, T. H., a corporation organized under the laws of the Territory of Hawaii, evidenced by certificate number 866, registered in the name of G. Arita, together with all declared and unpaid dividends thereon,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by the aforesaid national of a designated enemy country (Japan);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Japan).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 6, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11406; Filed, Dec. 29, 1948; 9:17 a. m.]

[Vesting Order 12524]

ERNA CLEMENT LOERKE

In re: Debt owing to Erna Clement Loerke. F-28-18798-C-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Erna Clement Loerke, whose last known address is Belichers St 10, Berline S.W. 61, Germany, is a resident of Germany and a national of a designated enemy country (Germany);

2. That the property described as follows: That certain debt or other obligation owing to Erna Clement Loerke, by R. E. Anderson & Company, Incorporated, 400 Fidelity Building, Tacoma, Washington, in the amount of $229.03 as of December 31, 1945, together with any and all accruals thereto, and any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid national of a designated enemy country (Germany);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Germany).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 15, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11407; Filed, Dec. 29, 1948; 9:17 a. m.]

[Vesting Order 12534]

YOSHITARO AMANO

In re: Debt owing to Yoshitaro Amano, also known as Y. Amono. F-39-5238-C-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Yoshitaro Amano, also known as Y. Amono, whose last known address is Japan, is a resident of Japan and a national of a designated enemy country (Japan);

2. That the property described as follows: That certain debt or other obligation of The National City Bank of New York, 55 Wall Street, New York, New York, in the amount of $650.00, as of December 31, 1945, representing the proceeds of coupons due August 1, 1941, from The Imperial Japanese Government 6½% Gold Bonds, said coupons sent to the aforesaid The National City Bank of New York for collection on July 1, 1941, by The National City Bank of New York, Panama, Republic of Panama, and said proceeds presently held in a special blocked account in the coupon collection department in the name of The National City Bank of New York, Panama—"Sundries Inactive Miscellaneous None Accessible", together with any and all accruals thereto, and any and all rights to demand, enforce, and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf or on account of, or owing to, or which is evidence of ownership or control by, Yoshitaro Amano, also known as Y. Amono, the aforesaid national of a designated enemy country (Japan);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Japan).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11408; Filed, Dec. 29, 1948; 9:17 a. m.]

[Vesting Order 12538]

PAULA GUTTMANN

In re: Debt owing to Paula Guttmann also known as Paula Sara Guttmann. D-28-10503-G-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Paula Guttmann also known as Paula Sara Guttmann, whose last known address is Berlin W. 50, Spichern Str. 11/12, Germany, is a resident of Germany and a national of a designated enemy country (Germany);

2. That the property described as follows: That certain debt or other obligation owing to Paula Guttmann also known as Paula Sara Guttmann, by Joseph L. Frieder, 521 Fifth Avenue, New York 17, New York, in the amount of $1,379.08, as of March 11, 1946, together with any and all accruals thereto, and any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid national of a designated enemy country (Germany);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Germany).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11409; Filed, Dec. 29, 1948; 9:17 a. m.]

[Vesting Order 12542]

ELIZABETH KAISER

In re: Bank account owned by Elizabeth Kaiser. F-28-26477-E-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Elizabeth Kaiser, whose last known address is Reichkredit Gesellschaft, A. G., Berlin, Germany, is a resident of Germany and a national of a designated enemy country (Germany);

2. That the property described as follows: That certain debt or other obligation owing to Elizabeth Kaiser, by Manufacturers Trust Company, 55 Broad Street, New York, New York, arising out of a checking account, entitled Elizabeth Kaiser, maintained at the aforesaid bank, and any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid national of a designated enemy country (Germany);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Germany).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11410; Filed, Dec. 29, 1948; 9:17 a. m.]

[Vesting Order 12543]

CHRISTIAN KLEITNER

In re: Bank account owned by Christian Kleitner. F-28-29273-E-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Christian Kleitner, whose last known address is Augsburg 9, Malerwinkl 1, Germany, is a resident of Germany and a national of a designated enemy country (Germany);

2. That the property described as follows: That certain debt or other obligation owing to Christian Kleitner, by Central Savings Bank, 1200 Broadway, New York, N. Y., arising out of a savings account, account number 971,721, entitled Christian Kleitner, maintained at the Fourteenth Street branch office of the aforesaid bank located at 4th Avenue and 14th Street, New York, N. Y., and any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid national of a designated enemy country (Germany);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Germany).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11411; Filed, Dec. 29, 1948; 9:17 a. m.]

[Vesting Order 12544]

MAX LAUTENSCHLAGER

In re: Debt owing to Max Lautenschlager. F-28-11860-C-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Max Lautenschlager, whose last known address is Germany, is a resident of Germany and a national of a designated enemy country (Germany);

2. That the property described as follows: That certain debt or other obligation owing to Max Lautenschlager, by J. W. Jackson, 220 Montgomery St., San Francisco, California, in the amount of $204.40, as of December 31, 1945, together with any and all accruals thereto, and

any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid national of a designated enemy country (Germany);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Germany).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11412; Filed, Dec. 29, 1948; 9:18 a. m.]

[Vesting Order 12545]

MAERSK LINE

In re: Debt owing to Maersk Line. F-39-4654-C-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Maersk Line, the last know address of which is Kobe, Japan, is a corporation, partnership, association or other business organization, organized under the laws of Japan, and which has or, since the effective date of Executive Order 8389, as amended, has had its principal place of business in Kobe, Japan, and is a national of a designated enemy country (Japan);

2. That the property described as follows: That certain debt or other obligation owing to Maersk Line, by Panama Railroad Company, Balboa Heights, Canal Zone, in the amount of $275.60, as of December 31, 1945, together with any and all accruals thereto, and any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid national of a designated enemy country (Japan);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Japan).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11413; Filed, Dec. 29, 1948; 9:18 a. m.]

[Vesting Order 12548]

WILLIE O. L. PRIOR

In re: Bank account owned by Willie O. L. Prior. F-28-23596-A-1/E-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Willie O. L. Prior, whose last known address is Bielefeld, i/W, Kiskerstr. 10, Germany, is a resident of Germany and a national of a designated enemy country (Germany);

2. That the property described as follows: That certain debt or other obligation of The New York Trust Company, 100 Broadway, New York, New York, arising out of a checking account, entitled William M. Wherry, special blocked checking No. 2, maintained at the aforesaid bank, and any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, Willie O. L. Prior, the aforesaid national of a designated enemy country (Germany);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Germany).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11414; Filed, Dec. 29, 1948; 9:18 a. m.]

[Vesting Order 12549]

MAX PRUSS

In re: Debt owing to Max Pruss. F-28-14383-C-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Max Pruss, whose last known address is (21) Olpe Westfalen, British Zone, Land North Rhine, Westphalia, Germany, is a resident of Germany and a national of a designated enemy country (Germany);

2. That the property described as follows: That certain debt or other obligation owing to Max Pruss, by Link-Belt Company, 307 N. Michigan Avenue, Chicago 1, Illinois, in the amount of $2,084.10, as of November 2, 1948, together with any and all accruals thereto, and any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid national of a designated enemy country (Germany);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Germany).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have

the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11415; Filed, Dec. 29, 1948; 9:18 a. m.]

[Vesting Order 12550]

SAAR BASIN CONSOLIDATED COUNTIES

In re: Bank accounts owned by Saar Basin Consolidated Counties, also known as Zweckverband Verband der Kreise des Saargebietes. F-28-27522-E-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Saar Basin Consolidated Counties, also known as Zweckverband der Kreise des Saargebietes, is a political subdivision of a designated enemy country (Germany);

2. That the property described as follows:

a. That certain debt or other obligation owing to Saar Basin Consolidated Counties also known as Zweckverband Verband der Kreise des Saargebietes, by the National City Bank of New York, 55 Wall Street, New York, New York, arising out of a general expense account maintained at the aforesaid bank in the name of Saar Basin Consolidated Counties, and any and all rights to demand, enforce and collect the same, and

b. That certain debt or other obligation owing to Saar Basin Consolidated Counties also known as Zweckverband Verband der Kreise des Saargebietes, by the National City Bank of New York, 55 Wall Street, New York, New York, arising out of a bond redemption account maintained at the aforesaid bank in the name of Saar Basin Consolidated Counties, and any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid designated enemy country (Germany);

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The term "designated enemy country" as used herein shall have the meaning prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11416; Filed, Dec. 29, 1948; 9:18 a. m.]

[Vesting Order 12554]

TOKYO PATENT & TRADE MARK AGENCY BUREAU

In re: Debt owing to Tokyo Patent & Trade Mark Agency Bureau. F-39-4523-C-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Tokyo Patent & Trade Mark Agency Bureau, the last known address of which is No. 6, Sanchome, Marunouchi, Kojimachi-Ku, Tokyo, Japan, is a corporation, partnership, association or other business organization, organized under the laws of Japan, and which has or, since the effective date of Executive Order 8389, as amended, has had its principal place of business in Tokyo, Japan and is a national of a designated enemy country (Japan);

2. That the property described as follows: That certain debt or other obligation owing to Tokyo Patent & Trade Mark Agency Bureau, by Marks & Clerk, 220 Broadway, New York 7, New York, in the amount of $199.15, as of December 31, 1945, together with any and all accruals thereto, and any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid national of a designated enemy country (Japan);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Japan).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11419; Filed, Dec. 29, 1948; 9:18 a. m.]

[Vesting Order 12556]

CAI H. VON RUMOHR

In re: Debt owing to Cai H. von Rumohr. F-28-23899-C-1.

Under the authority of the Trading With the Enemy Act, as amended, Executive Order 9193, as amended, and Executive Order 9788, and pursuant to law, after investigation, it is hereby found:

1. That Cai H. von Rumohr, whose last known address is Neverin, Neu Brandenburg Land, Mecklenberg, Germany, is a resident of Germany and a national of a designated enemy country (Germany);

2. That the property described as follows: That certain debt or other obligation owing to Cai H. von Rumohr, by Schoellkopf, Hutton & Pomeroy, Inc., 70 Niagara Street, Buffalo, New York, in the amount of $111.68, as of December 31, 1945, together with any and all accruals thereto, and any and all rights to demand, enforce and collect the same,

is property within the United States owned or controlled by, payable or deliverable to, held on behalf of, or on account of, or owing to, or which is evidence of ownership or control by, the aforesaid national of a designated enemy country (Germany);

and it is hereby determined:

3. That to the extent that the person named in subparagraph 1 hereof is not within a designated enemy country, the national interest of the United States requires that such person be treated as a national of a designated enemy country (Germany).

All determinations and all action required by law, including appropriate consultation and certification, having been made and taken, and, it being deemed necessary in the national interest,

There is hereby vested in the Attorney General of the United States the property described above, to be held, used, administered, liquidated, sold or otherwise dealt with in the interest of and for the benefit of the United States.

The terms "national" and "designated enemy country" as used herein shall have the meanings prescribed in section 10 of Executive Order 9193, as amended.

Executed at Washington, D. C., on December 16, 1948.

For the Attorney General.

[SEAL] DAVID L. BAZELON,
Assistant Attorney General,
Director, Office of Alien Property.

[F. R. Doc. 48-11420; Filed, Dec. 29, 1948; 9:18 a. m.]

PART II
Section 1

FEDERAL REGISTER

VOLUME 13 NUMBER 254

Washington, Thursday, December 30, 1948

TITLE 39—POSTAL SERVICE

Chapter I—Post Office Department

REVISION OF REGULATIONS

With the exceptions noted in the text, Parts 1 to 155, shall become effective at 12:01 a. m., January 1, 1949.

On the effective date specified above the material contained in Parts 1 to 155 shall supersede all material relating to the Post Office Department published in Title 39 of the Code of Federal Regulations, the Supplements to the Code of Federal Regulations, and in the daily issues of the FEDERAL REGISTER.

NOTE: The material in Parts 1 to 125 and Parts 135 to 137 has been keyed to the revised edition of the Postal Laws and Regulations in which publication will be found sections not appearing in the Code of Federal Regulations. The revised edition of the Postal Laws and Regulations will be published in the near future.

Part II of this issue is divided into two sections. Section 1 contains Subchapters A through J of Chapter I, Title 39, and Section 2 contains Subchapters K through N.

Subchapter A—Post Office Department and Postal Service

Part
1 Establishment and organization of the Post Office Department.
2 Post Office inspectors.
3 Miscellaneous provisions relating to the Department and the Postal Service.
4 Orders, contracts, and bonds.
6 Supply contracts: Service property: Telegrams.
7 Postal revenues and other public funds: Sources and disposal of.
8 Postage stamps and other stamped paper and securities.

Subchapter B—Estimates, Appropriations, Disbursements, and Accounts

17 Disbursements and accounts.
18 Settlement of accounts: Legal proceedings: Compromises.

Subchapter C—Post Offices

24 Establishment and discontinuance of post offices; conduct of officers during absence of postmasters.
25 General provisions relating to post offices.
26 Leases, allowances, and supplies for post offices.
27 Letter, call, and lock boxes, and key deposits.

Subchapter D—Domestic Mail Matter

34 Classification and rates of postage.
35 Provisions applicable to the several classes of mail matter.
36 Unmailable matter.
37 Free matter in the mails.

Subchapter E—Treatment of Mail Matter in Post Offices: Loss or Improper Treatment: Undeliverable Mail Matter

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41 The privacy and safeguarding of the mails.
42 Treatment of domestic mail matter at post offices of mailing and at post offices in transit.
43 Treatment of domestic mail matter at receiving post offices.
44 Loss, rifling, damage, or other mistreatment of mail matter; inquiries, complaints, and investigations; requests for and failure to receive return receipts; and collections from postal employees and mail contractors.
45 Dead mail matter.

Subchapter F—Delivery Service

50 City delivery.
51 Village delivery.
52 Rural delivery.
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Subchapter G—Registry System: Insurance and Collect-on-Delivery Services

58 Registration of domestic mail matter.
59 Treatment of matter at post offices of mailing and in transit.
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61 Handling of registered matter, by city, village, and rural carriers.
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Subchapter A—Post Office Department and Postal Service

PART 1—ESTABLISHMENT AND ORGANIZATION OF THE POST OFFICE DEPARTMENT

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1.4 Department officers as post-office inspectors.
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1.9 Office of Postmaster General.
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1.16 Information concerning postal matters.
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1.18 United States Official Postal Guide.
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1.22 Report on the Cost Ascertainment System.
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1.32 Prices.
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AUTHORITY: §§ 1.1 to 1.33 (except for authority cited in text), issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

ESTABLISHMENT; OFFICERS

§ 1.1 *Post offices and post roads.* The Congress shall have power * * * to establish Post Offices and post Roads; * * * and to make all days which shall be necessary and proper for carrying into execution the foregoing powers, * * * (Constitution, art. 1, sec. 8)

§ 1.2 *Post Office Department and Postmaster General.* There shall be at the seat of government an executive department to be known as the "Post Office Department," and a Postmaster General, who shall be the head thereof, and who shall be appointed by the President, by and with the advice and consent of the Senate, and who may be removed in the same manner; and the term of the Postmaster General shall be for and during the term of the President by whom he is appointed, and for one month thereafter, unless sooner removed. (R. S. 388; 5 U. S. C. 361)

§ 1.3 *Authority to appoint officers.* Authority to appoint the following-named officers may be found in the laws cited:

First Assistant Postmaster General, 5 U. S. C. 363.

Second Assistant Postmaster General, 5 U. S. C. 363.

Third Assistant Postmaster General, 5 U. S. C. 363.

Fourth Assistant Postmaster General, Sec. 1, 26 Stat. 944, sec. 6, 38 Stat. 1049; 5 U. S. C. 42a, 363.

Solicitor for the Post Office Department, 5 U. S. C. 364.

Chief Inspector, act of July 5, 1884 (23 Stat. 156), 5 U. S. C. 42a, and subsequent appropriation acts.

Purchasing Agent for the Post Office Department, 5 U. S. C. 366.

Comptroller, Bureau of Accounts, Post Office Department, 31 U. S. C. 45.

Director of Parcel Post, 5 U. S. C. 364a.

Other officers and employees, annual appropriation acts.

§ 1.4 *Department officers as post-office inspectors.* The Postmaster General may employ, when the service requires it, the Assistant Postmasters General and superintendents in his department as post-office inspectors; and he may allow them therefor not exceeding the amount expended by them as necessary traveling expenses while so employed. (R. S. 4017, 4019, as amended; 39 U. S. C. 697)

§ 1.5 *Acting officers*—(a) *Of departments.* In case of the death, resignation, absence, or sickness of the head of any department, the first or sole assistant thereof shall, unless otherwise directed by the President, as provided by paragraph (c) of this section, perform the duties of such head until a successor is appointed, or such absence or sickness shall cease. (R. S. 177; 5 U. S. C. 4)

(b) *Of bureaus.* In case of the death, resignation, absence, or sickness of the chief of any bureau, or of any officer thereof, whose appointment is not vested in the head of the department, the assistant or deputy of such chief or of such officer, or if there be none, then the chief clerk of such bureau, shall, unless otherwise directed by the President, as provided by paragraph (c) of this section, perform the duties of such chief or of such officer until a successor is appointed or such absence or sickness shall cease. (R. S. 178; 5 U. S. C. 5)

(c) *Named by President.* In any of the cases mentioned in paragraphs (a) and (b) of this section the President may, in his discretion, authorize and direct the head of any other department or any other officer in either department, whose appointment is vested in the President, by and with the advice and consent of the Senate, to perform the duties of the vacant office until a successor is appointed, or the sickness or absence of the incumbent shall cease. (R. S. 179; 5 U. S. C. 6)

(d) *Temporary appointments.* A vacancy occasioned by death or resignation must not be temporarily filled under the provisions of paragraphs (a), (b), and (c) of this section for a longer period than 30 days. (R. S. 180, as amended; 5 U. S. C. 7)

(e) *Succession as Acting Postmaster General.* Pursuant to the authority conferred by paragraph (c) of this section: The Second Assistant Postmaster General is authorized and directed to perform the duties of the Postmaster General whenever and so long as he and the First Assistant Postmaster General shall both be absent or sick; and the Third Assistant Postmaster General is authorized and directed to perform the duties of Postmaster General whenever and so long as he and the First and Second Assistant Postmasters General shall be absent or sick. And the Fourth Assistant Postmaster General is authorized and directed to perform the duties of Postmaster General whenever and so long as he and the First, Second, and Third Assistant Postmasters General shall all be absent or sick.

DUTIES OF THE POSTMASTER GENERAL

§ 1.6 *General duties of Postmaster General*—(a) *Authorization.* It shall be the duty of the Postmaster General:

(1) To establish and discontinue post offices.

(2) To instruct all persons in the Postal Service with reference to their duties.

(3) To decide on the forms of all official papers, except as otherwise provided by law.

(4) To enforce the prompt rendition of returns relative to accounts.

(5) To control, according to law, and subject to the settlement of the General Accounting Office, all expenses incident to the service of the department.

(6) To superintend the disposal of the moneys of the department.

(7) To * * * issue warrants to cover money into the Treasury; and to pay out the same.

(8) To superintend generally the business of the department and execute all laws relative to the Postal Service. (R. S. 396, as amended; 5 U. S. C. 369)

NOTE: As to other duties of the Postmaster General, see 39 U. S. C. 751, et seq. (as member of board of trustees, Postal Savings System): 5 U. S. C. 124–132 (as to administration of post office buildings); 40 U. S. C. 267, 341, 344 (as to the approval of plans and the selection of sites for public buildings); 5 U. S. C. 134 (as to joint authority with Secretary of the Treasury to make regulations governing shipments of valuables by executive departments, etc.); 17 U. S. C. 33 (as to authority respecting enforcing regulations to prevent certain importations); 20 U. S. C. 41, 45 (as member of Smithsonian Institution); 3 U. S. C. 21 (as to succession of Presidency).

(b) *Delegation of authority.* The head of any department may delegate to subordinate officials (1) the power vested in him by law to take final action on matters pertaining to the employment, direction, and general administration of personnel under his department; * * * (Sec. 12, 60 Stat. 809; 5 U. S. C. 22a)

§ 1.7 *Official seal.* The Postmaster General shall keep the seal adopted for his department, which shall be affixed to all commissions of postmasters and others, and used to authenticate all transcripts and copies which may be required from his department. (R. S. 395; 5 U. S. C. 362)

REGULATIONS

§ 1.8 *Regulations*—(a) *Making of.* The head of each department is authorized to prescribe regulations, not inconsistent with law, for the government of his department, the conduct of its officers and clerks, the distribution and performance of its business, and the custody, use, and preservation of the records, papers, and property appertaining to it. (R. S. 161; 5 U. S. C. 22)

(b) *Promulgation of.* All regulations or amendments thereof shall be promulgated by the Postmaster General and duly entered of record in the journal.

(c) *Distribution of business.* The business of the department is distributed among its several officers as hereinafter provided.

ORGANIZATION OF THE DEPARTMENT

§ 1.9 *Office of Postmaster General*—(a) *Matters assigned to.* The Postmaster General assigns to his office: The superintendence and government of the department, and the appointment of the officers, clerks, and employees; the general direction of the Postal Service in all its branches, the management of its finances, and disbursement of appropriations; the appointment of postmasters of the fourth class; the submission of cases to the President relating to appointments to be made by him; the determination of appeals from the action of the several Assistant Postmasters General; the promulgation of rules and regulations; the consideration of claims for damage done to persons or property by or

through the operation of the Post Office Department and claims of postmasters for credit or reimbursement for losses by fire, burglary, or other unavoidable casualty; the issuance of all orders requiring the formal approval of the Postmaster General; the custody of the official seal; and the performance of all special duties enjoined by law upon the Postmaster General. (See § 1.6)

(b) *Officers attached to.* The Executive Assistant to the Postmaster General, the Special Assistants to the Postmaster General, the Director of Budget and Administrative Planning, the Commissioner of the Budget, the Commissioner of Administrative Planning, the Chief Clerk and Director of Personnel of the Post Office Department, the Solicitor, and the Purchasing Agent shall be attached to the Office of the Postmaster General. (See § 1.6.)

(c) *Postmaster General's Staff.* The Postmaster General's Staff shall consist of the First Assistant Postmaster General, Chairman, the Second Assistant Postmaster General, the Third Assistant Postmaster General, the Fourth Assistant Postmaster General, the Comptroller, the Chief Inspector, the Executive Assistant to the Postmaster General, the Chief Clerk and Director of Personnel, and the Director of Budget and Administrative Planning. Meetings of the Staff shall be held upon order of the Postmaster General, call by the Chairman, or by request of any member of the Staff. In the absence of any member of the Staff his principal assistant shall act in his place, and in the absence of the Chairman the ranking Assistant Postmaster General shall serve in this position. The Staff may request the attendance at meetings of other officials or employees of the Department. The Staff is charged with the following functions:

To coordinate the activities of the several bureaus and offices of the Postal Establishment; to recommend to the Postmaster General any action to be taken for the more effective handling of postal business; to consider and approve the issuance of all orders, regulations, and instructions for conduct of the Postal Establishment; to consider and recommend to the Postmaster General action to be taken on all requests for performance of any nonpostal service; to consider and recommend to the Postmaster General action to be taken on orders issued by other governmental agencies which affect the Postal Establishment; to coordinate the activities of the Department in meeting wartime emergencies; to consider and recommend to the Postmaster General action to be taken on all requests for cooperation of the Postal Establishment in activities resulting from a state of war, and to perform such other functions as the Postmaster General may direct.

(d) *Executive Assistant.* The Executive Assistant to the Postmaster General shall perform such duties as may be assigned to him from time to time by the Postmaster General. He shall also serve as a member of the Postmaster General's Staff.

(e) *Special Assistants.* The Special Assistants to the Postmaster General shall perform such duties as may be assigned to them from time to time by the Postmaster General.

(f) *Office of Budget and Administrative Planning*—(1) *Organization and functions.* The Office of Budget and Administrative Planning shall be supervised by the Director, who, together with the Commissioner of the Budget and the Commissioner of Administrative Planning, shall be directly responsible to the Postmaster General. This office is charged with the budgeting and the administrative and management planning activities for the Post Office Department. The various bureaus and offices of the Department will deal with the Office of Budget and Administrative Planning on all budgetary accounting matters, on new activities and procedures, and on proposed changes in operating and management procedures. The Office of Budget and Administrative Planning will be the channel through which all such matters in the first instance will be coordinated for the consideration of the Postmaster General. In connection with the performance of all the functions of the Office of Budget and Administrative Planning the officials thereof shall use, insofar as practicable, the personnel and other facilities of the various Bureaus and Offices of the Postal Establishment, particularly those of the Bureau of the Chief Inspector and the Bureau of Accounts.

(2) *Director.* The Director of Budget and Administrative Planning is charged with the following duties:

To supervise and coordinate the work of the Commissioner of the Budget and the Commissioner of Administrative Planning; in cooperation with the Commissioner of Administrative Planning, to devise improvements and changes in all operations of the Postal Establishment as may be desirable because of changing economic conditions or changes in business practices and management; to advise with and assist the departmental official in charge of legislative matters; to attend and participate in hearings before the Bureau of the Budget, appropriations committees, and other committees of Congress; to maintain a check on the execution of the budget program and general operations of the Postal Establishment; to prepare the material for annual and special public, or confidential, reports; to prepare long range financial and operating plans for the Postal Establishment; to serve as a member of the Postmaster General's Staff; and to perform such other duties as the Postmaster General may direct.

(3) *Commissioner of the Budget.* The Commissioner of the Budget is charged with the following duties:

To act as Budget Officer of the Department; to make recommendations to the Postmaster General as to policies and forecasts of volume of business upon which to base budget estimates; to advise all bureaus and offices as to policies and work load estimates to be used as the basis for budget estimates, and assist in the preparation thereof; to revise budget estimates as the Postmaster General may direct; to submit budget estimates to the Bureau of the Budget and attend and participate in hearings before the Bureau of the Budget and appropriations committees of Congress; to prescribe financial and operating reports for the information of the Postmaster General and Director of Budget and Administrative Planning; to prepare comments and recommendations as to the effect of proposed legislation on financial operations of the Department; to devise procedures for financial reimbursement for services rendered to other governmental agencies; to act as Liaison Officer with the Bureau of the Budget and the Treasury Department in the execution of Executive Order 8512, and with the General Accounting Office in all matters of policy and major changes in financial operations; and to perform such other duties as the Postmaster General may direct.

(4) *Commissioner of Administrative Planning.* The Commissioner of Administrative Planning is charged with the following duties:

To plan, supervise, and conduct studies of administrative procedures and organization; to keep informed of the scope and major findings of the management, operations, planning, and research studies conducted by the bureaus and offices, and to recommend studies to be conducted by the bureaus and offices; to prepare comments and recommendations as to effect of proposed legislation on administrative procedures of the Department; to review and make recommendations in respect of all orders and regulations before they are acted upon by the Postmaster General; to study, plan, and devise the simplification of postal laws, regulations, and instructions; to devise ways of making instruction data and material available to officials in charge of schools of instruction for postal personnel; to make recommendations to the Postmaster General on all requests from other governmental agencies for nonpostal services, and to devise procedures for such work; in cooperation with the Director of Budget and Administrative Planning to devise, plan, and make recommendations for improvements in postal service as may be desirable because of changing economic conditions or changes in business practices and management; to study and make recommendations with respect to suggestions made by postal personnel for improvements in the Postal Service; and to perform such other duties as the Postmaster General may direct.

(g) *Chief Clerk and Director of Personnel*—(1) *Personnel duties.* The Chief Clerk and Director of Personnel is charged with the responsibility for personnel administration and the management functions of the Department. He coordinates and exercises control over position classification, recruitment, selection, placement, training, promotions, discipline, efficiency ratings, leave administration, employee relations, health and safety, and other personnel matters. He is chairman of the Board of Appeals for the hearing of employee grievances throughout the Postal Establishment, and is also chairman of the Loyalty Board of the Postal Establishment. He represents the Department in its relations with the Civil Service Commission, the Federal Personnel Council, and with other agencies where personnel functions are concerned. He also serves as a

member of the Postmaster General's Staff.

(2) *Other administrative duties.* The Chief Clerk and Director of Personnel is also charged with the administrative management and control of activities and operating services at the departmental level, including the printing and binding required in the Department and the field service; the receipt and inspection of supplies for the Department and the field service delivered in Washington; the care and maintenance of public property located in the Department building; the preparation and certification of pay rolls; the compilation, publication, and distribution of the Official Postal Guide and other postal publications not otherwise provided for; the preparation of estimates for and control of expenditures from appropriations covering printing and binding, contingent and miscellaneous expenses, travel expenses of the Postmaster General and Assistant Postmasters General, and salaries, Office of the Postmaster General; the custody of the journals, order books, correspondence, and files. The Chief Clerk and Director of Personnel is the Security Officer, the Clearance Officer, and the Surplus Property Officer for the Department and the field service.

(3) *Safety Director.* The duties of the Safety Director are set forth as follows and apply to the departmental and field services and he shall function through the responsible bureaus and offices of the Department:

Maintain staff supervision and direction of the safety organization and program; establish and maintain policies and procedures relating to accident prevention, fire prevention and protection and the control of occupational hazards resulting in injury and disease; establish standards and methods to effectuate the safety policies and procedures; develop standards and specifications for safety organizations and programs; analyze and determine aptness of the accident prevention, fire prevention and protection and occupational hazards control programs prepared by each bureau and office in relation to the accident and occupational hazards experience and other needs of each of the bureaus and offices; correlate all safety programs with the established standards of the Department and coordinate these programs with the safety program of the Postal Establishment; make periodic evaluations of the progress and effectiveness of the safety program and organization of the bureaus and offices and initiate remedial action where indicated; establish procedures to insure the proper integration and application of safety engineering techniques and practices in: operations, methods, and lay-out planning—buildings, facilities, and equipment designs and specifications—training activities—instruction and operating manuals; provide technical assistance on accident prevention, occupational hygiene engineering, sanitation, fire protection and prevention; establish and maintain a complete program for the development and training of safety personnel; establish standard uniform accident report forms and procedures for accident investigation, reporting, and analysis; develop and maintain such analyses, trends, and forecasts as are essential to provide the Postmaster General, bureau heads, and supervisory personnel with periodic reports on the accident and occupational hazards experience and the attendant costs; establish effective media for currently informing supervisory personnel on all aspects of the Department's safety problems and progress of the programs; establish criteria and standards for the preparation, selection, and utilization of visual-aids and educational literature; establish service requirements for the use of personal protective equipment, appliances, and materials; correlate the safety program with the Department's public information program.

(h) *Solicitor for the Post Office Department*—(1) *Duties.* The Solicitor is charged with the duty of giving opinions to the Postmaster General and the heads of the several bureaus and offices of the department upon all questions of law arising upon the interpretation and construction of laws (including the proposed compromise of liabilities to the United States, and the remission of fines, penalties, and forfeitures under the statutes), proposed legislation affecting the Post Office Department and Postal Service, treaties, conventions, and regulations, or otherwise, in the course of business in the Postal Service, and the compilation of such opinions for publications; with analyzing all proposed legislation affecting the Post Office Department and the Postal Service for the Postmaster General and recommending the course of action which the Department should take thereon, and, as the Postmaster General's liaison officer on proposed legislation with the Congress, representing the Department at Congressional hearings; with the editing and, where necessary, the drafting of any bills presented to the Congress by the Post Office Department; with the preparation of all reports on contemplated legislation, and Congressional bills (both general and private relief), requested of the Department by Congressional committees and the Bureau of the Budget; with keeping the Postmaster General and the heads of the several bureaus and offices of the Department informed regarding legislation in which the Post Office Department is interested; with the maintenance of suitable records of legislation affecting the Post Office Department and Postal Service; with the duty of assisting in the defense of cases against the United States arising out of the transportation of the mails, and in other matters affecting the postal revenues, including suits in the Federal courts involving claims of the railroads and other contractors for the carriage of the mails; the representation of the Postmaster General and the preparation and presentation of the Department's cases in proceedings before the Interstate Commerce Commission for the determination by the Commission of the basis for adjustment of railroad mail pay and the fixing of fair and reasonable rates for the transportation of the mails and for services in connection therewith by railroads and urban and interurban electric railway common carriers, and in other matters of petition by the Postmaster General to the Commission; with the representation of the Postmaster General and the preparation and presentation of the Department's cases in proceedings before the Civil Aeronautics Board for the determination by that Board of the basis for adjustment of airplane mail pay and the fixing of fair and reasonable rates for the transportation of mail by airplanes, helicopters, or otherwise, and for services in connection therewith, and in other matters of petition by the Postmaster General to the Civil Aeronautics Board; with the representation of the Postmaster General in hearings before the Department on orders changing the mode of transporting periodical mail matter in connection with reviews of such orders by the Court of Appeals of the District of Columbia; with the consideration and submission (with advice) to the Postmaster General of claims for damage done to persons or property by or through the operation of the Post Office Department, and of all claims of postmasters for losses by fire, burglary, or other unavoidable casualty; with the giving of advice, when desired, in the preparation of correspondence with the Department of Justice and other departments, including the Court of Claims, involving questions of law or relating to prosecutions or suits affecting or arising out of the Postal Service, and with assisting when desired in the prosecution or defense of such cases, and the maintenance of suitable records of all opinions and decisions rendered affecting the Post Office Department and the Postal Service; with the consideration of applications for pardon for crimes committed against the postal laws which may be referred to the department; with the preparation and submission (with advice) to the Postmaster General of all appeals to him from the heads of the bureaus and offices of the department depending upon questions of law; with the determining of questions as to the delivery of mail the ownership of which is in dispute; with the supervision of all proceedings before the department, arising out of the enforcement of the postal fraud, lottery and fictitious statutes, and with the making of recommendations to the Postmaster General relative to the issuance of orders pursuant to the provisions of such laws; with the consideration of the mailability of matter under 18 U. S. C. 871, 1302, 1461, 1463, 1714, 1715, 1717, and 1718; with determining the legal acceptability of securities offered by banks to secure postal savings deposits; with the examining and, when necessary, the drafting of all contracts of the department; with the handling of cases arising from the application of the private express statutes (Government monopoly of carrying letters); with the legal work incident to the enforcement of those provisions of the espionage law which concern the Post Office Department; with correlating the responsibilities, the rights and the respective spheres of action of Federal and State governments under Motor Vehicle Safety Responsibility laws; with the determination of questions involving the construction of lease contracts with landlords and cancellation of leases; with the determination of questions involving interdepart-

mental legal relations between the Post Office Department and other departments; with the consideration of alleged extortion letters; with the determination of all questions of the Post Office Department arising under the Administrative Procedure Act, and with the preparation of material for publication in the FEDERAL REGISTER; with the receipt of suggestions for changes in the Postal Laws and Regulations; editing of all proposed amendments and with the responsibility of seeing that the Postal Laws and Regulations are amended in accordance with legislation; with the examining, prior to publication, and, where necessary, the drafting of all contemplated instructions of the several bureaus and offices of the department which, in any respect, purport to interpret or construe a law or laws affecting the Post Office Department and Postal Service; and with such other like duties as may from time to time be required by the Postmaster General.

(2) *Regulations for admission of attorneys to practice before Department.* The Solicitor for the Post Office Department is hereby authorized to issue regulations governing the admission of attorneys to practice before this Department; to maintain a roll of those admitted pursuant to such regulations; to issue rules governing such practice; and to prescribe rules governing disbarment proceedings and to conduct hearings on such charges. If he shall find sufficient cause, he shall issue an order of disbarment.

(3) *Assistants and assignment of duties.* The Associate Solicitors, the Assistant Solicitors, and the attorneys for the Post Office Department are assigned to the office of the Solicitor. The Associate Solicitors, as delegated by the Solicitor, shall have general supervision of the work of the office under the Solicitor and in his absence shall discharge the duties regularly devolving upon that officer; and in the absence of the Solicitor and the Associate Solicitors, the Assistant Solicitors and the attorneys in the order of their standing shall act in their stead. The duties of the personnel of the Solicitor's Office shall be such as are assigned by the Solicitor.

(i) *Purchasing Agent for the Post Office Department.* The Purchasing Agent for the Post Office Department is assigned, under the direction and control of the Postmaster General, the supervision of the purchase of all supplies; and all purchases of supplies of every nature and character, whether under contract or not, either for the Post Office Department proper or for any branch of the Postal Service, shall be made by the Purchasing Agent: *Provided, however,* That the bureau officer controlling an appropriation may authorize postmasters and other postal officials to purchase supplies chargeable to that appropriation, subject to the approval of the Purchasing Agent in each instance.

§ 1.10 *First Assistant Postmaster General.* (a) To the First Assistant Postmaster General is assigned the general management of post offices and instruction of postmasters; all matters relating to the establishment, discontinuance, and changes of names of post offices, classified and contract stations and branches, and rural stations; the changes of sites of offices of the fourth class; the selection and preparation for nomination of postmasters at post offices of the first, second, and third classes, and the appointment of postmasters at offices of the fourth class; the bonding and commissioning of postmasters; the preparation of budget estimates; and the control and disbursement of the appropriations for the office of the First Assistant Postmaster General; the designation of Army mail clerks and assistant Army mail clerks; the authorization of allowances for clerk and city and village carrier hire, car fare and bicycle hire, and other expenses connected with post offices; the conduct of the city delivery, village delivery, rural delivery, and special-delivery services; and the treatment of all unmailable and undeliverable mail matter. He also serves as Chairman of the Postmaster General's Staff.

(b) Three Deputies First Assistant Postmaster General, of equal rank, will assist the First Assistant Postmaster General in the general supervision and administration of the affairs of the Bureau; act in the absence of the First Assistant Postmaster General, and perform such specific duties as may be assigned.

(c) The Division of Budget and Administrative Services under the supervision of a director will develop budget programs designed to assure the provision of adequate funds for normal postal operation and necessary expansion of the Postal Service to meet population growth and community development; prepare all budget estimates and serve as budget control officer for the Bureau, coordinating the Bureau's budget affairs with those of the Department's Commissioner of the Budget and the Bureau of the Budget; determine and maintain the accounting procedure necessary to control disbursements and reflect the status of appropriations at all times; control authorizations and the granting of allowances for miscellaneous service items at first- and second-class post offices, such as telephone and telegraph, cleaning and travel expenses, medical supplies for first aid units, etc., and the separating of mails and unusual conditions at fourth-class post offices; and will prepare and keep necessary journals and records and make annual adjustments of salaries of postmasters, and engage in such other activities affecting the work of the Bureau as may be assigned.

(d) The Division of Post Office Clerical Service; under the supervision of a Director, is charged with the organization and management and maintenance, and hours of service at post offices of the first, second and third class; the establishment, organization and management, maintenance and hours of service, change of name and discontinuance of classified and contract stations and branches; the authorization of Army mail clerks and assistant Army mail clerks, and the supervision of the performance of their official duties; the authorization of assistant postmasters, supervisors, clerks, watchmen, messengers, mail handlers, printers, mechanics and skilled laborers, cleaners, janitors and telephone operators, elevator conductors and firemen in post offices, paid from the appropriations of the First Assistant Postmaster General, including the fixing of the quotas of necessary employees in all such post offices, stations and branches. The authorization and granting of all allowances for assistant postmasters, supervisors and clerk hire at all post offices. The supervision of the treatment of all undeliverable and unmailable mail matter sent to dead-letter and dead parcel-post branches for disposition; the enforcement of the prompt sending and examination of such matter according to the regulations; the correcting of errors of postmasters connected with the nondelivery of mail matter sent to dead-letter and dead parcel-post branches, and the investigation by correspondence and otherwise of complaints made with reference thereto; the examination and forwarding or return of all such matter which has failed of delivery; the inspection and return to country of origin of undeliverable foreign matter; the recording and restoration of letters and parcels which contain valuable enclosures; care and disposition of money, negotiable papers and other valuable articles found in undeliverable matter; and correspondence both foreign and domestic, relating to these subjects. The authorization of official sealing and postmarking machines, and the authorization of postmarking dies in post offices, not including the cancellation marks.

(e) The Division of City Delivery Service; under the supervision of a Director, is charged with the establishment, location, organization and management, maintenance, hours of service, and conduct of city, village, special and parcel-post delivery service, including collection service; mounted and foot delivery and collection; bicycle and automotive service; the conduct and management of the Detroit River Postal Service including contract for boat. The authorization of city delivery supervisors, city delivery and village carriers, parcel post and collection carriers and special delivery messengers, and the fixing of quotas of such employees in all post offices. The authorization and granting of all allowances for city delivery, village delivery, special delivery hire and car fare and bicycle allowances, including allowances for vehicle hire in connection with village delivery service, and all other matters pertaining to delivery and collection service, except rural delivery service.

(f) The Division of Post Office Personnel; under the supervision of a Director, is charged with the appointment, promotion, transfer, change in grade and status, disciplining, removal, and salaries of assistant postmasters, supervisors, clerks, watchmen, messengers and mail handlers, printers, mechanics and skilled laborers, clerks in third-class offices, city delivery, village and special delivery carriers and messengers; also cleaners, janitors, telephone operators, firemen and elevator conductors, paid from the appropriations of the First Assistant Postmaster General; the maintenance of all records pertaining thereto and the enforcement and interpretation of all Post Office Department and civil service rules

and regulations and Comptroller General decisions concerning their salary and employment, including the maintenance of quotas as fixed by the service directors.

(g) The Division of Postmasters; under the supervision of a Director, is charged with the preparation of cases for the establishment, change of name, and discontinuance of post offices; the selection and preparation for nomination of postmasters at post offices of the first, second, and third classes, and the appointment of postmasters at offices of the fourth class; the keeping of a record of the appointment of postmasters; the obtaining, recording, and filing of bonds and oaths of office and issuance of postmasters' commissions; the consideration of charges and complaints against postmasters; all service matters in connection with fourth-class post offices; and the regulation of hours of business and changes of sites of post offices of the fourth class.

(h) The Division of Rural Delivery Service; under the supervision of a Director, is charged with consideration of all matters pertaining to the rural delivery service; the establishment, extension, consolidation and discontinuance of rural routes; the appointment, transfer, reinstatement, assignment, disciplining and removal of rural carriers; the maintenance and conduct of the service and the maintenance of all necessary records concerning the rural carriers and the correct mileage of all rural routes; the interpretation and enforcement of the Postal Laws and Regulations and civil service rules and regulations and Comptroller General decisions pertaining to the employment and salaries and allowances for the conduct of rural delivery carriers and the rural delivery service.

(i) All post offices in the United States, its territories, and possessions are field branches of the Post Office Department, and of the Bureau of the First Assistant Postmaster General. Each post office is under the general supervision of a postmaster and is charged with providing postal facilities and administering the postal affairs to the communities they serve. Postmasters receive complaints regarding mishandling or mistreating of the mails and loss or nondelivery thereof and all requests for information on purely local postal matters, sending to the Post Office Department such of the complaints and inquiries as they may deem necessary. Complaints involving the conduct of a postmaster should be directed to the First Assistant Postmaster General. Complaints should be in writing, complete as to detail, and on the prescribed form when available.

(j) Historical and statistical records of public interest pertaining to the Postal Service are on file in the Bureau of the First Assistant Postmaster General, Washington 25, D. C., and are available at that place to all persons properly or directly concerned.

(k) Detailed instructions on procedure are available in the current issue of the United States Official Postal Guide, Part I for domestic mail, and Part II for foreign mail, and in the current issue of the Manual of Instructions for Postal Personnel. There is also available a list of post offices by classes which is published annually and a list of post offices showing post office receipts and salaries of postmasters which is published annually. The Postal Laws and Regulations also outline procedures and statutes governing the conduct of the Postal Service. The Postal Bulletin issued twice weekly is an informative publication on procedure and policy. The annual report of the First Assistant Postmaster General to the Postmaster General contains information concerning the operation of the Bureau of the First Assistant Postmaster General and the field service under its control. These publications are available at all post offices or may be secured from the Government Printing Office, Washington 25, D. C.

§ 1.11 *Second Assistant Postmaster General*—(a) *Duties.* The Second Assistant Postmaster General is charged with the responsibility and authority for administering all matters relating to the transportation of the domestic and international mails by means of railroads, electric and cable cars, steamships, steamboats, mail messengers, star routes and air mail routes, routing of such mails and distribution thereof, management of the international postal service, and supervision of the personnel, accounting, budgetary, and other administrative services of the postal transportation bureau. He also serves as a member of the Postmaster General's Staff.

(b) *Under Second Assistant Postmaster General.* The Under Second Assistant Postmaster General is charged with the coordination and general supervision of the activities of the bureau, aiding and assisting in the formulation of plans and policies, and acting as head of the bureau during the absences of the Second Assistant Postmaster General.

(c) *Deputy Second Assistant Postmaster General in charge of Surface Postal Transport.* The Deputy Second Assistant Postmaster General in charge of Surface Postal Transport, aided by a Director of Transportation and a Director of the Divisions of Personnel and Facilities, is charged with the authorization and management of the transportation of mails on railroads, electric cars, steamboats on inland routes, steamship and steamboat routes between the United States and its territories; the authorization of side and transfer service required in the transportation of the mails; the determination of the necessity for the establishment of new or additional service, and the necessity for changing authorizations and car space to meet service needs in accordance with rates and regulations of the Interstate Commerce Commission; the general management of mail service on highway post office routes and authorization for new routes or additional service on existing routes; the investigation of cases of delinquencies in service and determination as to fines or penalties to be imposed and the amounts thereof; the collaboration with the Solicitor and the Interstate Commerce Commission for the purpose of issuing rules and regulations concerning transportation of the mails and fixing rates for the carriage of mail on railroads and electric cars; the distribution, routing and dispatch of all mails other than those postmasters are authorized to distribute and dispatch; the instruction of postmasters relative to the distribution, routing and dispatch of surface domestic mails; devising plans, specifications and changes in railway post office cars and highway post office vehicles; the collaboration with the Third Assistant Postmaster General in arranging for the routing and protection of valuable registered mail; passing upon requests for increases or decreases of field personnel assigned to railway post office lines, highway post office routes, transfer offices, administrative offices (except those assigned to Air Postal Transport), terminal railway post offices and air mail field offices; the preparation of advertisements inviting proposals for transportation of mails on star routes including those operating in territories and possessions of the United States; the drafting of orders awarding such service and the preparation of contracts; issuing authorizations for mail messenger service; the investigation of delinquencies and determination as to fines and penalties against contractors; and all matters relating to the operation of these services; the preparation of regulations for the government of postal transport personnel assigned to railway post offices, highway post offices, terminal railway post offices, air mail field post offices and transfer offices, and in administrative offices (except those assigned to the Air Postal Transport); handling all matters relating to the appointment, transfer, promotion, seniority, reduction, removal, and all other personnel actions affecting such employees; supervision of preparation of schemes and schedules and awarding of contracts for printing of same, except air mail schedules and schemes; the distribution of pouches, sacks and locks used in the transportation of the mails, other than those used exclusively in the city and rural delivery services; the designation of mail bag depositories; the determination of proper travel allowances to be paid officers and employees of the Surface Postal Transport system; arranging for terminal railway post office quarters on the basis of investigations by the Chief Inspector, and preparation of leases relating thereto; arranging for incidental services such as telephones, heat, light and water and negotiating for such services; handling requisitions for supplies and equipment used by the Surface Postal Transport service; issuing instructions regarding the admissibility to the mails of matter liable to damage the mails or injure the personnel, and regarding preparation and packing where admissible; determination of and issuing instructions regarding the packing of other parcel post matter necessary to withstand ordinary handling in transit.

(1) *Field divisions of Railway Mail Service.* The Railway Mail Service is divided into fifteen field divisions, each in charge of a general superintendent. The locations of the general superintendents' offices and the area under the jurisdiction of each are shown below:

Division	Jurisdictional area	Office location
First	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.	Post Office Bldg., Boston 9, Mass.
Second	New York, New Jersey, Delaware, the Eastern Shore of Maryland, Accomack and Northampton Counties, Va.	General Post Office Bldg., 31st St. and 8th Ave., New York 1, N. Y.
Third	District of Columbia, Maryland, North Carolina, Virginia, and West Virginia (except the peninsula of Maryland and Virginia).	City Post Office Bldg., Washington 25, D. C.
Fourth	Alabama, Florida, Georgia, South Carolina, Tennessee, Puerto Rico, and Virgin Islands.	Federal Annex, Atlanta 4, Ga.
Fifth	Ohio, Indiana, and Kentucky	Post Office Annex, Liberty and Dalton Sts., Cincinnati 35, Ohio.
Sixth	Illinois and Iowa	Main Post Office Bldg., Chicago 7, Ill.
Seventh	Kansas and Missouri	Post Office Bldg., St. Louis 3, Mo.
Eighth	Arizona, California, Guam, Hawaii, Nevada, Samoa, and Utah.	Post Office Bldg., San Francisco 1, Calif.
Ninth	Lower Peninsula of Michigan, the main line of the New York Central R. R. between New York, N. Y., and Chicago, Ill., and collateral lines that may be designated.	Post Office Bldg., Cleveland 1, Ohio.
Tenth	Northern Peninsula of Michigan, Minnesota, North Dakota, South Dakota, and Wisconsin.	Post Office Bldg., St. Paul 1, Minn.
Eleventh	New Mexico, Oklahoma, and Texas	Post Office Bldg., Fort Worth 1, Tex.
Twelfth	Arkansas, Louisiana, and Mississippi	Post Office Bldg., New Orleans 6, La.
Thirteenth	Alaska, Idaho, Montana, Oregon, and Washington	Post Office Bldg., Seattle 11, Wash.
Fourteenth	Nebraska, Colorado, and Wyoming	Post Office Bldg., Omaha 1, Nebr.
Fifteenth	Pennsylvania and main line of Erie R. R. west of Salamanca, N. Y., main lines of the Baltimore & Ohio R. R. and Pennsylvania R. R. system west of Pittsburgh, Pa., and such collateral lines as may be designated.	Federal Bldg., Pittsburgh 19, Pa.

(2) *General superintendent.* The general superintendent shall supervise the operation of the service and employees assigned to his division; see that the Postal Laws and Regulations and all departmental orders are complied with; prepare schemes of distribution and schedules for use as guides to the correct dispatch of the mails; prepare semimonthly pay sheets and quarterly pay rolls showing the names of the employees and the amounts of salaries and travel allowances to be paid by checks issued by postmasters at division headquarters of the Railway Mail Service; make investigations ordered by the department, and of irregularities occurring within his territory, except losses, taking corrective action when necessary, and report upon all essential matters to the Deputy Second Assistant Postmaster General in charge of surface Postal Transport.

(d) *Deputy Second Assistant Postmaster General in charge of Air Postal Transport.* The Deputy Second Assistant Postmaster General in charge of Air Postal Transport, aided by a Director of Domestic Air Postal Transport and a Director of Foreign Air Postal Transport, is charged with the authorization and management of the transportation of mails by aircraft; the preparation and issuance of orders authorizing changing, modifying, altering, and suspending service; the selection and control of schedules; the preparation and issuance of orders requiring air carriers to change, alter, modify, and operate additional schedules for the carriage of air mails; preparation and issuance of statements of official distances between points served for the carriage of air mails; the preparation and issuance of rules and regulations covering the transportation of mails by air carriers; the analysis of reports of nonperformance of service, violation of rules and regulations, and irregularities in the handling of air mail; the investigation and the determination of fines and penalties to be assessed against air carriers for violation of rules and regulations, nonperformance of service, and irregularities in the handling of air mails; the preparation and issuance of instructions to postmasters and field officers concerning the distribution and dispatch of domestic air mails as well as the distribution and dispatch of foreign air mails in accordance with the policies of the International Postal Service, and the operation and conduct of the Air Postal Transport service; the computation and maintenance of records of the volume of air mail dispatched by post offices and other postal units; the publication and distribution of official schedules, schemes, and pouching instructions for use in the distribution, routing, and dispatch of air mails; the examination of flight reports for operating irregularities; the determination of performance of service by carriers; the allocation of mails between competing carriers; the examination of inspection reports submitted by field officials; the administration and general management of field service personnel; the supervision of the distribution, routing, and dispatch of domestic air mails by personnel assigned to air mail fields; the requisitioning of and furnishing of supplies, equipment, furniture, and fixtures for field offices; the preparation and issuance of instructions governing the handling of air mail cachets and first flight covers in the domestic service; the conducting of promotional air mail activities; the examination and analysis of proposals for new air mail routes; the determination of future needs for air mail service; the collaboration with the Solicitor in the preparation and presentation of the Department's cases in proceedings before the Civil Aeronautics Board; the determination of needs for new and additional quarters at airports for the distribution and handling of air mail; the preparation of plans and specifications for quarters at air ports, and the negotiation of leases therefore; the preparation of commissions authorizing free air travel directed by the Postmaster General; and in general the supervision and management of the operation of the Air Postal Transport service, the facilities used and useful therefor and the services connected therewith. Attends meetings of and acts as the Post Office Department's voting member of the Air Coordinating Committee and assumes such research and analysis work as may devolve upon the Department's representative by reason of such membership.

(1) *Field divisions of Air Postal Transport.* There are five regional air mail districts, each with a superintendent in charge, further described as follows:

Regional area	Jurisdictional area	Office location
Eastern	Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia, Trans-atlantic services.	General Post Office Bldg., New York 1, N. Y.
Central	Colorado, Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin, Wyoming.	U. S. Courthouse, Chicago 4, Ill.
Western	Arizona, California, Idaho, Washington, Montana, Nevada, Oregon, Utah, Hawaii, Alaska, Trans-pacific area.	180 New Montgomery St., San Francisco 5, Calif.
Southwestern	Arkansas, Kansas, Louisiana, Missouri, Mississippi, New Mexico, Oklahoma, Texas, Central and South Americas and Caribbean area jointly with Southeastern regional area.	Post Office Bldg., Fort Worth 1, Tex.
Southeastern	Alabama, Florida, Georgia, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, Central and South Americas and Caribbean area jointly with Southwestern regional area.	618 Atlanta Natl Bldg., 50 Whitehall St., Atlanta 4, Ga.

(2) *Regional Superintendents.* Regional Superintendents, Air Postal Transport, have general supervision over the air mail service in their areas. They are responsible for seeing that proper service is rendered by carriers; for coordinating air mail activities between post offices, air mail fields, and railway post offices; for making regular air mail inspections at post offices which are stop points on air mail routes and at air mail fields and other special inspections as conditions require; for issuing dispatch schedules for the routing of air mail and diverting air mail from its regular routing when necessary because of weather, operations, or volume requirements; for checking flight reports submitted by carriers; for assisting post offices in handing souvenir mail when air mail service is inaugurated at a new point; for surveying proposed new routes; for rendering reports of accidents to planes carrying mail; for acting as representatives of the Second Assistant Postmaster General before Chambers of Commerce, service clubs, etc., when such is required; for investigating mail failures and other irregularities on the part of the carriers and submitting reports of same to the Second Assistant Postmaster General, Division of Air Postal Transport, Washington 25, D. C., with appropriate recommendation of action to be taken.

(e) *Deputy Second Assistant Postmaster General in Charge of International Postal Service.* The Deputy Second Assistant Postmaster General in charge of International Postal Service, aided by a Director of International Postal Service, is charged with the arrangement and management of details connected with the exchange of mails with foreign countries by surface and air, including

the creation and promulgation of all matters of policy relating to the international mails, the classification, rates and other conditions applicable thereto, both by surface and air, and including the ocean transportation of mails from the United States and of other mails the United States is obligated to convey; the investigation and determination of fines and deductions against steamship companies for delinquencies in service or failures to safeguard the international mails while in their custody; negotiating with foreign postal administrations of postal conventions and agreements (except those relating to the money-order system) and the arrangement of all details in connection with the putting into effect of the provisions thereof; representing the Universal Postal Union at United Nations meetings; the preparation and issuance of instructions to postmasters in regard to the international postal service (except those issued by the Air Postal Transport), including the compilation and editing of Part II of the Official Postal Guide; the consideration and preparation of replies to inquiries relating to the international postal service (except those intended for the Chief Inspector); the consideration and disposal of applications for the return to senders of, or change of address on, articles contained in the mails exchanged with foreign countries; the compilation of general statistics of international mails (except those to be compiled by the Air Postal Transport); the translation of letters and documents in foreign languages received by the Department (except those intended for the Third Assistant Postmaster General or Chief Inspector); the administrative determination of the balances due from or to foreign countries on account of intermediary maritime and land transit of international mails as well as the preparation of instructions to govern the collection of the transit statistics on which these balances are based; the management of all international registry, insurance, and collect-on-delivery services and all instructions and correspondence in relation thereto, except that assigned to the Third Assistant Postmaster General (Division of Money Orders) and that assigned to the Chief Inspector under § 1.14, and § 44.1 of this chapter, the examination and authorization for payment of indemnity claims for international mail and of certain claims for refund of postage paid on international mails for which no service was rendered (except as provided in § 114.11 of this chapter); the supervision of the sea post service, the Navy Mail Service, and international parcel post service; the adjustment of air mail postage rates and air mail transportation rates to foreign countries; and preparation of general correspondence with foreign postal administrations, the postal service and the general public relating to the international postal service (except that assigned to the Third Assistant Postmaster General and the Chief Inspector).

(f) *Deputy Second Assistant Postmaster General in charge of Administrative Services.* The Deputy Second Assistant Postmaster General in charge of Administrative Services, aided by a Director of Budget and Accounting, a Director of Systems and Procedures, a Director of Verification, and a Director of Records, is charged with verification of all authorizations and claims for the transportation of mail; passing upon claims of railroads for side and transfer service required of them in connection with the transportation of the mails; examining evidence of the performance of those services and passing upon the application of the requirements and rates fixed by the Interstate Commerce Commission governing service on railroad and electric car routes, and by the Civil Aeronautics Board governing service on domestic and foreign air mail routes; maintaining contact with and attending hearings before the Interstate Commerce Commission; preparing statements of accounts of the carriers for payment (except for mail-messenger service), preparation of orders of fines and deductions in cases of delinquencies in service, maintenance of bookkeeping records which form the basis of administrative audit of all claims for payment for transportation of mails; the stating of accounts for payment and the preparation and certification of vouchers and journals authorizing payment to carriers for the transportation of mails; the verification of accounts covering miscellaneous expenditures of the Surface Postal Transport; the administrative audit of travel expense accounts for personnel of the bureau; performing cost studies; the review, analysis, revision, establishment and discontinuance of systems and procedures for the conduct of the work of the postal transport system, at Washington, D. C., and in the field, in the interests of economy, practicability, and efficiency; recommendation of changes in existing laws and new legislation to meet the requirements of the service; preparation of estimates of appropriations necessary for the conduct of the postal transport system as a whole, and justifications in support thereof; presentation of such estimates to the Bureau of the Budget and committees of Congress; the control of all financial obligations of the postal transport system; preparation of reports on budget and fiscal matters and furnishing such other data as might be required by the Bureau of the Budget and committees of Congress.

(g) *Information.* (1) Requests for information concerning any matters under the jurisdiction of the Second Assistant Postmaster General may be directed to local postmasters or to any of the field officials listed in this section. Requests for information which can not be obtained satisfactorily in the field may be addressed to the Second Assistant Postmaster General, Washington 25, D. C.

(2) Detailed information concerning postal matters is available to the public in the current issue of the U. S. Official Postal Guide, Part I for domestic mail and Part II for foreign mail; the Postal Laws and Regulations, as amended; the Postal Bulletin, issued twice weekly; and in the annual reports of the Postmaster General. These publications may be obtained from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C.

(h) *Official records.* Official records of public interest pertaining to service actions or request for service actions are on file in the Bureau of the Second Assistant Postmaster General, Washington 25, D. C. and, with the exception of those held confidential, are available at that place to all persons properly and directly concerned.

§ 1.12 *Third Assistant Postmaster General*—(a) *Duties.* The Third Assistant Postmaster General is charged with the general supervision of the financial operations of the Postal Service; the supervision of the Postal Savings System and of the sale of United States Savings bonds at post offices; the supervision, through the Government agencies, of the manufacture of all postage stamps, postal cards and stamped envelopes, and migratory-bird hunting stamps, and their distribution; the distribution of internal-revenue stamps, and United States Savings stamps for sale in post offices and the accounting therefor; the determination in complicated cases of responsibility for shortages of any kind in postmasters' accounts; and the preparation of the Postmaster General's reports to Congress in cases involving loss of Government funds or stamped paper through embezzlement or otherwise; the general conduct of the money-order and the postal-note systems; the classification of domestic mail matter and supervision of the collection of postage thereon, including the use of precanceled stamps and the acceptance of matter without stamps affixed as metered and nonmetered mail; the supervision of the use of the penalty, franking and other domestic free mail privileges authorized by law; the enforcement of the laws relative to the limit of weight and size of domestic mail; the granting of authority to refund postage charges on domestic mail in excess of the lawful amounts; the supervision of, and issuance of instructions pertaining to, the inclusion of any advertisements, slogans, pictures, and insignia in the cancellation portion of any postmarking device or equipment, including postage meters, used by the postal service or the public; the administration of the laws governing second-class matter; the supervision and management of the domestic registry system and the domestic insurance and collect-on-delivery services; general supervision of investigations of methods designed to improve the Parcel Post Service, and its adequacy and adaptability for handling mailable articles. He also serves as a member of the Postmaster General's Staff.

The officers and divisions of the Bureau shall perform duties as follows:

(b) *Deputies Third Assistant Postmaster General.* The two Deputies Third Assistant Postmaster General, of equal rank, are assistants to the Third Assistant Postmaster General, one being in charge of the Division of Finance, the Division of Postal Savings, and the Division of Stamps, and the other in charge of the Division of Money Orders, the Division of Letter and Miscellaneous Mail, the Division of Newspaper and Periodical Mail, the Division of Registered Mails, and the Division of Parcel Post, and each deputy exercises administrative responsibility for decisions in his assigned Divisions in all matters under the jurisdic-

tion of the Third Assistant Postmaster General.

(c) *Special Administrative Aide.* The Special Administrative Aide to the Third Assistant Postmaster General and serving directly under him is budgetary control officer for the Bureau appropriations, selects, assigns, and allocates Bureau personnel, acts as technical adviser to the Third Assistant Postmaster General, and performs such planning and research assignments involving policies, practices and activities within the Bureau's jurisdiction as may be required by the Third Assistant Postmaster General.

(d) *Division of Finance.* The Division of Finance, under the supervision of the superintendent, who is also the Disbursing Officer for the Post Office Department, is charged with gathering and distributing funds derived from the collection of the revenues of the Postal Service for the purpose of meeting the obligations of the service when and where payable; supervision of the handling and remitting of funds by postmasters; covering postal moneys into the Treasury of the United States; receiving moneys coming directly to the department; paying indebtedness not settled by postmasters; handling matters affecting the postal revenues; the regulation of box-rent rates and deposits for keys of lock boxes in post offices; the payment of all salaries to all officers, clerks, and employees of the department; the making of all payments for rent of departmental buildings, contingent expenses, printing and binding, and such other expenditures as may be authorized; the sale of post route and rural delivery maps, and the keeping of accounts of expenditures.

(e) *Division of Postal Savings.* The Division of Postal Savings, under the supervision of the superintendent, is charged with the general direction of postal-savings, United States savings-bond, and savings-stamp business at post offices, the administrative examination of postal-savings, savings-bond, and savings-stamp accounts, the preparation of correspondence, and the keeping of records of accounts pertaining thereto.

(f) *Division of Stamps.* The Division of Stamps, under the supervision of the superintendent, is charged with the general supervision of the production of postage stamp paper, migratory-bird hunting stamps; the examination, verification, and adjustment of the accounts of contractors for these supplies; the disposition of requisitions for stamped-paper supplies including international reply coupons, the distribution of such supplies, the keeping of accounts of stamped paper issued to postmasters and on hand in post offices, and the audit and disposition of reports and inventories regarding the same; the distribution of United States savings stamps to postmasters; the distribution of internal-revenue stamps for sale through the postal service and the accounting therefor; the adjustment of cases of loss, miscarriage, or detention of stamped supplies in transit; the receipt, examination, and disposition of stamped paper, internal-revenue, migratory-bird hunting, and United States savings stamps and international reply coupons sent by postmasters to the Department for redemption, and the certification of credits in favor of postmasters therefor; the consideration of cases relating to the counterfeiting or imitating of United States postage stamps; the operation of the Philatelic Agency and the Philatelic Exhibition Room, and consideration of general philatelic matters; the rendition of international reply coupon accounts to the countries of origin and certification of balances due or collectible to the General Accounting Office.

(g) *Division of Money Orders.* The Division of Money Orders, under the supervision of the superintendent, is charged with the general direction of the postal money-order system, both domestic and international, the postal-note system, and the preparation of conventions for the exchange of money orders with foreign countries.

(h) *Division of Letter and Miscellaneous Mail.* The Division of Letter and Miscellaneous Mail, under the supervision of the superintendent, is charged with the consideration of all questions relating to the classification of matter, excepting that of the second class, admissible to the mails, intended or deposited for mailing, and determination of the rates of postage thereon; the limit of weight and size of mail; the admissibility of meat and meat-food products under the Meat Inspection Act and of nursery stock, etc., under the Plant Quarantine and Terminal Inspection Acts; and of the dead bodies, or parts thereof, of any wild animals or birds, or the eggs of any such birds, under the laws pertaining to their shipment; the requirements as to the name and address of the sender on mail and the addressing thereof; the use of pre-canceled stamps and business reply cards and envelopes; the mailing without stamps affixed of metered and nonmetered matter; the supervision of the use of the penalty, franking, and other domestic free mail privileges authorized by law; the supervision of the collection of postage; the granting of authority to refund postage charges on domestic ordinary mail in excess of the lawful amounts; the verification and allowance of claims for credit by postmasters for postage-due stamps affixed to undeliverable matter; the supervision of, and issuance of instructions pertaining to, the inclusion of any advertisements, slogans, pictures, and insignia in the cancellation portion of any post-marking device or equipment including postage meters, used by the Postal Service or the public; and supervision of post-office-owned stamp vending machines.

(i) *Division of Newspaper and Periodical Mail.* The Division of Newspaper and Periodical Mail, under the supervision of the superintendent, is charged with the consideration of all questions relating to the admissibility of newspapers and periodical publications to the second class of mail and the administration of the laws and regulations governing their acceptance as such, including the consideration of applications for their original entry and applications for the reentry or additional entry thereof as second-class matter; the consideration of the revocation of second-class mail privileges of publications not conforming to the requirements; the determination of questions pertaining to the preparation, wrapping, addressing, weighing, newspaper treatment, and exceptional dispatch of publications of the second class, and the permissible additions to and inclosures therein and other related matters; the application of the various rates of postage prescribed for mailings of publications of the second class, according to their character, and the supervision of the collection of, and accounting for, such postage; the administrative examination of postmasters' quarterly statements of second-class postage collected and the receipts issued to publishers therefor; the certification to the General Accounting Office of the amount of second-class postage for which each postmaster is accountable; the granting of authority to refund postage paid thereon in excess of the lawful amounts; the examination of sworn statements of ownership, management, and circulation required to be filed by publishers of publications admitted as second-class matter in the mails, and the consideration of questions arising therefrom; the registration of news agents; the registration of magazines and periodical publications issued in raised characters or on sound-reproduction records for the blind; the determination of the acceptability of free circulation publications at special postage rates provided therefor.

(j) *Division of Registered Mails.* (1) The Division of Registered Mails, under the supervision of the superintendent, is charged with the management of the domestic registry system and the domestic insurance and collect-on-delivery features of the postal service and the issuance of all instructions and correspondence in relation thereto, except that assigned to the Chief Inspector under § 1.14, and §§ 44.1 and 44.2 of this chapter; the issuance of instructions concerning receipts or certificates of mailing for domestic ordinary, registered, insured, and collect-on-delivery mail; the authorization of all domestic rotary-lock, brass-lock, lead-seal, and exceptional exchanges and dispatches of registered mail; the authorization of refunds of postage on domestic registered, insured, and collect-on-delivery mail; the recovery and disposition of domestic indemnities found to have been improperly paid; the supervision of the adjustment by postmasters of claims involving domestic insured and collect-on-delivery mail; and the adjustment of indemnity claims for domestic registered mail and such claims for domestic insured and collect-on-delivery mail as are not adjusted by postmasters.

(2) Except such claims as are reserved for adjustment by the Department, the postmasters at Central Accounting Post Offices for the States or sections in which insured and collect-on-delivery articles are mailed are authorized to pay limited indemnity claims, not to exceed $200, arising from the loss or rifling of, or damage to, insured and unregistered collect-on-delivery articles, and exchanged within and between the continental United States (including Alaska), Guam, Hawaii, Pago Pago, Samoa, Puerto Rico, and the Virgin Islands. Below is a list of Central Accounting Post Offices with territory served:

Central-accounting post offices	*Territory served*
Birmingham, Ala	Alabama.
Seattle, Wash	Alaska.
Phoenix, Ariz	Arizona.
Little Rock, Ark	Arkansas.
San Francisco, Calif	California.
Denver, Colo	Colorado.
New Haven, Conn	Connecticut.
Wilmington, Del	Delaware.
Jacksonville, Fla	Florida.
Atlanta, Ga	Georgia.
Honolulu, Hawaii	Hawaii. Samoa.
Boise, Idaho	The following counties of Idaho: Ada, Adams, Bannock, Bear Lake, Bingham, Blaine, Boise, Bonneville, Butte, Camas, Canyon, Caribou, Cassia, Clark, Custer, Elmore, Franklin, Fremont, Gem, Gooding, Jefferson, Jerome, Lemhi, Lincoln, Madison, Oneida, Owyhee, Payette, Power, Teton, Twin Falls, Valley, Washington. See Spokane, Wash., for other counties of Idaho.
Chicago, Ill	Illinois.
Indianapolis, Ind	Indiana.
Des Moines, Iowa	Iowa.
Topeka, Kans	Kansas.
Louisville, Ky	Kentucky.
New Orleans, La	Louisiana.
Portland, Maine	Maine.
Baltimore, Md	Maryland.
Boston, Mass	Massachusetts.
Detroit, Mich	The following counties of Michigan: Alcona, Allegan, Alpena, Antrim, Arenac, Barry, Bay, Benzie, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Clare, Clinton, Crawford, Eaton, Emmet, Genesee, Gladwin, Grand Traverse, Gratiot, Hillsdale, Huron, Ingham, Ionia, Iosco, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Lake, Lapeer, Leelanau, Lenawee, Livingston, Macomb, Manistee, Mason, Mecosta, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, Saint Clair, Saint Joseph, Sanilac, Shiawassee, Tuscola, Van Buren, Washtenaw, Wayne, Wexford.
Marquette, Mich	The following counties of Michigan: Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft.
Minneapolis, Minn	Minnesota.
Vicksburg, Miss	Mississippi.
Kansas City, Mo	The following counties of Missouri: Andrew, Atchison, Barry, Barton, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Cedar, Chariton, Christian, Clay, Clinton, Cooper, Dade, Daviess, De Kalb, Douglas, Gentry, Greene, Grundy, Harrison, Henry, Hickory, Holt, Howard, Howell, Jackson, Jasper, Johnson, Lafayette, Lawrence, Linn, Livingston, McDonald, Mercer, Moniteau, Morgan, Newton, Nodaway, Oregon, Ozark, Pettis, Platte, Polk, Putnam, Ray, Saint Clair, Saline, Stone, Sullivan, Taney, Texas, Vernon, Worth.
Saint Louis, Mo	The following counties of Missouri: Adair, Audrain, Bollinger, Boone, Butler, Callaway, Camden, Cape Girardeau, Carter, Clark, Cole, Crawford, Dallas, Dent, Dunklin, Franklin, Gasconade, Iron, Jefferson, Knox, Laclede, Lewis, Lincoln, Macon, Madison, Maries, Marion, Miller, Mississippi, Monroe, Montgomery, New Madrid, Osage, Pemiscot, Perry, Phelps, Pike, Pulaski, Ralls, Randolph, Reynolds, Ripley, Saint Charles, Sainte Genevieve, Saint Francois, Saint Louis, Schuyler, Scotland, Scott, Shannon, Shelby, Stoddard, Warren, Washington, Wayne, Webster, Wright.
Helena, Mont	Montana.
Omaha, Nebr	Nebraska.
Reno, Nev	Nevada.
Concord, N. H	New Hampshire.
Newark, N. J	New Jersey.
Albuquerque, N. Mex	New Mexico.
New York, N. Y	New York.
Charlotte, N. C	North Carolina.
Fargo, N. Dak	North Dakota.
Cincinnati, Ohio	The following counties of Ohio: Adams, Allen, Athens, Auglaize, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Defiance, Delaware, Fairfield, Fayette, Franklin, Fulton, Gallia, Greene, Hamilton, Hancock, Hardin, Henry, Highland Hocking, Jackson, Lawrence, Licking, Logan, Lucas, Madison, Marion, Meigs, Mercer, Miami, Montgomery, Paulding, Perry, Pickaway, Pike, Preble, Putnam, Ross, Scioto, Shelby, Union, Van Wert, Vinton, Warren, Williams, Wood, Wyandot.
Cleveland, Ohio	The following counties of Ohio: Ashland, Ashtabula, Belmont, Carroll, Columbiana, Coshocton, Crawford, Cuyahoga, Erie, Geauga, Guernsey, Harrison, Holmes, Huron, Jefferson, Knox, Lake, Lorain, Mahoning, Medina, Monroe, Morgan, Morrow, Muskingum, Noble, Ottawa, Portage, Richland, Sandusky, Seneca, Stark, Summit, Trumbull, Tuscarawas, Washington, Wayne.
Oklahoma City, Okla	Oklahoma.
Portland, Oreg	Oregon.
Philadelphia, Pa	The following counties of Pennsylvania: Adams, Berks, Bradford, Bucks, Carbon, Chester, Columbia, Cumberland, Dauphin, Delaware, Franklin, Fulton, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, York.
Pittsburgh, Pa	The following counties of Pennsylvania: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Greene, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Somerset, Venango, Warren, Washington, Westmoreland.
San Juan, P. R	Puerto Rico. The third and fourth class post offices in Virgin Islands.
Providence, R. I	Rhode Island.
Charlotte, N. C	South Carolina.
Sioux Falls, S. Dak	South Dakota.
Nashville, Tenn	Tennessee.
Austin, Tex	The following counties of Texas: Angelina, Aransas, Atascosa, Austin, Bandera, Bastrop, Bee, Bell, Bexar, Blanco, Brazoria, Brazos, Brewster, Brooks, Burleson, Burnet, Caldwell, Calhoun, Cameron, Chambers, Colorado, Comal, Concho, Coryell, Crane, Crockett, De Witt, Dimmit, Duval, Edwards, Fayette, Fort Bend, Frio, Galveston, Gillespie, Goliad, Gonzales, Grimes, Guadalupe, Hardin, Harris, Hays, Hidalgo, Houston, Irion, Jackson, Jasper, Jeff Davis, Jefferson, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kimble, Kinney, Kleberg, Lampasas, La Salle, Lavaca, Lee, Leon, Liberty, Live Oak, Llano, McCulloch, McMullen, Madison, Mason, Matagorda, Maverick, Medina, Menard, Milam, Montgomery, Nacogdoches, Newton, Nueces, Orange, Pecos, Polk, Presidio, Reagan, Real, Refugio, Robertson, Sabine, San Augustine, San Jacinto, San Patricio, San Saba, Schleicher, Shelby, Starr, Sterling, Sutton, Terrell, Tom Green, Travis, Trinity, Tyler, Upton, Uvalde, Val Verde, Victoria, Walker, Waller, Washington, Webb, Wharton, Willacy, Williamson, Wilson, Zapata, Zavala.

Central-accounting post offices—Continued	*Territory served*—Continued
Dallas, Tex	The following counties of Texas: Anderson, Andrews, Archer, Armstrong, Bailey, Baylor, Borden, Bosque, Bowie, Briscoe, Brown, Callahan, Camp, Carson, Cass, Castro, Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Comanche, Cooke, Cottle, Crosby, Culberson, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, Dickens, Donley, Eastland, Ector, Ellis, El Paso, Erath, Falls, Fannin, Fisher, Floyd, Foard, Franklin, Freestone, Gaines, Garza, Glasscock, Gray, Grayson, Gregg, Hale, Hall, Hamilton, Hansford, Hardeman, Harrison, Hartley, Haskell, Hemphill, Henderson, Hill, Hockley, Hood, Hopkins, Howard, Hudspeth, Hunt, Hutchinson, Jack, Johnson, Jones, Kaufman, Kent, King, Knox, Lamar, Lamb, Limestone, Lipscomb, Loving, Lubbock, Lynn, McLennan, Marion, Martin, Midland, Mills, Mitchell, Montague, Moore, Morris, Motley, Navarro, Nolan, Ochiltree, Oldham, Palo, Pinto, Panola, Parker, Parmer, Potter, Rains, Randall, Red River, Reeves, Roberts, Rockwall, Runnels, Rusk, Scurry, Shackelford, Sherman, Smith, Somervell, Stephens, Stonewall, Swisher, Tarrant, Taylor, Terry, Throckmorton, Titus, Upshur, Van Zandt, Ward, Wheeler, Wichita, Wilbarger, Winkler, Wise, Wood, Yoakum, Young.
Salt Lake City, Utah	Utah.
Burlington, Vt	Vermont.
Richmond, Va	Virginia.
San Juan, P. R	Virgin Islands.
Seattle, Wash	All third and fourth class post offices in Alaska. The following counties of Washington: Chelan, Clallam, Clark, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Skamania, Snohomish, Thurston, Wahkiakum, Whatcom, Yakima.
Spokane, Wash	The following counties of Idaho: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, Shoshone. The following counties of Washington: Adams, Asotin, Benton, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman.
Charleston, W. Va	The following counties of West Virginia: Boone, Braxton, Cabell, Calhoun, Clay, Fayette, Gilmer, Greenbrier, Jackson, Kanawha, Lincoln, Logan, McDowell, Mason, Mercer, Mingo, Monroe, Nicholas, Pocahontas, Putnam, Raleigh, Roane, Summers, Wayne, Webster, Wirt, Wood, Wyoming.
Wheeling, W. Va	The following counties of West Virginia: Barbour, Berkeley, Brooke, Doddridge, Grant, Hampshire, Hancock, Hardy, Harrison, Jefferson, Lewis, Marion, Marshall, Mineral, Monongalia, Morgan, Ohio, Pendleton, Pleasants, Preston, Randolph, Ritchie, Taylor, Tucker, Tyler, Upshur, Wetzel.
Milwaukee, Wis	Wisconsin.
Cheyenne, Wyo	Wyoming.

(3) Except such claims as are reserved for adjustment by the Department, the postmaster at Washington, D. C., is authorized to pay limited indemnity claims, not to exceed $200, arising from the loss or rifling of, or damage to, insured and unregistered collect-on-delivery articles mailed at Washington, D. C.

(4) Claims involving both insured and c. o. d. parcels mailed at post offices in Alaska are, upon completion, sent to the postmaster at Seattle, Washington.

(5) Claims for indemnity involving parcels mailed at or addressed to post offices in Hawaii are, upon completion, sent to the postmaster at Honolulu, if the payee is located in Hawaii; but if the payee is located elsewhere in the United States, the claim papers are sent to the postmaster at San Francisco, California.

(6) Claims for indemnity involving parcels mailed at or addressed to post offices in Puerto Rico are, upon completion, sent to the postmaster at San Juan, Puerto Rico, if payment is to be made in Puerto Rico. If payment is to be made elsewhere in the United States, the claim papers are sent to the postmaster at New York, N. Y.

(7) Claims for indemnity involving parcels mailed at or addressed to post offices in the Virgin Islands are, upon completion, sent to the postmaster at San Juan, Puerto Rico, if the payees are located in the Virgin Islands or Puerto Rico, but if payment is to be made elsewhere in the United States, the claims for indemnity are sent to the postmaster at New York, N. Y.

(8) Claims for indemnity involving parcels mailed at Washington, D. C., are, upon completion, sent to the postmaster at Washington, D. C.

(9) Information regarding the registration of valuable mail matter, insurance of parcels, and sending of articles collect-on-delivery, to domestic destinations, fees and limits of indemnity, and the advantages to be derived from the use of each of the services may be obtained at any post office or station or branch thereof.

(10) Information concerning certificates of mailing of domestic ordinary mail of any class, or additional receipts, or certificates of mailing of any domestic ordinary, registered, insured, or collect-on-delivery mail, may be obtained at any post office or station or branch thereof. Requests for such receipts or certificates of mailing may be made at the offices at which the articles are mailed.

(11) Applications for the registration of mail may be made at a post office, branch, or station, or to a city, village, or rural delivery carrier.

Mail intended for registration should never be placed in a street letter box or an ordinary mail drop. It must be presented for registration and a receipt obtained at the time showing, in addition to such other particulars as may be required by the Department, the number of the article, the amount of registry fee paid, the class of postage paid, the amount of surcharge, if any, paid, and any fees paid for special services, such as return receipt, restricted delivery, special delivery, and the postmark showing date and place of registration.

(12) At the time of mailing, or after mailing, of a domestic registered article, the sender may make request for a return receipt showing to whom and when the article was delivered, or, at the time of mailing only, the sender may make request for a return receipt showing to whom, when and the address where the mail was delivered, upon payment of the prescribed fee.

(13) The sender may restrict the delivery of registered mail by indorsing each such article on the address side "Deliver to Addressee Only," or "Deliver to the Addressee or Order," or with words of similar import, upon payment of the required fee.

(14) When the sender of registered mail desires to reclaim or recall it at any time before delivery, application may be made to the mailing postmaster.

(15) Requests for firm registration records by patrons who customarily present an average of three or more articles for registration at one time and for firm mailing books by patrons who customarily mail an average of three or more insured or c. o. d. parcels at one time may be made at any post office.

(16) Requests for information as to the proper method of packing and wrapping of articles intended for registration, insurance, or collection-on-delivery, may be made at any post office, or station or branch thereof.

(17) Requests for information regarding the sending of inquiries for domestic registered, insured, or c. o. d. mail and the charges therefor, if any, may be obtained at any post office.

(18) Requests for insurance of parcels may be made at a post office, or branch or station, or to a rural carrier. Matter intended for insurance may be left in a rural patron's mail box for collection, provided sufficient stamps are affixed for postage and fee, or money therefor is left in the box, and the article is properly packed and marked "Insured." A note should be left in the rural box stating contents and what part of the stamps or money represents the insurance fee.

(19) Requests that articles be sent collect-on-delivery may be made at a post office, or station or branch, or to a rural carrier. Matter intended for collection on delivery may be left in a rural patron's box for collection, provided sufficient stamps are affixed for postage and fee, or money therefor is left in the box, and the article is properly packed and marked "c. o. d." A c. o. d. tag must be properly filled in and attached to the article. A note should be left in the rural mail box stating the contents of the article if other than first class matter, and what part of the stamps or money represents the c. o. d. fee.

(20) At the time of mailing, and upon payment of the required fee, the sender may request restriction in delivery of an insured or c. o. d. parcel by indorsing each such article on the address side "Deliver to Addressee Only," or "Deliver to the Addressee or Order," or with words of similar import.

(21) Requests for information regarding the use of multiple forms providing in one operation, by carbon process, address labels, firm mailing and post office records, and in the case of c. o. d. mail, labels to be affixed over the corresponding portions of the official c. o. d. tags, and for information concerning the use of recapitulation sheets in conjunction with these multiple forms, may be made at any post office.

(22) The sender may, upon the payment of the required fee, request that the amount originally stated as due him on delivery of a c. o. d. parcel be increased (not to exceed $200), decreased, or canceled, or the parcel delivered to a new addressee at the office where it is held.

(23) When the sender of a c. o. d. parcel is advised by the addressee that it has not been received, and a sufficient length of time has elapsed from the date of mailing for the parcel to have been received at the office of address in the usual course of the mails and delivered to the addressee, inquiry may be made at the mailing post office or branch or station thereof. However, if such advice is dated at least ten days from the date on which the parcel should have reached the office of address and been delivered to the addressee, claim for indemnity may be filed.

(24) When the sender of a c. o. d. parcel is advised that it was received by the addressee with all or a part of the contents missing or damaged, claim for indemnity may be made without preliminary inquiry.

(25) When the sender of a c. o. d. parcel fails to receive a c. o. d. money order at the expiration of at least fifteen days following the date of mailing, in addition to the time limit for retention specified by the sender, or the parcel itself is not returned as undelivered at the expiration of a similar period, inquiry may be made at the mailing post office or branch or station thereof for the parcel.

(26) Written complaints concerning the disposition or delay (as distinguished from loss or rifling of, or damage to), domestic registered mail, including that exchanged with the Canal Zone, and applications for indemnity on account of the loss or rifling of, or damage to, domestic registered mail, including that exchanged with the Canal Zone, may be made at any post office.

(27) Information concerning refunds of postage paid on domestic registered, insured and collect-on-delivery mail may be obtained at any post office. Request for refunds of any postage paid on domestic registered, insured, or collect-on-delivery mail for which service was not rendered, or was collected in excess of the lawful rate, may be made in writing at the office where mailed.

(28) Applications for indemnity for lost, rifled, or damaged domestic registered, insured, or collect-on-delivery mail may be made by the public to the postmaster at any post office.

(29) Request for information concerning the status of claims involving domestic registered mail should be addressed to the Third Assistant Postmaster General, Division of Registered Mails, Washington 25, D. C. Requests for reports of the status of claims involving domestic insured or collect-on-delivery mail should be addressed to the designated paying postmaster.

(k) *Division of Parcel Post.* The Division of Parcel Post, under the supervision of the director, is charged with the general direction of investigations of methods designed to improve the Parcel Post Service, and the study and analysis of data, information, and suggestions pertaining to this service.

§ 1.13 *Fourth Assistant Postmaster General*—(a) *Duties.* To the Fourth Assistant Postmaster General are assigned the duties of representing the Postmaster General on the Joint Departmental Committee, administering the details of public building programs authorized by Congress outside of the District of Columbia; the authorization of allowances for rent, light, and fuel, and the consideration of general engineering problems affecting the activities of the Postal Service; the custody and distribution of equipment and supplies for the Postal Service; the administration and operation of Government-owned post-office buildings, appointment and discipline of personnel engaged in the operation and maintenance; requisition and distribution of cleaning and operating supplies and equipment; the authorization of allowances for hire of vehicles used in the delivery and collection service, and the conduct of the screen-wagon, pneumatic-tube, and Government-owned motor-vehicle services in cities; the production and distribution of post-route maps and parcel-post zone keys; the general supervision of the Mail Equipment Shops and the manufacture and repair of mail bags, locks, keys, and key chains. He also serves as a member of the Postmaster General's Staff.

(b) *Under Fourth Assistant Postmaster General.* The Under Fourth Assistant Postmaster General will assist the Fourth Assistant Postmaster General in the general supervision and administration of the affairs of the Bureau, aiding in the formulation of plans and policies; act as head of the Bureau during the absences of the Fourth Assistant Postmaster General; and perform such other specific duties as may be assigned.

(c) *Division of Engineering and Research.* The Division of Engineering and Research under the supervision of the Superintendent is charged with the design and construction of buildings in so far as the operation of the post office service is concerned; the lay-out of post office quarters in Federal buildings and leased buildings, including conveyor and other labor-saving equipment for same; general engineering problems affecting the activities of the Postal Service, and the consideration of the practicability of devices and inventions for use in the Postal Service.

(d) *Division of Motor Vehicle Service.* The Division of Motor Vehicle Service, under the supervision of the Superintendent, is charged with the authorization, operation, and maintenance of the Government-owned motor-vehicle service, including the appointment and discipline of the personnel employed in connection therewith; the authorization and operation of the pneumatic-tube service including the appointment and discipline of the personnel employed in connection therewith; requisitions for materials, supplies, and garage equipment and correspondence pertaining thereto; requests for allowances for rent, light, fuel, power, water, telephone service, etc.; the monthly and quarterly reports and correspondence pertaining to the accounting system; the preparation of advertisements inviting proposals for the transportation of the mails in cities by means of screen wagons and pneumatic tubes, and the drafting of orders awarding such service, including the preparation of contracts therefor; the fixing of allowances for the hire of vehicles used in the delivery and collection service; the examination of reports and the preparation of orders making deductions and imposing fines for nonperformance of services and other delinquencies on the part of contractors.

(e) *Division of Topography.* (1) The Division of Topography, under the supervision of the Topographer, is charged with the supervision of the production of post-route and rural-delivery maps; the distribution of post-route and rural-delivery maps; and the conduct of correspondence pertaining thereto.

(2) Post-route, rural-delivery county, and local-center maps shall be prepared by and printed under the supervision of the Topographer, Division of Topography, of the Post Office Department. The maps shall not bear the name or any imprint of the contractor doing the printing.

(3) The Topographer shall issue all maps to the offices of the service and all others entitled thereto upon their request.

(f) *Division of Post Office Quarters.* The Division of Post Office Quarters, under the supervision of the Superintendent, is charged with the selection, lease, and equipment of quarters for presidential post offices and stations thereof (except those located in Federal buildings); the lease and equipment of post office garages, and the fixing of allowances for rent, light, heat, and water at presidential offices and stations thereof.

(g) *Division of Equipment and Supplies.* (1) The Division of Equipment and Supplies, under the supervision of the Superintendent, is charged with the preparation of specifications for equipment, other than that assigned to the Division of Mail Equipment Shops, and supplies for the Postal Service; the requisition, inspection, adjustment, and repair of post-office scales; the custody, distribution, and transportation of such equipment and supplies; the maintenance of a record of expenditures for equipment and supplies by appropriation; and the conduct of all correspondence pertaining thereto.

(2) The Fourth Assistant Postmaster General, Division of Equipment and Supplies, shall issue parcel-post zone keys to be used in connection with the Official

Postal Guide to offices of the service, and to the public upon request.

(h) *Division of Federal Building Operations.* The Division of Federal Building Operations, under the supervision of the Superintendent, is charged with the administration and operation of Government-owned post office buildings; appointment and discipline of personnel engaged in the operation and maintenance; requisition and distribution of cleaning and operating supplies and equipment, including fuel, oils and grease, electric and gas lamps; assignment of space and granting of privileges; joint telephone facilities serving two or more governmental agencies; requisition and distribution of furniture, floor coverings, window shades, awnings; moving into Federal buildings; and safes and their fittings. Correspondence relative to repairs to buildings and fixed equipment, including heating plant, elevators, ventilating equipment, vaults, lock boxes; lighting fixtures (Federal buildings only) interior and exterior painting, seeding and grading, should be addressed to Public Buildings Administration, Federal Works Agency. For further instructions see pamphlet "Instructions and Suggestions for Postmasters in the Operation of Public Buildings Under the Administration of the Post Office Department."

(i) *Division of Mail Equipment Shops.* The Division of Mail Equipment Shops, under the supervision of the Superintendent, is charged with the manufacture and repair of mail bags and other mail containers and attachments, mail locks, keys, chains, tools, dies, and such other equipment for the Postal Service as may be deemed expedient; the preparation of specifications for the articles named, the recommendation of award for purchase; the maintenance of a record of expenditures; the issuance of letter-box locks, mail keys, key chains, etc, to postmasters and other officials entitled thereto, and the maintenance of a record thereof.

(j) *Division of Traffic.* The Division of Traffic, under the supervision of the Traffic Manager, is charged with the preparation of instructions relative to freight, express, drayage, crating, routing and billing shipments of equipment, material, and supplies for the department and Postal Service following carefully instructions appearing in the Manual of Instructions for Postal Personnel, under the heading "Transportation and Drayage of Postal Supplies and Equipment."

§ 1.14 *Chief Inspector*—(a) *Duties.* The Chief Inspector is charged with keeping the Department advised as to the condition and needs of the postal service; with the inspection and rating of post offices, and the certification of the results to the First Assistant Postmaster General; with the inspection, audit, and inventory of finances, valuables, equipment, supplies, and property, and the examination of procedures relating thereto in every bureau or agency of the Postal Establishment in Washington and in the field, and the certification of the results to the Postmaster General or the Assistant Postmaster General in charge of the unit inspected; with the coordination and supervision of plans and arrangements for the handling of the President's mail while he is traveling, and advising with White House officials on matters connected therewith; with all matters relating to depredations upon the mails and losses therein; with the direction of all inquiries for the purpose of determining whether articles of mail matter have been delivered except as provided in § 44.2 of this chapter, with the treatment of all inquiries addressed to the United States Post Office Department by foreign postal administrations or by persons interested, or reported by postal officials and others under §§ 44.1 and 118.1 of this chapter, concerning losses and irregularities in the international mails; with the treatment of all cases involving international mail where some form of return receipt is required which has not been received; with the securing of evidence and the treatment of complaints and correspondence relative to criminal offenses against the postal service; with the presentation of cases to the Department of Justice and the expression of the Department's interest in the prosecution of offenders against the postal laws; with the consideration of claims for rewards for the apprehension and conviction of postal law violators; with the consideration of matters arising from the application of the private express statutes; with the management of the Post Office Inspection Service and of the divisions of his Bureau, including the selection, assignment to duty, and government of the personnel of his Bureau, post office inspectors in charge, assistant post office inspectors in charge, post office inspectors, and clerks in the Inspection Service, the authorization, coordination, and disposition of all investigations by the Inspection Service, and the custody and disposition of all money or property coming into the possession of the Inspection Service or any division of his Bureau; with the operation of the Post Office Department Library; with the printing, numbering, and assignment of travel commissions except those for railway postal clerks; and with the performance of such other duties as may from time to time be required by the Postmaster General. He also serves as a member of the Postmaster General's Staff.

(b) *Assistant Chief Inspector.* The Assistant Chief Inspector shall perform such duties as may be delegated to him by the Chief Inspector, and in the absence of the latter shall act in his stead.

(c) *General Superintendent.* The General Superintendent, Office of the Chief Inspector, under the Chief Inspector and the Assistant Chief Inspector, shall exercise general supervision over the divisions of the Bureau and perform such other duties as may be delegated to him.

The divisions of this Bureau shall perform duties as follows:

(d) *Division of Administrative Services.* The Division of Administrative Services, under the supervision of the Superintendent, is charged with the determination of financial responsibility of postal personnel, sureties, mail contractors, and other persons, firms, and corporations in cases involving loss, theft, rifling, wrong delivery, or other mistreatment of mail, and irregularities in official funds, property, and revenue; with the determination and direction of the disposition to be made of money and property recovered; with the preparation of budgetary estimates and justifications, and the apportionment and accounting for Inspection Service appropriations; with the consideration of contracts, allowances, accounts, travel, and leaves of absence under Inspection Service appropriations; with the procurement and analysis of statistics; with the operation of the cash accounting system of the Inspection Service; and with initial responsibility for the selection, assignment, and reassignment of Bureau personnel.

(e) *Division of Service Investigations.* The Division of Service Investigations, under the supervision of the Superintendent, is charged with consideration of matters relating to the inspection of post offices and other postal units, the loss or other mistreatment of international mail, and the impersonation of postal officers and employees; with the authorization, coordination, and disposition of investigations concerning such matters and of other investigations concerning the personnel, operating needs, revenues, and finances of the Postal Establishment; and with the authorization of supplies and equipment for the Inspection Service.

(f) *Division of Criminal Investigations.* The Division of Criminal Investigations, under the supervision of the Superintendent, is charged with the consideration of matters relating to depredations upon the mails, burglaries, robberies, floods, and other casualties, loss of domestic mail except questions of individual financial responsibility, mailing of fraudulent and other prohibited matter, rewards for services looking to the apprehension and conviction of postal law violators, and expert examination of questioned documents; and with the authorization, coordination, and disposition of investigations concerning such matters.

(g) *Information, requests, submittals.* Inquiries and requests by the public for information concerning the Postal Service or complaints concerning mail matter should be addressed to the Postmaster or to the Post Office Department, Washington 25, D. C.

§ 1.15 *Comptroller, Bureau of Accounts*—(a) *Duties.* To the Comptroller, Bureau of Accounts, are assigned the administrative examination of all postal, money order, and postal note accounts of postmasters at direct and central accounting offices and the accounts of foreign administrations; the prescribing and supervising of the administrative examination of district office accounts at central accounting offices; the administrative examination of the accounts and conducting of physical audits of the cash and accountability of the Philatelic Agent and the Superintendent, Division of Finance and Disbursing Officer; the instructing of postmasters relative to the maintenance of financial records and the preparation and rendition of their accounts; the supervising of the quarterly counts of penalty mail and determining the quantity of penalty

matter procured and mailed by each department, agency, or organization of the Government and the cost of handling such mail; the work of ascertaining the revenues derived from and the cost of carrying and handling the several classes of mail matter and of performing the special postal and nonpostal services; the keeping of administrative appropriation and cost accounts; the maintenance of control accounts of appropriations, apportionments, allotments, obligations, revenues, receipts, and expenditures; the maintenance of records of gross postal receipts, by calendar years, of post offices; the compilation of statistical reports, monthly operating statements, and other financial data for the information of the Postmaster General and other officers of the Post Office Department; the ascertainment of the facts and the preparation of certifications relating to proposed compromise of liabilities to the Department under § 18.54 of this chapter; the general supervision of the administration of the Retirement Act; and, in collaboration with the Office of Budget and Administrative Planning, the conducting of surveys and research necessary to the development of improved cost accounting and control procedures and the formulation of policies with respect to the financial accounting and statistical systems of the postal establishment. (See §§ 135.49, 18.1, 18.2, 18.3, and 18.8.) He also serves as a member of the Postmaster General's Staff.

The divisions of this Bureau shall perform duties as follows:

(b) *Division of Accounts.* The Division of Accounts, under the supervision of the Superintendent, is charged with the administrative examination of accounts rendered by postmasters; the administrative examination of the accounts of the Philatelic Agent and the Superintendent, Division of Finance and Disbursing Officer; the maintenance of control accounts showing the daily transactions and financial accountability of the Philatelic Agent and the Superintendent, Division of Finance and Disbursing Officer; the maintenance of control accounts showing the annual cost of maintaining Federal buildings in which post offices are housed; the keeping of individual accounts, maintained in the Department of the statutory deductions from the basic salaries of employees in the Department and Postal Service for credit to the Civil Service Retirement and Disability Fund; the compilation of statistical data relative to newspapers and other periodical publications admitted to the mails as second-class matter; the maintenance of records showing the quantity of penalty matter procured by each department, agency, or organization of the Government and the quantity of such matter on hand at the close of each fiscal year; the ascertainment, from accounts and reports rendered by postmasters, of the gross postal receipts, by calendar years, of each post office and the compilation of such data; and the ascertainment of the amount withheld, by quarters, from the earnings of employees for Federal tax on salaries and wages.

(c) *Division of Cost Ascertainment.* The Division of Cost Ascertainment, under the supervision of the Superintendent, is charged with the general direction of the work of ascertaining the revenues derived from and the cost of carrying and handling the several classes of mail matter and of performing the special postal and nonpostal services; and the supervision of the quarterly counts of penalty, franked, and matter mailed free of postage and the preparation of reports showing the results thereof.

(d) *Division of Methods and Procedures.* The Division of Methods and Procedures is charged with making detailed investigations in research surveys undertaken by the Office of Budget and Administrative Planning.

(e) *Inquiries and requests for information.* All requests for information shall be addressed to the Comptroller, Bureau of Accounts, Post Office Department, Washington 25, D. C.

(f) *Official records available to the public.* The complete record of the compromise of obligations with the Post Office Department are the only records available to the public. These records are available only from the time a compromise case is received in the Bureau of Accounts until it is referred to the Comptroller General of the United States for approval, and access to these records is restricted to those who establish a direct and proper interest therein.

MISCELLANEOUS

§ 1.16 *Information concerning postal matters.* Members of the public may request information concerning any postal matter by communicating with the bureau or office which has assigned to it the duty of handling the matter regarding which information is desired. No special form is required to be followed in making such requests.

§ 1.17 *Availability of opinions, orders and official records.* (a) There shall be made available for public inspection: (1) All final opinions or orders in the adjudication of cases, except those required for good cause to be held confidential and not cited as precedents.

(2) All postal statements of general or particular applicability and future effect designed to implement, interpret or prescribe law or policy or to describe the organization, procedure or practice requirements of the postal service.

(b) Except as otherwise required by statute, matters of official record shall be made available to persons properly and directly concerned except information held confidential for good cause found.

(c) All matters shall be deemed confidential for good cause found which: (1) Are classified as confidential by regulation or order, (2) are found to be confidential upon specific request being made therefor by any member of the public.

(d) All requests for inspection or information pursuant to this regulation shall be referred to the Solicitor of the Department who after consultation with the bureau or office affected shall recommend to the Postmaster General such action as he deems appropriate. Such requests shall be complied with only upon approval of the Postmaster General.

POSTAL PUBLICATIONS FOR SALE

§ 1.18 *United States Official Postal Guide.* The United States Official Postal Guide is published in two volumes.

(a) Part I (revised biennially in July) contains postal information of interest to the public concerning domestic mail matter and the international money-order business; lists of post offices arranged by States, alphabetically, and by counties; and a list of post offices discontinued during the previous 4 years, and Miscellaneous Lists.

(b) Part II contains postal information of interest to the public and instructions to postal employees concerning the International Postal Service.

(c) Supplements to the United States Official Postal Guide (published quarterly beginning with the October issue following each biennial edition) contain miscellaneous instructions and orders regarding the Postal Service and changes in the service, published for the purpose of keeping Parts I and II corrected to date. The Supplements contain the amendments to the Postal Laws and Regulations issued during the period covered by each Supplement. The amendments are also published in sets.

(d) Prices:

Part I, cloth bound	$1.50
Part II, paper bound	.70
Subscription to Quarterly Supplements (October 1947 to April 1949 inclusive)	1.00

§ 1.19 *Postal Laws and Regulations.* Postal Laws and Regulations contains the acts of Congress and regulations of the Department for the government of the Post Office Department and the Postal Service. Price, $1.50 a copy. Those interested in securing the annual sets of amendments thereto should send their names and addresses to the Superintendent of Documents, Government Printing Office, who will advise them as the sets are published and also the price thereof.

§ 1.20 *Postal Bulletin.* Postal Bulletin issued Tuesday and Thursday of each week (except holidays), contains current orders, instructions, and information relating to the Postal Service. Price $1.50 per year.

§ 1.21 *Cost Ascertainment Report and Appendix to the Cost Ascertainment Report.* Cost Ascertainment Report and Appendix to the Cost Ascertainment Report is issued annually. (Not sold separately.)

§ 1.22 *Report on the Cost Ascertainment System.* Report on the Cost Ascertainment System of the Post Office Department, December 29, 1944, is priced at 20 cents.

§ 1.23 *A Description of United States Postage Stamps.* A description of United States Postage Stamps (July 1, 1847 to May 31, 1947) is priced at 45 cents.

§ 1.24 *Orders.* All orders for the above-listed publications, together with remittances covering subscriptions, should be made payable and addressed to the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

OFFICIAL POSTAL MAPS

§ 1.25 *Postal maps.* Postal maps are special-purpose maps published primarily for use of the Postal Service. Postal features are emphasized and the maps are composed to show postal information to the best advantage.

Although postal maps are official publications of the Post Office Department, it is provided by law that they be available for other uses at prices fixed to cover the cost of printing.

§ 1.26 *Post route maps.* Maps of the States, Territories, and island possessions published by the Post Office Department are known as post route maps. A list of these maps, giving the grouping of States, scales, sizes, and prices, is printed below.

Each of these maps shows all post offices within the State, indicates the method and frequency of mail supply and gives the intermediate distances on mail-supply routes. County boundaries are accurately delineated and each county is named. Townships are not shown. The principal drainage features are shown but contour is omitted. The lines of mail-carrying railroads (the only railroads shown) are carefully located, but the indications of other supply services are merely diagrammatic, as no highways are drawn on these maps.

A dated edition of each post route map is published about every 24 months. They are photolithographic copies printed in three colors on paper of a grade suitable for mounting. Mounted maps, however, cannot be supplied.

POST ROUTE MAPS

Title	Scale (miles to the inch)	Sheet size (to nearest inch) width and length	Price of map
Alabama	8	34 x 49	$0.60
Alaska	40	51 x 34	.60
Arizona	12	32 x 40	.60
Arkansas	9	35 x 40	.60
California-Nevada (1 map)	12	51 x 67	1.20
Colorado	10	51 x 37	.60
Connecticut (see Massachusetts)			
Delaware (see Maryland)			
District of Columbia (see Maryland)			
Florida	10	35 x 49	.60
Georgia	8	37 x 45	.60
Guam (see Hawaii)			
Hawaii-Samoan Islands-Guan (1 map)	9	44 x 30	.60
Idaho	12	34 x 46	.60
Illinois	8	35 x 51	.60
Indiana	7	30 x 44	.60
Iowa	7	52 x 35	.60
Kansas	10	52 x 30	.60
Kentucky	7	35 x 48	.60
Louisiana	9	39 x 34	.60
Maine	6.5	36 x 51	.60
Maryland-Delaware-District of Columbia (1 map)	5	51 x 35	.60
Massachusetts-Rhode Island-Connecticut (1 map)	5	44 x 36	.60
Michigan	9	36 x 52	.60
Minnesota	10	36 x 45	.60
Mississippi	8	33 x 48	.60
Missouri	9	47 x 36	.60
Montana	12	52 x 33	.60
Nebraska	10	52 x 29	.60
Nevada (see California)			
New Hampshire-Vermont (1 map)	5	34 x 43	.60
New Jersey	4	31 x 48	.60
New Mexico	12	33 x 39	.60
New York	6.5	55 x 51	1.20
North Carolina	8	50 x 35	.60
North Dakota	10	43 x 31	.60
Ohio	7	36 x 46	.60
Oklahoma	10	36 x 41	.60
Oregon	10	43 x 34	.60
Pennsylvania	5	71 x 41	1.20

POST ROUTE MAPS—Continued

Title	Scale (miles to the inch)	Sheet size (to nearest inch) width and length	Price of map
Puerto Rico-Virgin Islands (1 map)	5	49 x 22	$0.60
Rhode Island (see Massachusetts)			
Samoan Islands (see Hawaii)			
South Carolina	8	41 x 33	.60
South Dakota	10	43 x 32	.60
Tennessee	8	33 x 37	.60
Texas	12	68 x 52	1.20
Utah	10	31 x 42	.60
Vermont (see New Hampshire)			
Virginia	7	51 x 33	.60
Virgin Islands (see Puerto Rico)			
Washington	9	45 x 34	.60
West Virginia	6	49 x 34	.60
Wisconsin	9	36 x 42	.60
Wyoming	12	42 x 30	.60

§ 1.27 *Rural delivery maps.* Every rural delivery route in the United States is shown either on a county or a local road map on which the roads traveled by rural carriers are plainly indicated. The sites of post offices are shown, and houses, schools, and churches are located from the latest survey data available at the time the map was originally drawn.

It should be noted by those contemplating the use of rural delivery maps for purposes other than that of determining the roads traveled by rural carriers, that no attempt has been made to keep the maps up to date.

Copies furnished are contact prints of the original maps that are revised from time to time as changes in the line of travel are authorized. As it is not possible to keep all originals up to date at all times no assurance can be given that any map purchased will show the latest changes in service unless an "up-to-date map" is specifically requested.

§ 1.28 *County maps.* There are 3,069 counties in the United States. Some counties have as many as 60 rural delivery routes while others have none. Where much of the area of a county is covered by rural delivery service and adequate survey data are available, a county map showing all routes emanating from post offices within the county has been drawn. Such maps are available for 1,605 counties, including all in Connecticut, Delaware, Illinois, Indiana, Iowa and Ohio. See § 1.30 *Index to rural delivery maps.*

§ 1.29 *Local maps.* These maps have been prepared to show the rural delivery routes not included on any county map. Each local map covers the area served from an individual post office. Many of these maps are based on land surveys, but where such basic information was not available the maps were drawn from sketches furnished by postal inspectors, postmasters and other sources. See § 1.30 *Index to rural delivery maps.*

§ 1.30 *Index to Rural Delivery Maps.* To determine which type of map is available for a particular county reference should be made to the County List of the Official Postal Guide, published every two years. One of the following symbols is given at the left of each county name:

(*CM*) This means that a county map only is available. All the rural routes in the county are shown on this one map. Each rural delivery post office is identified by an R (and number of boxes) in the list of offices.

(*1L*) (*2L*) etc. The L means that local maps only are available and the prefixed numeral shows how many for the entire county. The R (and number of boxes) following the name of a post office indicates that it has rural service and that a local map is available.

(*X*) This means that no post office in the county has rural delivery service and, therefore, no map of either type is available.

§ 1.31 *Map scales.* Both county and local maps—with a few exceptions—are drawn to the scale of either 1:62,500 or 1:63,360 (1 inch equals 1 mile).

§ 1.32 *Prices.* Rural delivery maps: County maps 50 cents per copy, local maps 25 cents per copy.

NOTE: All maps are folded for mailing unless unfolded maps are requested.

§ 1.33 *Remittance.* Payment for postal maps must be made in advance by money order, postal note or check addressed to the "Superintendent, Division of Finance, Post Office Department, Washington 25, D. C." Postage stamps cannot be accepted in payment for maps.

PART 2—POST OFFICE INSPECTORS

Sec.

2.1 Duties of Inspectors in Charge.
2.2 Duties of inspectors.
2.3 Postmasters and other personnel subordinate to inspectors.
2.4 Authority of inspectors to open pouches and enter post offices.
2.5 Inspector's commissio as evidence of authority.
2.6 Reports to be held confidential.
2.7 Procedure upon demand of court for records or information.
2.8 Testimony in court.

AUTHORITY: §§ 2.1 to 2.8 are issued under the authority contained in R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 2.1 *Duties of Inspectors in Charge.* (a) Post Office Inspectors in Charge, under direction of the Chief Inspector, are charged with the management of the Post Office Inspection Service within their respective divisions and the supervision of the inspectors and clerks assigned thereto; with the investigation, through correspondence, of complaints and inquiries relative to loss, rifling, damage, wrong delivery, delay, and disposition of international mails reported under §§ 44.1 and 118.1 to 118.12 of this chapter of miscellaneous complaints against postmasters, employees, and the service at post offices of the second, third, and fourth classes, of delay or other mistreatment of ordinary or special delivery ordinary mail in post offices (see §§ 44.1 to 44.11 of this chapter as to complaints concerning registered, insured, and collect-on-delivery mail and concerning delay of ordinary mail in transit) and of such service complaints and inquiries as may be delegated by the Department from time to time; with the preparation of replies to requests from postmasters

at offices of the second, third, and fourth classes for interpretations of the Postal Laws and Regulations and of notices and orders relating to such laws and regulations published in the Manual of Instructions for Postal Personnel, the Official Postal Guide, and the Postal Bulletin, except that requests for interpretations of registry, insured, and collect-on-delivery regulations should be addressed to the Third Assistant Postmaster General, Division of Registered Mails, as to the domestic service, and to the Second Assistant Postmaster General, International Postal Service, as to the international service; with the supervision, under § 6.21 of this chapter of the disposition of accumulations in post offices and in field offices of the Railway Mail Service and Air Mail Service of records not needed in the transaction of current business and without preservation value; with the administrative examination of the traveling expense and other accounts of post office inspectors; and with the consideration and disposition of requests for leave of absence of post office inspectors and clerks under their supervision, as well as of postmasters within their respective divisions.

(b) For the purposes of the Post Office Inspection Service, the country is divided into fifteen field divisions, each of which comprises one or more states and bears the name of the city at which its headquarters is located. A list of these divisions follows:

Atlanta Division (comprising Florida, Georgia, North Carolina, Puerto Rico, South Carolina, and Virgin Islands); Post Office Inspector in Charge, Atlanta, Ga.

Boston Division (comprising Connecticut, Maine, Massachusetts, New Hampshire, the city of Fishers Island, N. Y., Rhode Island, and Vermont); Post Office Inspector in Charge, Boston, Mass.

Chattanooga Division (comprising Alabama, Mississippi, and Tennessee); Post Office Inspector in Charge, Chattanooga, Tenn.

Chicago Division (comprising Illinois, Michigan, and Wisconsin); Post Office Inspector in Charge, Chicago, Ill.

Cincinnati Division (comprising Indiana, Kentucky, and Ohio); Post Office Inspector in Charge, Cincinnati, Ohio.

Denver Division (comprising Arizona, Colorado, New Mexico, Utah and Wyoming); Post Office Inspector in Charge, Denver, Colo.

Fort Worth Division (comprising Louisiana and Texas, except the city of Texarkana, Texas); Post Office Inspector in Charge, Fort Worth, Tex.

Kansas City Division (comprising Kansas, the county of Jackson, Missouri, Nebraska, and Oklahoma); Post Office Inspector in Charge, Kansas City, Mo.

New York Division (comprising New York, except the city of Fishers Island); Post Office Inspector in Charge, New York, N. Y.

Philadelphia Division (comprising New Jersey and Pennsylvania); Post Office Inspector in Charge, Philadelphia, Pa.

St. Louis Division (comprising Arkansas, Iowa, Missouri, except Jackson County and the city of Texarkana, Texas); Post Office Inspector in Charge, St. Louis, Mo.

St. Paul Division (comprising Minnesota, North Dakota, and South Dakota); Post Office Inspector in Charge, St. Paul, Minn.

San Francisco Division (comprising California, Canton Island, Guam, Hawaii Territory, Nevada, and American Samoa); Post Office Inspector in Charge, San Francisco, Calif.

Seattle Division (comprising Alaska Territory, Idaho, Montana, Oregon, and Washington); Post Office Inspector in Charge, Seattle, Wash.

Washington Division (comprising Delaware, District of Columbia, Maryland, Virginia, and West Virginia); Post Office Inspector in Charge, Washington, D. C.

§ 2.2 *Duties of inspectors.* Post-office inspectors are the special representatives of the Postmaster General. They are charged with the investigation of post offices and all matters connected with the Postal Service, and with keeping the department advised as to the condition and needs of the service. Alleged violations of law shall be investigated and reported upon by them, and they shall, when necessary, aid in the prosecution of all criminal offenses.

§ 2.3 *Postmasters and other personnel subordinate to inspectors.* Postmasters, clerks, employees, contractors, and others connected with the postal service, are subordinate to post-office inspectors when acting within the scope of their duty and employment. But no arbitrary power is hereby conferred upon them. They shall not interfere with any officer or employee who is in the proper discharge of his duty further than to examine his methods, system, and accounts, or any complaints which may be made against him. Nor shall they interfere with the mails or the transportation thereof, except as expressly authorized by law and as permitted by the regulations.

§ 2.4 *Authority of inspectors to open pouches and enter post offices.* Inspectors are empowered to open pouches and sacks and examine the mails therein and are authorized to enter and inspect post offices at all times. Inspectors are also empowered, and required upon request of rural carriers, to serve as hearings officials under the provisions of 39 U. S. C. 218.

§ 2.5 *Inspector's commission as evidence of authority.* Inspectors shall exhibit as evidence of their authority the commission issued by the Postmaster General. At the end of each calendar year, or in the event of death, resignation, or removal, the commissions issued to inspectors or to other field inspection personnel shall be transmitted to the inspector in charge of the division to which they are assigned. Commissions issued to all other officers in the service shall be returned through official channels to the Chief Inspector at the end of each calendar year, or in the event of the death, resignation, or removal of the holder. The Chief Inspector and the inspectors in charge shall arrange in their offices to check the returned commissions with the list of those issued and cancel such commissions.

§ 2.6 *Reports to be held confidential.* All records and information in the custody of the Chief Inspector or of his representatives are intended for use in the detection and correction of postal offenses and abuses. Inspectors and other officers and employees having possession of inspectors' reports and inspection records have no control thereof with regard to permitting the use of same for any other than official purposes, except in the discretion of the Postmaster General. Inspectors and other employees are hereby prohibited from presenting such records or information in a State court, whether in answer to a subpena duces tecum or otherwise. Whenever a State court subpena shall have been served upon them, they will appear in court and respectfully decline to present the records or divulge the information called for, basing their refusal upon this regulation.

§ 2.7 *Procedure upon demand of court for records or information.* If records or information are desired for use in a State court or for the use of parties to a suit or habeas corpus proceedings in a Federal court, and if the United States is not a party in interest, employees shall inform the persons interested that they are prohibited by the regulations of the Post Office Department from furnishing official records or information direct; that official records or information may only be furnished by the Postmaster General after the court has made rule upon him for same. Whenever such rule of the court shall have been made, employees shall carefully prepare or procure a copy of the record or statement of information called for and forward the same to the Chief Inspector, whereupon it will be referred through the Solicitor to the Postmaster General, and thereafter under the seal of the Department be transmitted to the judge or the court calling for it, unless it shall be found that circumstances or conditions make it necessary to decline in the interest of public policy to furnish the information.

§ 2.8 *Testimony in court.* With regard to inspectors and other employees testifying on official matters of a confidential nature in a Federal court, each case must be given individual consideration as it arises. The Department will offer every possible assistance to the courts. Nevertheless, the question of disclosing privileged information is a matter entirely in the discretion of the head of the Department, and should an attorney for a private litigant attempt to compel an employee to disclose sources of official information or similar matter deemed to be confidential, the employee shall respectfully decline to answer. Should his reasons be asked by the court, he shall courteously state that the matter is regarded as privileged and therefore cannot be disclosed without specific approval from the Postmaster General.

NOTE: §§ 41.1 to 41.3 as to prohibition against breaking seals, etc. See §§ 41.4 to 41.11 for instructions by which postmasters or other postal employees shall be guided.

PART 3—MISCELLANEOUS PROVISIONS RELATING TO THE DEPARTMENT AND THE POSTAL SERVICE

LOSS OF OR DAMAGE TO GOVERNMENT OR PRIVATE PROPERTY

Sec.

3.4 Loss of or damage to Government property by employee.

3.5 Damage to person or property by postal operations.

SUGGESTION PROGRAM

Sec.
3.6 Cash awards to employees for meritorious suggestions.

AUTHORITY: §§ 3.4 to 3.6 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

LOSS OF OR DAMAGE TO GOVERNMENT OR PRIVATE PROPERTY

§ 3.4 *Loss of or damage to Government property by employee*—(a) *Determination of responsibility.* Whenever Government property of any kind is lost or damaged through the carelessness, negligence, willfulness, or malice of a postal employee, the facts shall be reported by the postmaster to the proper bureau of the Post Office Department for determination as to whether such postal employee shall be held personally responsible for the value of the property so lost, damaged, or destroyed.

(b) *Manner of settlement.* Whenever in pursuance of the preceding paragraph a postal employee is held to be personally responsible for the value of any Government property lost, damaged, or destroyed by him, the postmaster at the post office to which such employee is attached shall withhold from such employee any and all salary or compensation due such employee until he has paid over to the postmaster such amount of money as the department may determine to be the value of the property lost, damaged, or destroyed. The postmaster shall account for such money in his quarterly postal account under the head of miscellaneous receipts.

§ 3.5 *Damage to person or property by postal operations*—(a) *Settlement when not over $500.* When any damage is done to person or property by or through the operation of the Post Office Department in any branch of its service and such damage is found by the Postmaster General upon investigation to be a proper charge against the United States, the Postmaster General is invested with power to adjust and settle any claim for such damage when his award for such damage in any case does not exceed $500 and, this authority shall hereafter be construed as extending to cases caused by the negligence of any officer or employee of the Post Office Department or Postal Service acting within the scope of his employment. (Sec. 4, 42 Stat. 63, as amended; 31 U. S. C. 224c)

NOTE: Under the provisions of the Federal Tort Claims Act, approved August 2, 1946 (60 Stat. 842; 28 U. S. C. 2671 et seq.), claims arising out of the negligent or wrongful act or omission of a postal employee are no longer cognizable under § 3.5 (a).

(b) *Settlement when not over $1,000.* The head of each federal agency, or his designee for the purpose, acting on behalf of the United States, may consider, ascertain, adjust, determine, and settle any claim for money damages of $1,000 or less against the United States for injury or loss of property or personal injury or death caused by the negligent or wrongful act or omission of any employee of the government while acting within the scope of his office or employment, under circumstances where the United States, if a private person, would be liable to the claimant in accordance with the law of the place where the act or omission occurred. (62 Stat. 983; 28 U. S. C. 2672)

(c) *Settlement to be final.* Subject to the provisions of this title relating to civil actions on tort claims against the United States, any such award or determination shall be final and conclusive on all officers of the government, except when procured by means of fraud. (62 Stat. 983; 28 U. S. C. 2672)

(d) *Appropriations therefor.* Any award made pursuant to this section, and any award, compromise, or settlement made by the Attorney General pursuant to 28 U. S. C. 2678 (see § 3.5 (m)) shall be paid by the head of the federal agency concerned out of such agency's appropriations therefor, which appropriations are hereby authorized. (62 Stat. 983; 28 U. S. C. 2672)

(e) *Acceptance and release by claimant to be final.* The acceptance by the claimant of any such award, compromise, or settlement shall be final and conclusive on the claimant, and shall constitute a complete release of any claim against the United States and against the employee of the government whose act or omission gave rise to the claim, by reason of the same subject matter. (62 Stat. 983; 28 U. S. C. 2672)

(f) *Annual report to Congress of claims paid.* The head of each federal agency shall report annually to Congress all claims paid by it under paragraphs (b) to (e) of this section, stating the name of each claimant, the amount awarded, and a brief description of the claim. (62 Stat. 983; 28 U. S. C. 2673)

(g) *Liability of United States.* The United States shall be liable, respecting the provisions of this title relating to tort claims, in the same manner and to the same extent as a private individual under like circumstances, but shall not be liable for interest prior to judgment or for punitive damages.

If, however, in any case wherein death was caused, the law of the place where the act or omission complained of occurred provided, or has been construed to provide, for damages only punitive in nature, the United States shall be liable for actual or compensatory damages, measured by the pecuniary injuries resulting from such death to the persons respectively, for whose benefit the action was brought, in lieu thereof. (62 Stat. 983; 28 U. S. C. 2674)

(h) *Disposition by federal agency as prerequisite; evidence.* (1) An action shall not be instituted upon a claim against the United States which has been presented to a federal agency, for money damages for injury or loss of property or personal injury or death caused by the negligent or wrongful act or omission of an employee of the government while acting within the scope of his authority, unless such federal agency has made final disposition of the claim.

(2) The claimant, however, may, upon fifteen days written notice, withdraw such claim from consideration of the federal agency and commence action thereon. Action under this section shall not be instituted for any sum in excess of the amount of the claim presented to the federal agency, except where the increased amount is based upon newly discovered evidence not reasonably discoverable at the time of presenting the claim to the federal agency, or upon allegation and proof of intervening facts, relating to the amount of the claim.

(3) Disposition of any claim by the Attorney General or other head of a federal agency shall not be competent evidence of liability or amount of damages. (62 Stat. 983; 28 U. S. C. 2675)

(i) *Judgment as bar.* The judgment in an action under § 18.60 shall constitute a complete bar to any action by the claimant, by reason of the same subject matter, against the employee of the government whose act or omission gave rise to the claim. (62 Stat. 984; 28 U. S. C. 2676)

(j) *Compromise.* The Attorney General, with the approval of the court, may arbitrate, compromise, or settle any claim cognizable under § 18.60, after the commencement of an action thereon. (62 Stat. 984; 28 U. S. C. 2677)

(k) *Limitation of time to present claim.* A tort claim against the United States shall be forever barred unless action is begun thereon within one year after such claim accrues, or unless, if it is a claim not exceeding $1,000, it is presented in writing to the appropriate Federal agency within one year after such claim accrues. If a claim not exceeding $1,000 has been presented in writing to the appropriate Federal agency within that period of time, suit thereon shall not be barred until the expiration of a period of six months after either the date of withdrawal of such claim from the agency or the date of mailing notice by the agency of final disposition of the claim. (62 Stat. 971; 28 U. S. C. 2401b)

(l) *Certain claims not cognizable.* The provisions of this chapter and 28 U. S. C. 1346 shall not apply to * * * Any claim arising out of the loss, miscarriage, or negligent transmission of letters or postal matter. * * * (62 Stat. 984; 28 U. S. C. 2680)

(m) *Attorney fees; penalty.* The court rendering a judgment for the plaintiff pursuant to § 18.60 of this chapter or the head of the Federal agency or his designee making an award pursuant to paragraphs (b) to (e) of this section, or the Attorney General making a disposition pursuant to paragraph (j) of this section, may, as a part of such judgment, award, or settlement, determine and allow reasonable attorney fees, which, if the recovery is $500 or more, shall not exceed 10 per centum of the amount recovered under paragraphs (b) to (e) of this section, or 20 per centum of the amount recovered under § 18.60 of this chapter, to be paid out of but not in addition to the amount of judgment, award, or settlement recovered, to the attorneys representing the claimant.

Any attorney who charges, demands, receives, or collects for services rendered in connection with such claim any amount in excess of that allowed under this section, if recovery be had, shall be fined not more than $2,000 or imprisoned not more than one year, or both. (62 Stat. 984; 28 U. S. C. 2678)

(n) *Investigations and reports of accidents*—(1) *Report to Bureau concerned.*

The postmaster shall investigate and report to the Bureau of the Department concerned all the facts concerning accidents of any kind involving instrumentalities of the Post Office Department, with a recommendation as to the action which should be taken, including his opinion as to the negligence of the employee involved. Such report should be submitted in triplicate. If Government property was damaged through the fault of a private party, the postmaster shall collect the amount of such damage, if possible.

(2) *When report to be made also to inspector in charge.* Where accidents of the character refered to in the preceding paragraph involve injuries to private persons, or where the damage to private property is extensive, e. g., where it is in excess of $100, and the precise amount of such damage is not readily ascertainable or provable, one copy of the report and supporting evidence provided for in the preceding paragraph shall be immediately forwarded to the post office inspector-in-charge of the division in which the office is located for investigation, and the two remaining copies with supporting papers shall be forwarded to the appropriate Bureau of the Department. In accidents occurring in the Railway Mail Service, the reports herein provided for shall be made by the superintendent or other officer having immediate supervision over the employees involved in the accident. It is not in contemplation that incidents occurring in Federal buildings, such as fainting spells, epileptic fits, etc., shall be the basis of requests for immediate investigation. Reports of such incidents shall continue to be made direct to the proper Bureau of the Department, in triplicate.

(3) *Report to show whether copy submitted to inspector in charge.* All reports submitted to the Department shall be endorsed to show whether or not a copy thereof has been submitted to the post office inspector in charge of the division in which the office is located.

(4) *Card record regarding possible claims.* Postmasters shall maintain on cards furnished them for that purpose an office record of written communications received by them from persons or concerns sustaining injuries or damage expressing a desire or an intent to file claim for such injuries or damage, which record shall include the name and address of the complainant, the date the communication is received by the postmaster, the name of counsel (if any) and such other data required by the record form as may be secured by the postmaster.

(5) *Reports to be forwarded by Bureau to Solicitor.* Reports on all accidents in which persons have been injured or private property has been damaged, as well as reports of cases involving questions of the action to be taken against private parties to collect for damage to Government equipment or property, shall be promptly forwarded by the bureau of the department receiving such reports to the Solicitor for review.

(6) *Reports when civil suit against Government results.* Where accidents involving injury to private person or damage to private property result in civil suit against the Government, the facts shall be immediately reported to the Solicitor.

(7) *Accidents; Assignment of Counsel for Postal Employees.* (i) When accidents occurring in line of official duty and involving Government personnel result in court action, Government employees should be defended in all such cases—civil and criminal.

(ii) Where the contemplated court action is set for a date more than two weeks distant, the postmaster or field official should take up with the Department the matter of having counsel assigned. Where court action is set for a date less than two weeks distant, the postmaster or field official should take the matter up direct with the post office inspector in charge or the post office inspector of his district and furnish him all available papers in order that he may immediately present the case to the United States attorney. In such cases, United States attorneys are authorized to provide counsel upon request of an inspector, and the procedure herein prescribed should be followed.

(iii) In all such urgent cases where prior Department approval is not secured, a copy of the letter to the post office inspector in charge or the post office inspector in the district shall be forwarded to the proper Bureau of the Department.

(8) *Determination and recommendation by Solicitor as to settlement.* The Solicitor shall determine whether or not in his opinion responsibility rests upon the Government and compensation be allowable under the provisions of paragraphs (a) to (m) of this section. The Solicitor shall recommend to the Postmaster General the payment of such claims as in his opinion should be paid, pursuant to paragraphs (a) to (m) of this section, not exceeding in the aggregate the amount of the appropriation for this purpose. He shall also keep records of such claims and shall prepare annually for submission to Congress the report required by paragraph (f) of this section.

(9) *When civil suit to be brought by Government.* When in the opinion of the Solicitor the institution of civil suit is warranted against a private person or company, he shall so advise the Chief Inspector, who shall thereupon prepare the request of the Postmaster General upon the Department of Justice that such suit shall be brought, and in case of recovery shall arrange for the proper disposition of the proceeds.

SUGGESTION PROGRAM

§ 3.6 *Cash awards to employees for meritorious suggestions*—(a) *Authorization.* The head of each department is authorized, under such rules and regulations as the President may prescribe, to pay cash awards to civilian officers and employees (or to their estates) who make meritorious suggestions which will result in improvement or economy in the operations of his department and which have been adopted for use and to incur necessary expenses for the honorary recognition of exceptional or meritorious service: *Provided*, That no award shall be paid to any officer or employee for any suggestion which represents a part of the normal requirements of the duties of his position. * * * the amount of any one award shall not exceed $1,000 and the total of cash awards paid during any fiscal year in any department shall not exceed $25,000. Payments may be made from the appropriation for the activity primarily benefiting or may be distributed among appropriations for activities benefiting as the head of the department determines. A cash award shall be in addition to the regular compensation of the recipient and the acceptance of such cash award shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by him, his heirs, or assigns.

All other acts or parts of acts in conflict with the provisions of this section are hereby repealed. (Sec. 14, 60 Stat. 809; 5 U. S. C. 116a)

(b) *Conditions.* Any civilian officer or employee of a department (as the word "department" is defined in section 18 of the said act of August 2, 1946) who makes a suggestion, in such form and manner as his department shall require, which is adopted for use in the department on or after August 2, 1946, and, in the judgment of the department head or other duly authorized authority in the department, has resulted or will result in improvement or economy in the operations of the department by way of monetary savings, increased efficiency, conservation of property, improved employee-working conditions, better service to the public, or otherwise, shall be eligible for consideration for a cash award. A former civilian officer or employee (or his estate) shall be similarly eligible for awards for such suggestions made while in the service of the department.

(c) *Amount of award.* Whenever a suggestion is determined to be meritorious and is adopted solely or primarily because it will result or has resulted in the saving of money, the amount of the award shall be based on the amount of the annual estimated saving in the first year of operation in accordance with the following table, unless for special reasons the head of the department shall determine, subject to the limitations prescribed in the said act, that a different amount is justified:

Annual Savings	*Awards*
$1–$1,000	$10 for each $200 of savings with a minimum of $10 for any adopted suggestion.
$1,000–$10,000	$50 for the first $1,000 of savings, and $25 for each additional $1,000 of savings.
$10,000–$100,000	$275 for the first $10,000 of savings, and $50 for each additional $10,000 of savings.
$100,000 or more	$725 for the first $100,000 of savings, and $100 for each additional $100,000 of savings; provided that * * * the maximum award for any one suggestion shall not exceed $1,000.

(d) *Benefits from suggestion as basis of award; dissemination to other departments.* When a suggestion is adopted primarily upon the basis of improvement in the operations or services of the department, the department shall determine the amount of the award commensurate with the benefits anticipated from the suggestion. Whenever the head of a department believes that a suggestion he has adopted would benefit the Government service generally, he may report it to the Director of the Bureau of the Budget for dissemination to all departments.

(e) *Annual report on suggestion program.* At the end of each fiscal year each department shall report to the Director of the Bureau of the Budget the number of employee suggestions submitted, the number of such suggestions adopted, the total amount of cash awards, and the total amount of estimated annual savings.

(f) *Certificates, medals, or other emblems.* A department may provide for the purchase and award of appropriate certificates, medals, or other emblems, in honorary recognition of service which is determined by the head of the department to be exceptional or meritorious.

(g) *Time limit as to adoption of suggestion.* No award shall be paid for any suggestion which is not adopted for use within 5 years from the date the suggestion is received by the department. Any department may, in its discretion, change the designated period of 5 years to a less period of time.

(h) *Ineligible for award.* No award shall be paid to any officer or employee for any suggestion which represents a part of the normal requirements of the duties of his position.

(i) *Limitation of annual total of awards.* The total of cash awards paid during any fiscal year in any department shall not exceed $25,000. Cash awards and expenses for honorary recognition for exceptional or meritorious service may be paid from the appropriation for the activity primarily benefiting or may be distributed among appropriations for activities benefiting as the head of the department determines.

(j) *Acceptance of award to bar any further claim.* A cash award shall be in addition to the regular compensation of the recipient, and the acceptance of such cash award shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by him, his heirs, or assigns. (Executive Order 9817, Dec. 31, 1946, effective as of Aug. 2, 1946.)

(k) *Central Suggestion Committee.* The Central Committee on Suggestions and Experiments for the Postal Service, consisting of the Director of Budget and Administrative Planning, the Commissioner of the Budget, and the Commissioner of Administrative Planning, shall review and analyze suggestions forwarded with reports of district committees and shall make recommendations for the adoption of suggestions in appropriate cases. Reports shall be made to the Central Committee on suggestions that pertain to work in the Post Office Department and which are submitted by departmental employees to the heads of bureaus or offices, and adopted, such reports to include a statement as to the commendation given or cash award recommended. Adoption of any suggestion will be upon approval of the head of the bureau or office concerned. After a suggestion has been adopted, for which a cash award is approved, the amount of the award shall be determined by officers in charge of the activity or activities primarily benefiting and the Central Committee, and be submitted to the Postmaster General for his approval. When a recommendation for payment of a cash award is made, the Central Committee shall submit therewith a certification that the amount is within the limitations of the law and that the payment can properly be made from the appropriation or appropriations indicated. The Central Committee shall keep a record from which the Postmaster General will be furnished reports indicating the number and amounts of awards paid, together with the estimated savings or other benefits derived.

(l) *Approval and payment of award.* Upon approval by the Postmaster General awards shall be paid by the bureau or office having jurisdiction over the appropriation concerned. A record of any award or commendation shall be placed in the personnel file of the suggester

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PART 4—ORDERS, CONTRACTS, AND BONDS

Sec.
4.1 Dating of orders, entries, and papers.
4.2 Bonds and contracts.
4.3 Contracts not assignable.
4.4 Special warranties in contracts.
4.5 Employees interested in mail contracts.

AUTHORITY: §§ 4.1 to 4.5 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 4.1 *Dating of orders, entries, and papers.* Every order, entry, or memorandum whatever, on which any action is to be based, allowance made, or money paid, and every contract, paper, or obligation made by or with the Post Office Department, shall have its true date affixed to it; and every paper relating to contracts or allowances filed in the department shall have the date when it was filed indorsed upon it. (R. S. 402; 5 U. S. C. 376)

§ 4.2 *Bonds and contracts.* To be in name of United States. All bonds taken and contracts entered into by the Post Office Department shall be made to and with the United States of America. (R. S. 403; 5 U. S. C. 377)

§ 4.3 *Contracts not assignable*—(a) *Provisions.* No contract or order, or any interest therein, shall be transferred by the party to whom such contract or order is given to any other party, and any such transfer shall cause the annulment of the contract or order transferred, so far as the United States are concerned. All rights of action, however, for any breach of such contract by the contracting parties, are reserved to the United States. (R. S. 3737; 41 U. S. C. 15)

(b) *Exceptions.* The provisions of paragraph (a) of this section shall not apply in any case in which the moneys due or to become due from the United States or from any agency or department thereof, under a contract providing for payments aggregating $1,000 or more, are assigned to a bank, trust company, or other financing institution, including any Federal lending agency: *Provided,* (1) That in the case of any contract entered into prior to October 9, 1940, no claim shall be assigned without the consent of the head of the department or agency concerned; (2) That in the case of any contract entered into after October 9, 1940, no claim shall be assigned if it arises under a contract which forbids such assignment; (3) That unless otherwise expressly permitted by such contract any such assignment shall cover all amounts payable under such contract and not already paid, shall not be made to more than one party, and shall not be subject to further assignment, except that any such assignment may be made to one party as agent or trustee for two or more parties participating in such financing; (4) That in the event of any such assignment, the assignee thereof shall file written notice of the assignment together with a true copy of the instrument of assignment with (i) the General Accounting Office, (ii) the contracting officer or the head of his department or agency, (iii) the surety or sureties upon the bond or bonds, if any, in connection with such contract, and (iv) the disbursing officer, if any, designated in such contract to make payment. Notwithstanding any law to the contrary governing the validity of assignments, any assignment pursuant to this paragraph and the following paragraph shall constitute a valid assignment for all purposes. (R. S. 3737, as amended; 41 U. S. C. 15)

§ 4.4 *Special warranties in contracts*—(a) *Requirement.* All contracts entered into on behalf of the Post Office Department or the Postal Service shall contain the following covenant:

(b) *Employment of person to secure contract forbidden.* The contractor warrants that he has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Government the right to annul the contract, or, in its discretion, to deduct from the contract price or consideration the amount of such commission, percentage, brokerage, or contingent fees. This warranty shall not apply to commissions payable by contractors upon contracts or sales secured or made through bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business.

(c) *Contractor must be manufacturer or regular dealer.* No person shall be received as a contractor for furnishing supplies of any kind whatsoever to the Post Office Department or to the Postal Service who is not a manufacturer of or regular dealer in the articles which he offers to supply.

(d) *Antidiscrimination covenant.* All contracts entered into on behalf of the Post Office Department or the Postal Service shall contain the following covenant:

The contractor, in performing the work required by this contract, shall not dis-

criminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor shall include in all subcontracts a provision imposing a like obligation on subcontractors (Executive Order 9346 of May 27, 1943).

(e) *Bidders to be so apprised.* In inviting proposals the attention of bidders shall be directed to these requirements.

§ 4.5 *Employees interested in mail contracts*—(a) *Prohibition.* Whoever, being a person employed in the Postal Service, becomes interested in any contract for carrying the mail, or acts as agent, with or without compensation, for any contractor or person offering to became a contractor in any business before the Post Office Department, shall be fined not more than $5,000 or imprisoned not more than one year, or both. (62 Stat. 703; 18 U. S. C. 440)

(b) *Exception for mail-messenger service.* (1) In the discretion of the Postmaster General, postmasters, assistant postmasters, and clerks at post offices of the third class, and postmasters, assistant postmasters, and clerks at post offices of the fourth class may enter into contracts for the performance of mail-messenger service * * * The total amount payable under such contract to any postmaster, assistant postmaster, or clerk shall not exceed $300 in any one year. Special-delivery messengers at post offices of all classes may enter into contracts for mail-messenger service. (Sec. 1, 39 Stat. 418, as amended; 39 U. S. C. 579)

(2) Post office employees at post offices of all classes not named in the preceding paragraph may also, in the discretion of the Postmaster General, enter into contracts for the performance of mail messenger service provided the total amount paid under such contract shall not exceed $300 in any one year, except that special delivery carriers paid on a fee basis may receive in excess of $300 for mail messenger service in any one year.

PART 6—SUPPLY CONTRACTS: SERVICE PROPERTY: TELEGRAMS

Sec.

6.1 Purchases and contracts for supplies and services.
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AUTHORITY: §§ 6.1 to 6.22 (except for authority cited in text), issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 6.1 *Purchases and contracts for supplies and services*—(a) *How made.* (1) Unless otherwise provided in the appropriation concerned or other law, purchases and contracts for supplies or services for the Government may be made or entered into only after advertising a sufficient time previously for proposals, except (i) when the amount involved in any one case does not exceed $100, (ii) when the public exigencies require the immediate delivery of the articles or performance of the service, (iii) when only one source of supply is available and the Government purchasing or contracting officer shall so certify, or (iv) when the services are required to be performed by the contractor in person and are of a technical and professional nature or under Government supervision and paid for on a time basis. Except (i) as authorized by section 29 of the Surplus Property Act of 1944 [58 Stat. 781, as amended; 50 U. S. C., App. 1638], (ii) when otherwise authorized by law, or (iii) when the reasonable value involved in any one case does not exceed $100, sales and contracts of sale by the Government shall be governed by the requirements of this section for advertising.

(2) Exceptions from section 3709, Revised Statutes, in other law in amounts of $100 or less are hereby repealed.

(3) In the case of wholly owned Government corporations, this section shall apply to their administrative transactions only. (R. S. 3709, as amended; 41 U. S. C. 5)

(4) All purchases and contracts for supplies or services shall continue to be made through the Purchasing Agent pursuant to existing law and procedure now established.

(b) *Stipulation forbidding convict labor.* All contracts which shall hereafter be entered into by officers or agents of the United States involving the employment of labor in the States composing the Union, or the Territories of the United States contiguous thereto, shall, unless otherwise provided by law, contain a stipulation forbidding, in the performance of such contracts, the employment of persons undergoing sentences of imprisonment at hard labor which have been imposed by the courts of the several States, Territories, or municipalities having criminal jurisdiction.

§ 6.3 *Advertisements for proposals*—(a) *Publication of.* Advertisements shall be prepared and published prior to the beginning of each fiscal year, or before the expiration of an existing contract, inviting proposals for furnishing supplies.

(b) *Exigency purchases.* Whenever the public exigency requires the immediate purchase of any supplies, or the performance of any work, not covered by contract, such supplies or work shall be obtained in the open market after first inviting several bids, provided there is sufficient opportunity.

(c) *Written authority required for publication.* No advertisement, notice, or proposal for any executive department of the Government, or for any bureau thereof, of for any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such department; and no bill for any such advertising, or publication, shall be paid unless there be presented, with such bill, a copy of such written authority. (R. S. 3828; 44 U. S. C. 324)

(d) *Delegation of authority to authorize publication.* The head of any department may delegate to subordinate officials the authority vested in him by section 3828, Revised Statutes (44 U. S. C. 324), to authorize the publication of advertisements, notices or proposals. (Sec. 12, 60 Stat. 809; 5 U. S. C. 22a)

(e) *Rates for advertising.* All advertisements, notices, proposals for contracts, and all forms of advertising required by law for the several departments of the Government may be paid for at a price not to exceed the commercial rates charged to private individuals, with the usual discounts; such rates to be ascertained from sworn statements to be furnished by the proprietors or publishers of the newspapers proposing so to advertise. But the heads of the several departments may secure lower terms at special rates whenever the public interest requires it. (Sec. 1, 20 Stat. 216; 44 U. S. C. 322)

BIDS: CONTRACTS

§ 6.4 *Bidders to be notified of opening of bids.* Whenever proposals for supplies have been solicited, the parties responding to such solicitation shall be duly notified of the time and place of opening the bids, and be permitted to be present either in person or by attorney, and a record of each bid shall then and there be made. (R. S. 3710; 41 U. S. C. 8)

§ 6.5 *Contracts* (a) *Term of*—(1) *One year limit for some items.* * * * it shall not be lawful for any of the executive departments to make contracts for stationery or other supplies for a longer term than one year from the time the contract is made. (R. S. 3735; 41 U. S. C. 13)

(2) *Certain postal equipment and supplies.* Section 13 of Title 41 shall not apply to, or include mail bags, mail locks and keys, postal cards, postage stamps, newspaper wrappers, or stamped envelopes. (See § 6.12.) (18 Stat. 286; 39 U. S. C. 809)

(3) *Money-order supplies.* All blanks, blank books, and printed or engraved matter * * * for the transaction of the money-order business shall be obtained from the lowest responsible bidders * * * for a period of 4 years. (Sec. 2, 22 Stat. 527, as amended; 39 U. S. C. 715) (See §§ 6.13 and 6.23.)

(4) *Free-delivery service supplies.* The Postmaster General may, if in his judgment the good of the service so requires, make contract for necessary supplies for the free-delivery service for a period not exceeding four years. (Sec. 1, 25 Stat. 844; 39 U. S. C. 164)

(5) *Post route maps.* The Postmaster General may, in his discretion, cause the contract for printing post-route maps to be let for a term of four years. (Sec. 1, 28 Stat. 803; 39 U. S. C. 804)

(6) *Certain enumerated supplies.* The Postmaster General is authorized to con-

tract for a term not exceeding four years, for the supply of any or all articles enumerated under the head of "Supply Division" in the act of April 21, 1902, chapter 563, 32 Stat. 113, when in his judgment, it shall appear to be for the best interests of the service. (Sec. 1, 32 Stat. 114; 39 U. S. C. 803)

(7) *Canceling machines; equipages for city delivery service.* The Postmaster General may, in his discretion, enter into contracts for a period of not exceeding four years for the rental of canceling machines, for the hire of the equipages for the City Delivery Service, for the collection service by means of boxes attached to street cars, and for the steamboat and other equipment necessary for the Detroit River Postal Service, * * * (Sec. 1, 36 Stat. 1333; 39 U. S. C. 802)

(8) *Leasing of quarters for vehicles.* The Postmaster General may, in his disbursement of this appropriation (appropriation for vehicle service), apply a part thereof to the leasing of quarters for the housing of Government-owned automobiles at a reasonable annual rental for a term not exceeding 10 years. (54 Stat. 76) (See §§ 26.2 and 105.5.)

NOTE: Section 6.5 (a) (8) is a provision of the "Act making appropriations for the Post Office Department for the fiscal year ending June 30, 1941." A similar provision has been carried in the appropriation acts for a number of years past.

(b) *Authorization required.* No contract or purchase on behalf of the United States shall be made, unless the same is authorized by law or is under an appropriation adequate to its fulfilment, * * * (R. S. 3732,, as amended; 41 U. S. C. 11)

(c) *Collusion among bidders.* No contract for furnishing supplies to the Post Office Department or the postal service shall be made with any person who has entered, or proposed to enter, into any combination to prevent the making of any bid for furnishing such supplies, or to fix a price or prices therefor, or who has made any agreement, or given or performed, or promised to give or perform, any consideration whatever to induce any other person not to bid for any such contract, or to bid at a specified price or prices thereon; and if any person so offending is a contractor for furnishing such supplies, his contract may be annulled, and the person so offending shall be liable to a fine of not less than one hundred dollars nor more than five thousand dollars, and may be further punished, in the discretion of the court, by imprisonment for not less than three months nor more than one year. (Sec. 2, 37 Stat. 553; 39 U. S. C. 808)

(d) *Purchase of motortruck parts.* Whenever motortruck parts are needed by the Post Office Department in the operation of motortrucks, the Postmaster General is hereby authorized to enter into agreements with truck manufacturers for the purchase of such truck parts at a price not exceeding the truck manufacturer's list price, less regular discounts, without advertising, under such arrangements as in the opinion of the Postmaster General will be most advantageous to the Government. (46 Stat. 838; 39 U. S. C. 829)

NOTE: The annual appropriation acts for vehicle service authorize the purchase and maintenance of tractors and trailers.

(e) *Exchangeable items.* In purchasing motor-propelled or animal-drawn vehicles or tractors, or road, agricultural, manufacturing, or laboratory equipment, or boats, or parts, accessories, tires, or equipment thereof, or any other article or item the exchange of which is authorized by law, the head of any department may exchange or sell similar items and apply the exchange allowances or proceeds of sales in such cases in whole or in part payment therefor: *Provided,* That any transaction carried out under the authority of this section shall be evidenced in writing. (Sec. 203, 57 Stat. 195, as amended; 5 U. S. C. 118d–1)

(f) *Hire of vehicles.* * * * Beginning with the fiscal year 1928, and thereafter, the Postmaster General may hire vehicles from postal employees, not filling supervisory positions, for use in the city delivery and collection service, and in the village delivery and collection service, either under an allowance or on a contract basis. (R. S. 3850, as amended; 39 U. S. C. 52)

§ 6.6 *Products of convict labor.* No contract shall be entered into by the Post Office Department for purchase of material or supplies to be manufactured by convict labor. (Sec. 1, 33 Stat. 435; 5 U. S. C. 367)

§ 6.7 *Signing of contracts.* Contracts made in the Post Office Department for the various classes of mail transportation may, upon order of the Postmaster General, be signed in the place and stead of the Postmaster General by the Assistant Postmaster General who is charged with the supervision of the mail transportation involved, and such officer shall attest his signature to such contracts by the seal of the Post Office Department. (Sec. 3, 19 Stat. 335, as amended; 39 U. S. C. 430)

PURCHASES

§ 6.8 *Purchasing and the Purchasing Agent*—(a) *Authority.* There shall be appointed by the President, by and with the advice and consent of the Senate, a purchasing agent for the Post Office Department, who shall * * * report direct to the Postmaster General; and who shall, under such regulations, not inconsistent with existing law, as the Postmaster General shall prescribe, and subject to his direction and control, have supervision of the purchase of all supplies for the postal service. (Sec. 3, 33 Stat. 440; 5 U. S. C. 366)

(b) *Procedure.* The purchasing agent, in making purchases for supplies necessary for the Post Office Department, shall advertise, as provided by law, and award contracts for such supplies to the lowest responsible bidder in pursuance of existing law. The purchasing agent shall have recorded in a book to be kept for that purpose a true and faithful abstract of all bids made for furnishing supplies to the Post Office Department, giving the name of the party bidding, the terms of the offer, the sum to be paid, and he shall keep on file and preserve all such bids until the end of the contract term to which they relate. Each bidder shall have the right to be present, either in person or by attorney, when the bids are opened, and shall have the right to examine and inspect all bids. All purchases, advertisements, and contracts for supplies for the Post Office Department shall be made by the purchasing agent in the name of the Postmaster General subject to his approval, * * * There shall be separate proposals and separate contracts for each class of material furnished. These records shall be open at all times for the inspection of Congress, and for the inspection of those who may be interested in such contracts made, or to be made, to furnish supplies to the Post Office Department. Sec. 3, 33 Stat. 440; 5 U. S. C. 366)

(c) *Preference to domestic products.* Notwithstanding any other provision of law, and unless the head of the department or independent establishment concerned shall determine it to be inconsistent with the public interest, or the cost to be unreasonable, only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States, shall be acquired for public use. This section shall not apply with respect to articles, materials, or supplies for use outside the United States, or if articles, materials, or supplies of the class or kind to be used or the articles, materials, or supplies from which they are manufactured are not mined, produced, or manufactured, as the case may be, in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality. (Sec. 2, 47 Stat. 1520; 41 U. S. C. 10a)

(d) *Appropriations available for special clothing and equipment.* Appropriations available for the procurement of supplies and material or equipment shall be available for the purchase and maintenance of special clothing and equipment for the protection of personnel in the performance of their assigned tasks. (Sec. 13, 60 Stat. 809; 5 U. S. C. 118g)

(e) *Preparation of specifications.* Specifications for supplies shall be prepared under the direction of the head of the bureau for which the supplies are to be purchased. The Purchasing Agent shall review such specifications carefully, and if he finds them unsatisfactory shall state his objections in writing to the said officer. If, after further consideration, the officer and the Purchasing Agent still disagree, each shall submit a written statement of his position to the Postmaster General through the Committee of Awards.

(f) *Advertisements for proposals.* The Purchasing Agent shall prepare and issue all advertisements for proposals for all supplies. When deemed advisable by the Purchasing Agent proposals shall be opened and examined by a committee composed of the Executive Assistant to the Postmaster General, the Fourth Assistant Postmaster General, and the Purchasing Agent, to be known as the Committee of Awards, which committee shall

make a report suggesting such awards as in their judgment are desirable and proper. The committee, through the Purchasing Agent, shall request the attendance of any officers or employees who may give them information and assistance or with whom they desire to advise.

(g) *Purchase of contract items.* Orders for items under contract shall be drawn by the Purchasing Agent upon requisitions made by the superintendent, director, or chief of the division requiring the supplies, approved by the head of the bureau. The requisition shall state the appropriation to which the purchase is to be charged, the item number, quantity required, description of the article, unit price, cost, and, when practicable, the estimated time the supply on hand will last; also that these supplies are necessary for the public service and that the available balance of the appropriation is adequate for the purchase. If the Purchasing Agent, because of his knowledge of market conditions, or for other than administrative reasons, doubts the advisability of the purchase at the particular time of the material requisitioned, he shall communicate immediately with the bureau officer, stating the reasons which lead him to believe that the purchase should not be made at that time, and in the event of a disagreement each shall submit a written statement of his position to the Postmaster General through the Committee of Awards. The order shall be sent to the contractor by the Purchasing Agent, the triplicate retained on file, and the duplicate attached to the contractor's invoice when prepared for payment.

(h) *Open-market purchases.* Requisitions for articles not under contract shall be made on the Purchasing Agent by the superintendent, director, or chief of the division requiring the supplies, approved by the head of the bureau. The Purchasing Agent, after ascertaining that there is no contract under which the purchase may be made, shall issue proposals and specifications and, when practicable, send them to three or more responsible dealers, so as to reach them at least three days prior to the date fixed for the opening of the bids. If samples are available, they shall accompany the specifications calling for proposals, or a statement shall be made as to where samples may be seen. Bids received by the Purchasing Agent and bidders' samples, if furnished, shall be submitted to the Committee of Awards, or to the officer making the requisition, who shall examine them, recommend an award, mark the accepted samples, and return bids and samples to the Purchasing Agent for his action. If a purchase is made, the order shall be drawn in the manner prescribed in paragraph (g) of this section. The approved bid shall be held by the Purchasing Agent to be attached to the contractor's invoice, and the accepted sample, if any, shall be forwarded to the board of inspection.

(i) *Purchase forms.* Forms prescribed by the Comptroller General shall be used for purchases for the Post Office Department and for the postal service. Two copies of the proper form shall accompany each order sent to the contractor, except where statements are rendered monthly or at other stated periods, in which case the invoice may be made to cover all orders during the period.

(j) *Board of inspection.* A board of inspection, appointed by and acting under the direction of the Postmaster General, shall, except as hereinafter provided, receive and inspect all supplies purchased which are delivered in Washington, reporting their findings in triplicate to the Purchasing Agent. Each copy of the report shall be signed by not less than two members of the board. The Purchasing Agent, after endorsing his action on the report, shall attach the original to the contractor's invoice, retain the duplicate on file, and return the triplicate to the board of inspection. The board shall retain custody of the articles until they are accepted or rejected by the Purchasing Agent. If accepted, the articles shall be turned over to the requisitioning officer, who shall give a receipt therefor. If rejected, they shall be disposed of under direction of the Purchasing Agent: *Provided,* That when inspections in the field are necessary the Purchasing Agent shall request the Postmaster General to designate one or more persons to perform this duty, and they shall report their findings in the same manner as prescribed for inspections made by the board of inspection in Washington. In emergent cases, when the requisitioning officer shows the necessity therefor, the Purchasing Agent may waive the inspection, and in such cases he shall state the reasons for the waiver on the invoice when it is prepared for payment. The Purchasing Agent shall have the right to make an independent inspection, and for this purpose may ask the Postmaster General for any necessary assistance.

(k) *Invoices.* All invoices shall be received by the Purchasing Agent. Those for accepted supplies shall be properly prepared, certified for payment, and transmitted by him to the requisitioning officer, who will enter them on the Postmaster General's journal and then forward the invoice with the journal for payment. A copy of that portion of the journal authorizing payment for purchases shall be sent to the Purchasing Agent for his information.

(l) *Rejected supplies.* If supplies are rejected, the Purchasing Agent shall immediately notify the contractor, the requisitioning officer, and the board of inspection, giving the reasons therefor. If contractors fail to remove supplies within the time specified by the Purchasing Agent, the supplies may be sent to storage by the Purchasing Agent at the contractors' risk and expense.

(m) *Accounts.* The bureau officers shall be responsible for the appropriations under their control and shall keep an accurate account of the expenditures authorized thereunder. The bureau officers shall furnish the Purchasing Agent a statement of the balances of the appropriations under their jurisdiction out of which supplies are purchased as frequently as they are determined. The Purchasing Agent shall keep individual ledger accounts with contractors and such general accounts of expenditures for purchases as he may deem necessary.

(n) *Correspondence.* Correspondence with contractors and others from whom supplies are purchased shall be conducted by the Purchasing Agent. The Purchasing Agent shall also issue any necessary instructions to postmasters regarding inspection of supplies. Correspondence with postmasters and other postal officials in regard to supplies shall be conducted by the officer controlling the appropriation to which the supplies are chargeable.

(o) *Supplies for the Department.* All appropriations for supplies for the Post Office Department shall be under the control of the Chief Clerk and Director of Personnel of the Department, except the appropriation for post-route maps, which shall be under the control of the Fourth Assistant Postmaster General. The regulations hereinbefore prescribed shall govern purchases under these appropriations.

§ 6.9 *Delivery of supplies by contractor.* In making contracts for [postal cards], stamped envelopes, stamped paper, and all other supplies, the Postmaster General may require the contractor, under such regulations as he may prescribe, to make delivery at such points in the United States as he may direct, whenever, in his opinion, any such contract can be made at a saving to the Government. (Sec. 2, 28 Stat. 106; 39 U. S. C. 359) (See §§ 6.5, 6.12, 8.7, and 8.10.)

PROPERTY

§ 6.12 *Postmaster General to contract for envelopes for all Government departments*—(a) *Authority.* The Postmaster General shall contract, for a period not exceeding four years, for all envelopes, stamped or otherwise, designed for sale to the public, or for use by the Post Office Department, the Postal Service, and other executive departments, and all Government bureaus and establishments, and the branches of the service coming under their jurisdiction, and may contract for them to be plain or with such printed matter as may be prescribed by the department making requisition therefor. (34 Stat. 476; 39 U. S. C. 355) (See § 6.5.)

(b) *Envelopes, labels, and other articles bearing penalty indicia.* All envelopes, labels, wrappers, cards, and other articles, bearing the indicia prescribed by law for matter mailed free of postage under the penalty privilege by all executive departments and agencies, all independent establishments of the Government, and all other organizations and persons authorized by law to use the penalty privilege, shall be procured or accounted for through the Postmaster General under such regulations as he shall prescribe. The head of each such department, agency, establishment, or other organization, or each such person, shall submit to the Postmaster General within 60 days after the close of each fiscal year a statement showing the number of envelopes, labels, wrappers, cards, and other articles bearing such indicia on hand at the close of such fiscal year.

This act shall take effect July 1, 1944. (Sec. 1 and 8, 58 Stat. 394, 395; 39 U. S. C. 321c)

§ 6.13 *Blank forms and supplies for money-order service.* [Except as provided in 44 U. S. C. 111, or otherwise provided by law] all blanks, blank books, and printed or engraved matter supplied to postmasters by the Postmaster General or used in his department for the transaction of the money-order business shall be obtained from the lowest responsible bidders for furnishing printed and engraved matter, respectively, under separate advertisements calling for proposals to furnish the same * * * upon such conditions as the Postmaster General may prescribe: *Provided*, That the Director of the Bureau of Engraving and Printing of the Treasury Department shall submit estimates of the cost of furnishing such printed and engraved matter as may be required for use in the money-order business, and shall furnish such printed and engraved matter whenever upon his estimates of cost the expenditure therefor will be less than upon proposals made as above provided for. (Sec. 2, 22 Stat. 527, as amended; 39 U. S. C. 715)

§ 6.14 *Uniform canceling ink.* The Postmaster General may adopt a uniform canceling ink or other appliance for canceling stamps which experiments and tests have proved or may prove to be the most practicable and the best calculated to protect the revenues of the department from the frauds practiced upon it, to be used in all the post offices where stamps are canceled, and he may distribute said canceling ink or other appliance in the same manner as other supplies are distributed to the different post offices in the United States. (Sec. 1, 20 Stat. 240; 39 U. S. C. 367)

§ 6.15 *Metric postal balances.* The Postmaster General shall furnish to the post offices exchanging mails with foreign countries, and to such other offices as he may deem expedient, postal balances denominated in grams of the metric system, fifteen grams of which shall be the equivalent for postal purposes, of one-half ounce avoirdupois, and so on in progression. (R. S. 3880; 39 U. S. C. 810)

§ 6.17 *Unserviceable property and waste materials*—(a) *Procedure for handling.* Unserviceable property and waste materials accumulating in the department proper, the Washington, D. C., post office and the Mail Equipment Shops shall be handled in the following manner: Reports covering unserviceable property and waste materials shall be made to the Chief Clerk and Director of Personnel, describing the property, and when practicable, giving the record number of each piece. The board of inspection, or such special committee as may be designated by the Postmaster General, when so directed, shall make a careful inspection and report to the Postmaster General, with respect to each article, as to whether it should be condemned and sold or otherwise disposed of. If the report of the board or committee is approved by the Postmaster General, the Chief Clerk and Director of Personnel shall dispose of the property as recommended, keeping a record thereof in his files. The property condemned shall be in the custody of the Chief Clerk and Director of Personnel, who shall dispose of same in accordance with the law and Executive orders of the President.

(b) *Waste paper.* The Chief Clerk and Director of Personnel shall dispose of waste paper accumulating in the Washington, D. C., post office and Mail Equipment Shops in accordance with the law and Executive orders of the President.

(c) *In motor-vehicle service.* Unserviceable property and waste materials accumulating in the motor-vehicle service shall be disposed of as outlined in the rules and regulations for conducting Government-owned motor-vehicle service.

(d) *In field service.* Unserviceable property and waste materials not specified in paragraph (c) of this section or in § 6.22, accumulating in the field service, shall be disposed of in the following manner: Whenever sufficient unserviceable property or waste materials accumulate to justify inviting bids for its sale, a list thereof shall be prepared by the postmaster. The postmaster shall appoint a committee of three, to consist of supervisory employees when possible, who shall be required to make a careful inspection of each article and submit a report to the postmaster for approval as to whether it should be condemned or sold or otherwise disposed of. After approval of the report the postmaster shall prepare proposals inviting competitive bids covering unserviceable property and waste materials recommended to be disposed of. Copies of said proposals shall be distributed as widely as possible and mailed to all known dealers in the materials to be sold, etc. As much as possible shall be realized from such sales and the proceeds shall be accounted for as miscellaneous receipts.

(e) *Surplus-property officer.* The Chief Clerk and Director of Personnel of the Post Office Department is the surplus-property officer for the department and entire postal service. All surplus property accumulating in the department or field service shall be reported through proper channels to the Chief Clerk and Director of Personnel, who, under such rules and regulations as the Postmaster General may promulgate, shall issue the necessary instructions relative to the final disposition thereof.

§ 6.18 *Sale of unsuitable airplanes and aviation material.* The Postmaster General may sell under such rules and regulations as he may prescribe any airplanes, parts thereof, field equipment, tools, and other aviation material which have become unsuitable in the postal service or which will deteriorate and become unsuitable before it can be used. The proceeds of such sales shall be covered into the Treasury as "Miscellaneous receipts." (Sec. 1, 41 Stat. 1031; 39 U. S. C. 468)

§ 6.19 *Gifts and bequests for library of Post Office Department*—(a) *Authority to accept.* The Postmaster General is hereby authorized to accept, receive, hold, and administer gifts and bequests of personal property, and loans of personal property other than money, from individuals or others for the benefit of the library of the Post Office Department, its collections, or its services. Gifts or bequests of money shall be deposited in the Treasury of the United States under the title "Library fund of the Post Office Department," and shall be subject to disbursement by the Postmaster General for the purposes in each case specified.

(b) *For tax purposes deemed gift to United States.* For the purpose of Federal income, estate and gift taxes, gifts and bequests accepted by the Postmaster General under the authority of this Act shall be deemed to be a gift or bequest to or for the use of the United States.

(c) *Investment of funds.* The Secretary of the Treasury is authorized, upon request of the Postmaster General, to invest or reinvest the funds, or any part thereof, deposited in the Treasury pursuant to paragraph (a) of this section in securities of the United States Government or in securities guaranteed by the United States Government. The interest accruing from such securities shall be deposited to the credit of the library fund of the Post Office Department. (Secs. 1–3, 60 Stat. 924; 5 U. S. C. 393)

§ 6.22 *Waste paper and twine*—(a) *Preservation and sale of.* Postmasters shall carefully preserve all waste paper, which shall include dead and unclaimed domestic printed matter (see § 43.46 of this chapter), facing slips that have been used (see § 43.2 of this chapter), and all other useless paper and all waste twine, including remnants of twine unfit for use (see § 41.14 of this chapter). As much as possible shall be realized from this waste matter, competitive bids being procured if feasible. All proposals, except as provided for in paragraph (b) of this section, for the sale of such material accumulated in Federal buildings in which post offices are located and in classified stations and branches thereof, and also in post offices and classified stations and branches thereof located in leased quarters, shall be procured and sent to the Fourth Assistant Postmaster General, Division of Federal Building Operations, by the custodians of the Federal buildings and by the postmasters of post offices located in leased quarters. When practicable such waste material should be sold before the expiration of the quarter and the proceeds accounted for as postal funds. (See §§ 7.2 and 17.35 to 17.37 of this chapter.) Form 1096 (Revised) should be used for the purpose of giving and securing a receipt for moneys collected and deposited. Waste paper and twine shall not be sent free in the mails to a purchaser and mail bags shall not be used to store or carry it away. If, after exhausting every resource, a profitable market cannot be found, such waste material shall be disposed of, without expense to the Department if practicable. Undeliverable printed matter such as picture cards, newspapers, magazines, and other periodical publications, falling within the term "waste paper," for which no sale can be effected, may, if suitable for the purpose, be delivered by postmasters, on application therefor, to the proper local municipal authorities for distribution to hospitals, asylums, or

other charitable or reformatory institutions.

NOTE: For a list of dealers in paper stock communicate with the local chamber of commerce or board of trade, or those of nearby cities. Sales should be made in the neighborhood of post offices, if possible.

(b) *Magazines and periodicals.* At offices designated by the First Assistant Postmaster General, and under instructions issued by him, such undeliverable magazines and periodicals as may be deemed suitable shall be segregated from publications subject to disposal as waste, and sold to the highest bidder as magazines and periodicals. Complete records of such sales shall be kept and the funds resulting therefrom shall be deposited by postmasters as part of the postal revenue and accounted for under "Miscellaneous Receipts" of the monthly and quarterly report, with a separate supporting schedule. A quarterly report of the magazine sales shall be transmitted to the Bureau of the First Assistant Postmaster General.

PART 7—POSTAL REVENUES AND OTHER PUBLIC FUNDS: SOURCES AND DISPOSAL OF

SOURCES OF REVENUE

Sec.
7.1 Revenues to be deposited in Treasury or designated depositaries.
7.2 Miscellaneous receipts.

CARE OF PUBLIC FUNDS

7.3 Safety of public money.
7.4 Care of public funds and property.
7.5 Confiscation and transmittal of counterfeit money and securities.
7.8 Postmasters and others to pay over moneys to designated depositaries.
7.9 Deposits.

TEMPORARY DEPOSITS IN BANKS

7.19 Temporary deposits in banks.

DISPOSAL OF FUNDS AND PROPERTY UPON CHANGE OF POSTMASTERS

7.27 Disposal of property upon change of postmasters.
7.28 Disposal of funds upon change of postmasters.

AUTHORITY: §§ 7.1 to 7.28 (except for authority cited in text), issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

SOURCES OF REVENUE

§ 7.1 *Revenues to be deposited in Treasury or designated depositaries.* Revenues from all sources except so much of the receipts at post offices as may be needed to pay the authorized expenditures thereof, shall be deposited in the Treasury or designated depositaries for the use of the Post Office Department.

NOTE: The revenues of the Postal Service are derived from:

(a) Postage.
(b) Box rents.
(c) Money-order and postal-note fees.
(d) Dead letters and undeliverable matter.
(e) Fines and penalties.
(f) Balances from foreign countries.
(g) Miscellaneous.
(h) Unpaid money orders more than one year old.
(i) Excess of profit accruing from postal-savings deposits or investment of postal-savings funds.

Money-order funds are not part of the postal revenues, although the net proceeds of the money-order business ultimately become part of postal receipts.

§ 7.2 *Miscellaneous receipts.* Unclaimed money in dead letters for which no owner can be found; all money taken from the mail by robbery, theft, or otherwise, which may come into the hands of any agent or employee of the United States, or any other person whatever; all fines and penalties imposed for any violation of the postal laws, except such part as may by law belong to the informer or party prosecuting for the same; and all money derived from the sale of waste paper or other public property of the Post Office Department, shall be deposited in the Treasury, under the direction of the Postmaster General, as part of the postal revenue. And the Postmaster General shall cause to be placed to the credit of the Treasurer of the United States, for the service of the Post Office Department, the net proceeds of the money-order business; and the receipts of the Post Office Department derived from this source during each quarter shall be entered by the bureau of accounts in the Post Office Department in the accounts of such department, under the head of "revenue from money-order business." (R. S. 4050, as amended; 39 U. S. C. 782)

CARE OF PUBLIC FUNDS

§ 7.3 *Safety of public money*—(a) *Provision.* Postmasters shall keep safely without loaning, using, depositing in an unauthorized bank, or exchanging for other funds, all the public money collected by them, or which may come into their possession, until it is ordered by the Postmaster General to be transferred or paid out. All money collected on mail delivered at their respective offices shall be deemed to be public money in the possession of the postmasters within the meaning of this section. (R. S. 3846, as amended; 39 U. S. C. 46)

(b) *Regulations applicable to various funds.* The regulations relative to the care of public funds shall apply to money-order, postal-note, key-deposit, and postal-savings funds as well as postal funds. (See §§ 27.11, 27.12, 76.1, and 76.2.)

§ 7.4 *Care of public funds and property*—(a) *Funds to be segregated.* Postmasters shall exercise all possible care for the protection of the public funds and property in their custody. Public funds shall be kept entirely separate from all other moneys in the possession of the postmaster and shall not be mingled with personal funds.

(b) *Under lock when office is closed.* During business hours money and stamps shall be kept in places inaccessible to the public and concealed from view. Funds and stamps left in a post office at night, or when the office is closed temporarily during the day, shall be kept in locked iron safes or in vaults, if such have been provided; otherwise they shall be kept in strong drawers or other fixed receptacles, which shall be fastened with good locks. Money and stamps shall not be left at night or when the office is closed temporarily during the day in tin or iron boxes even though locked, nor in cash drawers secured by finger-combination locks. Funds and stamps shall not be hidden about the office or elsewhere. The doors and windows of the office shall be made as secure as possible.

(c) *Safes to be completely locked; combinations.* At night or when the office is left without occupants iron safes with combination locks shall be carefully and completely locked with the full combination on the outer doors and on the inner burglar-proof chest, if there is one. Available burglar-proof chests shall be used to their capacity for the safeguarding of money, stamps, and other accountable property in order of greatest value and consistent with the maintenance of individual responsibility. No credit will be allowed for losses from safes fastened only with a "day lock" or "day combination." A postmaster upon taking charge of his office shall immediately change the combination on every safe therein, except that at first-class offices operating under the Two-Division Plan only those safe combinations known to the former postmaster shall be changed; and where an employee knowing the combination of a safe or vault is separated from the service, or where at any time a safe is procured, either new or second-hand, the postmaster shall immediately change the combination. Failure to make such change shall be considered as prima facie evidence of contributory negligence on the part of the postmaster in any case where claim is made for credit for money or other property stolen from such safes which have been opened without resort to violence.

(d) *Furnishing and use of safes in contract stations.* Clerks in charge of contract stations shall provide safes, or in lieu of a safe, strong drawers or other fixed receptacles, which shall be fastened with good locks, in accordance with the terms of their contracts. If a safe has been provided, all funds and stamps, with the exception of a small working supply for the convenience of the public, outside of the usual business hours, shall be placed in the safe at night and the safe carefully and completely locked. Such working supply of stamps and change, not exceeding $10, need not be placed in the safe at night, provided it is kept in a strong drawer or other fixed receptacle securely fastened with a good lock. Whenever during the course of a day's business a considerable amount of funds has accumulated, the greater portion thereof shall be taken from the cash drawers and placed in the safe, or in the fixed receptacle provided in lieu of a safe, instead of leaving it in the cash drawers until closing time.

(e) *Stamp stock and funds not to remain in cabinet.* Stamp stock and funds derived from the sales thereof belonging to the fixed credit of clerks shall not be allowed to remain in stamp cabinets over night, or between Saturday and Monday, or any other time after a tour of duty has ended. If the vault is of a size that will not accommodate the cabinets, an individual stamp drawer or metal box equipped with a lock shall be provided in the vault or in the safe for each clerk, where such receptacle shall be placed at the end of his tour of duty.

§ 7.5 *Confiscation and transmittal of counterfeit money and securities*—(a)

Transmittal to Treasury. Pursuant to 31 CFR 403.2 all United States post offices are authorized to take possession of and deliver to the Treasury Department, through the Secret Service Division, all counterfeit obligations and other securities and coins of the United States or of any foreign government which shall be presented at such post offices. Accordingly, postmasters and postal employees to whom counterfeit currency, coins, obligations, and other securities of the United States or of any foreign government, except counterfeit postage stamps, are presented shall confiscate such counterfeits and shall promptly transmit same, by ordinary mail, to the nearest field office of the Secret Service Division of the Treasury Department (see following list) with a brief statement of facts and, if possible, the name and address of the person presenting the counterfeits or a description thereof. Field offices of the Secret Service Division of the Treasury Department are located in the following cities:

Albuquerque, N. Mex.	Nashville 2, Tenn.
Atlanta, Ga.	Newark 1, N. J.
Baltimore 3, Md.	New Haven 1, Conn.
Birmingham, Ala.	New Orleans 11, La.
Boston 4, Mass.	New York City 8, N. Y.
Buffalo, N. Y.	Oklahoma City, Okla.
Charlotte 1, N. C.	Omaha 1, Nebr.
Chicago 80, Ill.	Philadelphia 6, Pa.
Cincinnati 2, Ohio.	Phoenix, Ariz.
Cleveland 14, Ohio	Pittsburgh 30, Pa.
Columbia, S. C.	Portland 7, Oreg.
Columbus 16, Ohio	Providence, R. I.
Dallas 1, Tex.	Richmond 3, Va.
Denver 1, Colo.	Sacramento, Calif.
Detroit 26, Mich.	St. Louis, Mo.
El Paso, Tex.	St. Paul 1, Minn.
Grand Rapids 1, Mich.	Salt Lake City 10, Utah
Houston 14, Tex.	San Antonio 6, Tex.
Indianapolis, Ind.	San Francisco 1, Calif.
Jackson, Miss.	Scranton 1, Pa.
Jacksonville, Fla.	Seattle 4, Wash.
Kansas City, Mo.	Spokane 5, Wash.
Little Rock, Ark.	Springfield, Ill.
Los Angeles 53, Calif.	Utica 1, N. Y.
Louisville 1, Ky.	Washington 25, D. C.
Memphis 1, Tenn.	
Miami, Fla.	
Milwaukee, Wis.	

Mail should be addressed as follows:

UNITED STATES SECRET SERVICE,
Treasury Department.
---------- (City and State)

(b) *Counterfeit stamps to be transmitted to inspector in charge.* Counterfeit postage stamps shall be confiscated and promptly transmitted to the inspector in charge of the division in which the post office is located with a brief statement of facts and, if possible, the name and address of the person presenting such counterfeit postage stamps. (See §§ 130.24 to 130.26.)

(c) *Receipt form.* A receipt in substantially the following form shall be given to persons from whom counterfeits are confiscated in accordance with the provisions of 31 CFR 403.2:

UNITED STATES POST OFFICE

RECEIPT FOR COUNTERFEITS AND CONTRABAND PROPERTY

---------- ----------, 19--.
(Place) (Date)

Received from ----------
the following counterfeit or contraband property:
---------- Counterfeit ----------
---------- Counterfeit ----------

Signed ----------
(Postmaster)

A duplicate of the receipt shall be retained by the postmaster and filed with the receipt which will be furnished him by the Secret Service Division of the Treasury Department.

§ 7.8 *Postmasters and others to pay over moneys to designated depositaries.* All postmasters and other persons employed in the postal service who collect or receive moneys of any description connected with the business or operations of the postal service shall, as often as provided by law or as directed by the Postmaster General, pay over all such moneys, not otherwise legally expended, to their designated depositaries.

§ 7.9 *Deposits*—(a) *Character of.* Deposits of postal funds may be made in United States currency or coin, Treasury checks or other kinds of Government paper, paid money orders, or paid postal notes. (See paragraph (c) of this section concerning bank checks.)

(b) *Paper that may be cashed; endorsement for deposit.* A postmaster may cash with postal funds disbursing postmaster's checks, pension checks, Post Office Department warrants, Postal Savings System checks, and other kinds of Government paper, provided they are received from responsible persons whose endorsement on said paper the postmaster is willing to guarantee. When a check drawn on the Treasurer of the United States is cashed by a postmaster he shall immediately endorse it to the order of his central accounting postmaster; the Federal Reserve Bank or branch or authorized Government depositary located in his city; or the bank in which he makes temporary deposits of postal funds in accordance with § 7.19, so that it may not be negotiated by any other person.

(c) *Bank drafts used to remit surplus funds.* Such paper, as well as checks and drafts issued by or drawn on national or State banks or trust companies, may be used by postmasters to remit their surplus postal funds, provided they can make satisfactory arrangements with their depositaries to receive them at par. Postmasters will be held liable on their official bonds for any losses of Government funds resulting from fault or negligence on their part.

(d) *What shall not be included in deposits.* Postmasters in making deposits shall not use postage stamps, foreign coins and notes, or mutilated coins and paper, or bank checks and drafts other than those issued by national or State banks or trust companies.

(e) *Money orders used to remit surplus funds.* Money orders paid by district postmasters shall be treated as cash, and such orders shall be used to remit their surplus funds.

TEMPORARY DEPOSITS IN BANKS

§ 7.19 *Temporary deposits in banks*—(a) *When no depositary in locality.* Any postmaster, having public money belonging to the Government, at an office within a city or town where there is no * * * designated depositary, may deposit the same temporarily, at his own risk and in his official capacity, in any national or State bank in the State in which the said postmaster resides, or in which his office is located, or within a reasonable radius of his post office in an adjacent State, but no authority or permission is or shall be given for the payment to or receipt by a postmaster or any other person, of interest, directly or indirectly, on any deposit made as herein described. (R. S. 3847, as amended; 39 U. S. C. 47)

(b) *Depositary to be used when available.* In places where a national bank, State bank, or trust company has been designated by the Treasury Department as a depositary of public funds, such bank shall be used by the postmaster to the exclusion of all others in making temporary deposits of postal funds.

NOTE: Designated depositaries are required to pledge collateral with the Treasury Department as security for deposits, and postmasters are thereby protected against loss of such deposits.

DISPOSAL OF FUNDS AND PROPERTY UPON CHANGE OF POSTMASTERS

§ 7.27 *Disposal of property upon change of postmasters*—(a) *Inventories.* Whenever a change of postmasters occurs, inventories shall be made of the public property in the post office. The several classes of property shall be listed separately as follows:

(1) Postage stamps, books of stamps, coils of stamps, special-delivery stamps, special-handling stamps, postage due stamps, stamped envelope, air letter sheets, postal cards, international reply coupons, internal revenue stamps, migratory-bird hunting stamps, and United States savings stamps.

(2) Money-order funds and blank forms; postal-note stock and fixed credit receipts for same; postal-savings funds and accountable stock, including blank certificates; and United States savings bond funds and blank savings bonds.

(3) All other public property including mail keys, mechanical machines and firearm equipment, furniture and equipment belonging to or leased by the United States, post office records, copies of Postal Laws and Regulations and of the Official Postal Guide, postmarking and dating stamps and ink and pads therefor, unused printed forms and blank books, and all other supplies.

(b) *Transfer of all accountable items.* When a change of postmasters occurs, the outgoing postmaster shall deliver to the incoming postmaster all of the accountable items on hand in accordance with the inventories as specified in paragraph (a) (1) of this section, and complete certificates on appropriate forms which will be provided for the purpose. The certificates when completed shall be signed by both outgoing and incoming postmasters, detached and forwarded as indicated on the various forms. Receipts for public property or items not listed on the transfer certificates shall be retained in the files of the post office.

(c) *At third- and fourth-class post offices.* An incoming postmaster at a third- or fourth-class post office shall render to the outgoing postmaster receipt in duplicate on Form 1087 for all

undelivered registered, insured, and c. o. d. articles on hand. The original receipt shall be delivered to the outgoing postmaster and the duplicate retained for the files of the office. Report shall be made to the Third Assistant Postmaster General, Division of Registered Mails, of any irregularities noted in connection with undelivered registered, insured, and c. o. d. articles turned over by the outgoing postmaster. Listing of registered, insured, and c. o. d. mail on Form 1087 is not necessary at first- and second-class offices in connection with receipts between incoming and outgoing postmasters.

(d) *Upon discontinuance of an office.* When an office is discontinued, the above inventories shall be made and the property and supplies delivered to the postmaster designated by the department to receive the same, duplicate receipts being given, which shall be treated as provided in the case of a change of postmasters. Property and supplies shall not be returned to the department, but the postmaster designated to receive the property shall forward mail keys by registered mail to the Fourth Assistant Postmaster General, Division of Mail Equipment Shops, and shall at the same time transmit a letter giving the name of the discontinued office, the county and State in which located, and the numbers stamped on the mail keys which are inclosed.

§ 7.28 *Disposal of funds upon change of postmasters*—(a) *At first-class offices.* When a postmaster at a first-class post office goes out of office, the full amount of postal funds due to the Government, according to his own account, and without waiting to ascertain the exact balance on a final settlement by the General Accounting Office (see § 18.19 of this chapter), shall be deposited with his designated depositary and not transferred nor paid to his successor. At first-class post offices, except central accounting and Washington, D. C., the outgoing postmaster shall turn over to his successor all internal-revenue, migratory-bird hunting, and United States savings stamps supplies on hand and cash sufficient to make up the amount of the fixed credits charged to his office. He shall render a final United States savings bond report showing stock and cash transferred to the incoming postmaster. At central accounting post offices and Washington, D. C., the outgoing postmaster shall render final reports in the savings bond and savings stamp accounts showing stock and cash turned over to his successor.

(b) *At second-, third-, or fourth-class offices.* When a postmaster at a second-, third-, or fourth-class post office goes out of office, he shall turn over to his successor all postage, internal-revenue, migratory-bird hunting, and savings stamp supplies on hand and cash sufficient to make up the amount of the fixed credits charged to his office. He shall also forward to his central accounting postmaster all funds due the Government to balance his final postal account, except that any authorized postal reserve fund may be transferred to the incoming postmaster, and shall render a United States savings bond account showing accountable stock and cash transferred to his successor.

(c) *Key-deposit funds.* Key-deposit funds shall be held by a postmaster in trust (not as a part of the regular funds of the office) and shall be transferred to his successor who shall give him a receipt therefor.

PART 8—POSTAGE STAMPS AND OTHER STAMPED PAPER AND SECURITIES

GENERAL PROVISIONS: POSTAGE STAMPS, ENVELOPES, ETC.

Sec.
- 8.1 Postage stamps, authority to prepare.
- 8.2 Special-delivery and special-handling stamps, authority to issue.
- 8.3 Books and coils of stamps.
- 8.4 Postage-due stamps.
- 8.5 Adoption of improvements in stamps and stamped envelopes.
- 8.6 Living persons not to be portrayed on stamps.
- 8.7 Postage stamps and stamped envelopes.
- 8.8 Unlawful pledging or sale of stamps.
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STAMPED ENVELOPES

- 8.10 Stamped envelopes.
- 8.11 Letter-sheet envelopes.
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SPECIAL-REQUEST ENVELOPES

- 8.13 Special-request envelopes.
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POSTAL CARDS

- 8.16 Postal cards.
- 8.17 Postal cards for circulation in foreign mails.

REQUISITIONS FOR STAMPED PAPER STOCK

- 8.18 Stocking of stamps and stamped paper in post offices.
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- 8.20 Shipments of stamps and stamped paper to be registered; exception.
- 8.21 Verification of shipments upon receipt.
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ACCOUNTING

- 8.23 Postmaster's stamp account.
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REDEMPTION OF STAMPED PAPER

- 8.25 Redemption of stamps or stamped paper.
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- 8.27 Internal-revenue stamps.

MIGRATORY-BIRD HUNTING STAMPS

- 8.28 Hunting stamp for taking migratory waterfowl.

UNITED STATES SAVINGS BONDS

- 8.29 United States savings bonds and Treasury savings certificates.

UNITED STATES SAVINGS STAMPS

- 8.30 United States Savings stamps.

AUTHORITY: §§ 8.1 to 8.30 (except for authority cited in text), issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

GENERAL PROVISIONS: POSTAGE STAMPS, ENVELOPES, ETC.

§ 8.1 *Postage stamps, authority to prepare.* The Postmaster General shall prepare postage stamps of suitable denominations which, when attached to mail matter, shall be evidence of the payment of the postage thereon. (R. S. 3914; 39 U. S. C. 351)

§ 8.2 *Special-delivery and special-handling stamps, authority to issue.* The Postmaster General is authorized to provide and issue special-delivery and special-handling stamps of such denominations as he may consider necessary. (Sec. 1, 46 Stat. 1469; 39 U. S. C. 276a)

NOTE: See Manual of Instructions for Postal Personnel or Official Postal Guide for denominations of special-delivery and special-handling stamps; § 53.1 as to special-delivery service and §§ 34.75 to 34.82, inclusive, as to special-handling service.

§ 8.3 *Books and coils of stamps*—(a) *Books.* Books containing postage stamps interleaved with nonadhesive paper, shall be issued and supplied to postmasters, for sale to the public. Such books shall be charged to postmasters and sold to purchasers at their postage value and 1 cent additional for each book.

(b) *Coils.* Postage stamps, of denominations determined by the department, shall be issued in coils of such sizes as may be required to meet the public demand and shall be charged to postmasters and sold to the public at the cost of coiling, in addition to the postage value of the stamps.

NOTE: See Manual of Instructions for Postal Personnel or Official Postal Guide for description and prices of stamp coils.

§ 8.4 *Postage-due stamps.* * * * [Postage-due] stamps [for the collection of postage on insufficiently paid matter] shall be of such special design and denomination as the Postmaster General may prescribe, and * * * shall in no case be sold by the postmaster nor received by him in prepayment of postage. (Sec. 26, 20 Stat. 361, as amended; 39 U. S. C. 275)

§ 8.5 *Adoption of improvements in stamps and stamped envelopes.* The Postmaster General may, from time to time, adopt such improvements in postage stamps and stamped envelopes as he may deem advisable; and when any such improvement is adopted it shall be subject to all the provisions herein respecting postage stamps or stamped envelopes. (R. S. 3917; 39 U. S. C. 360)

§ 8.6 *Living persons not to be portrayed on stamps.* No portrait shall be placed upon any of the bonds, securities, notes, fractional or postal currency of the United States, while the original of such portrait is living. (R. S. 3576; 31 U. S. C. 413)

NOTE: Postage stamps, stamped envelopes, and postal cards are securities of the United States. See 18 U. S. C. 8. See § 130.30 as to penalty for issuing or circulating business or professional cards, etc., in likeness of securities of the United States; §§ 130.23, 130.25, and 130.26 as to offenses in connection with postage stamps, etc.

§ 8.7 *Postage stamps and stamped envelopes*—(a) *Placing on sale.* Postage stamps and stamped envelopes shall be furnished by the Postmaster General to all postmasters, and shall be kept for sale at all post offices; and each post-

master shall be held accountable for all such stamps and envelopes furnished to him. (R. S. 3918; 39 U. S. C. 361)

(b) *Not to be used for official correspondence.* Postage stamps, postal cards, and stamped envelopes furnished for sale to the public shall not be used by postmasters to mail requisitions for supplies to the department nor for official correspondence. When a postmaster's supply of official penalty envelopes is exhausted, he should use a plain, unstamped envelope, indorsed with ink, as prescribed by § 37.9 of this chapter.

(c) *Precaution in handing to purchasers.* To prevent the spread of disease, postmasters and post-office employees who sell postage stamps, shall hand them to purchasers in such manner that the gummed surface will not come in contact with the base of the stamp window.

(d) *Signing of receipts for stamp purchases.* Postmasters, or clerks acting for them, shall sign receipts for money paid them for postage stamps and other stamped paper, provided the receipts are prepared in advance by the purchasers and presented at the time of purchase.

NOTE: The term "stamped paper" applies to adhesive stamps of all kinds, and postal cards, as well as to stamped envelopes.

§ 8.8 *Unlawful pledging or sale of stamps*—(a) *Prohibitions.* Whoever, being a postmaster or Postal Service employee entrusted with the sale or custody of postage stamps, stamped envelopes, or postal cards, uses or disposes of them in the payment of debts, or in the purchase of merchandise or other salable articles, or pledges or hypothecates the same, or sells or disposes of them except for cash; or sells or disposes of postage stamps or postal cards for any larger or less sum than the values indicated on their faces; or sells or disposes of stamped envelopes for a larger or less sum than is charged therefor by the Post Office Department for like quantities; or sells or disposes of postage stamps, stamped envelopes, or postal cards at any point or place outside of the delivery of the office where such postmaster or other person is employed; or for the purpose of increasing the emoluments, or compensation of the postmaster or any employee of a post office or station thereof, or the allowances or facilities provided therefor, induces or attempts to induce any person to purchase at such post office or any station thereof, or from any employee of such post office, postage stamps, stamped envelopes, or postal cards; or sells or disposes of postage stamps, stamped envelopes, or postal cards, otherwise than as provided by law or the regulations of the Post Office Department, shall be fined not more than $500 or imprisoned not more than one year, or both. (62 Stat. 783; 18 U. S. C. 1721)

(b) *Fraction of cent.* When the price of envelopes or wrappers sold includes a fraction of a cent, postmasters shall require payment of the entire cent.

§ 8.9 *Acceptance of coin or currency*—(a) *Foreign or mutilated.* Postmasters shall not accept foreign money or mutilated paper money. (See § 71.4 of this chapter as to acceptance of Canadian money in money-order transactions.)

(b) *Supply of money to make change for purchases.* Postmasters should provide themselves with a sufficient amount of minor coins and bills of small denomination to enable them to make change for purchases of stamped paper. When a postmaster is unable to make change, the purchaser must tender the exact amount of his purchase.

STAMPED ENVELOPES

§ 8.10 *Stamped envelopes*—(a) *Providing and pricing of.* The Postmaster General shall provide suitable letter and newspaper envelopes, with such watermarks or other guards against counterfeits as he may deem expedient, and with postage stamps with such device and of such suitable denominations as he may direct, impressed thereon; and such envelopes shall be known as "stamped envelopes," and shall be sold, as nearly as may be, at the cost of procuring them, with the addition of the value of the postage stamps impressed thereon; * * * (R. S. 3915, as amended; U. S. C. 354)

(b) *Not to be sold at less than cost.* No stamped envelopes or newspaper wrappers shall be sold by the Post Office Department at less (in addition to the legal postage) than the cost, including all salaries, clerk hire, and other expenses connected therewith. (Sec. 14, 19 Stat. 82; 39 U. S. C. 362)

NOTE: The issuance of newspaper wrappers has been discontinued.

§ 8.11 *Letter-sheet envelopes.* The Postmaster General may * * * furnish for public use a letter-sheet envelope, on which postage stamps of the denominations in use on ordinary [stamped] envelopes shall be placed * * * and also * * * furnish for public use a double-letter envelope, on which stamps of the denominations in use may be placed, and with the arrangement for the address [that it may be forwarded and returned] * * * said letter sheet and * * * double envelope to be issued under such regulations as the Postmaster General may prescribe. No money shall be paid for royalty or patent on any of the articles named. (Sec. 32, 20 Stat. 362; 39 U. S. C. 358)

NOTE: No double-letter envelopes are now issued.

§ 8.12 *Distribution of stamped envelopes and postal cards.* An agency shall be maintained at the place of manufacture of stamped envelopes, to oversee their production and attend to their distribution. Subagencies for the distribution of stamped envelopes, and postal cards shall be maintained under the supervision of postmasters at centrally located points to be designated by the Postmaster General.

SPECIAL-REQUEST ENVELOPES

§ 8.13 *Special-request envelopes*—(a) *Requisitions for.* Postmasters shall make requisitions for special-request envelopes, on Forms 3202 (direct and central accounting) and 3202–D (district accounting), promptly upon receiving orders therefor. All orders shall be subject to acceptance by the department.

(b) *Advance deposit by purchaser*—(1) *Requirement.* Postmasters shall require the purchaser to deposit with his order the difference between the schedule and the postage value of the envelopes, and shall collect the postage value when the envelopes are delivered to purchaser. The advance deposits shall be held as trust funds pending delivery of the envelopes. Purchasers shall withdraw special-request envelopes from the post office promptly upon receipt of notice from the postmaster that delivery of order has been made.

(2) *Receipt.* A receipt on Form 3202–A shall be given the purchaser for advance deposits on stamped envelopes.

(3) *Disposition of money.* The postmaster shall be held accountable for advance deposits upon orders for stamped envelopes in the same manner and to the same extent as for other receipts of the post office; but such deposits shall not be transmitted to the postmaster's depositary or central-accounting postmaster before he receives the stamped envelopes from the department. Upon delivery of such envelopes to purchasers, direct and central-accounting postmasters shall include the amount of their postage value and of the advance deposit made for them with proceeds from the sales of other stamp supplies, and remit the same with the next deposit of postal funds.

(c) *Remittance by postmaster.* Upon receipt of special-request and office-request envelopes, district postmasters shall remit the full value thereof to their central-accounting postmasters, using Form 1208 as a remittance letter. Such remittance should be mailed on the same day the envelopes are received, and under no circumstances later than the day following. Cash may be temporarily withdrawn from fixed credit funds to make the remittance pending delivery of the envelopes to the purchaser and collection of the balance due.

§ 8.14 *Printing on stamped envelopes by Department*—(a) *Restrictions.* * * * no stamped envelope or any other envelope furnished or sold by the Government shall contain any lithographing or engraving, nor any printing nor advertisement except that the usual request for return of the letter to the writer may be printed thereon. (R. S. 3915, as amended; 39 U. S. C. 354)

(b) *What may be printed.* No advertisement or special device of any kind nor the names of addressees shall be printed on stamped envelopes by the department. The matter to be printed shall be limited to (1) a request to return after a given number of days; (2) the name of the purchaser (individual, firm, corporation, institution, association, or society); (3) rural-delivery route, post-office box number or street address, or the names of intersecting streets (specifying which corner), the name of a building may be included in the return card if room number and street address are given; (4) the name of post office or branch post office, county and State. Any portion of the foregoing except the name of the post office and State and the local address of the purchaser, if the post office has carrier service, may be omitted, if desired. The name of a branch post office or of an independent station may be substituted for that of the principal post office, at the option of

the purchaser. The form of return-request for the stamped envelopes shall be "After 5 days, return to," the number of days to be not less than 3 nor more than 30. (See §§ 43.43 and 43.44.)

(c) *Name disclosing business.* A name indicating or incidentally disclosing the nature of the purchaser's business or vocation may be printed on stamped envelopes if it be certified by the postmaster in writing on his requisition therefor that such name is used under corporate charter, copartnership agreement, or other articles of organization so designating the concern, or that it is the name under which the purchaser is actually doing business with the public.

(d) *Name and title of officer.* The name and title of an officer of a firm, corporation, institution, association, or society may be printed when so desired; for example, "Joe Doe, treasurer, Washington Educational Association."

(e) *Professional titles.* Such titles as "M. D.," "D. D. S.," "Rev.," "LL. D.," etc., may be printed when they are clearly for purposes of identification and not for advertisement.

(f) *Branch or department of business.* The name of a branch or department of the purchaser's business may be printed only when other branches or departments are located at the same post-office address, making it necessary to include such printing to insure the return of undeliverable letters to the writer, and when such branch or department is shown as a part of the return card, the postmaster shall explain in writing the necessity for including it.

(g) *Only matter necessary for return if undeliverable.* Any matter not needed to secure the return of undeliverable letters to the writer shall not be printed by the department in the return card on stamped envelopes.

(h) *Place of purchase.* Special-request envelopes shall be purchased and delivered only through the post office or branch post office to which the card directs their return.

(i) *No variation from prescribed style.* No variation shall be made in the location of the return card in the upper left corner of the envelope, or in the style or size of type, the color of ink, or the form of request adopted by the department. The name of the post office or branch post office shall be spelled, and the name of State abbreviated, only as they appear in the Official Postal Guide.

(j) *Requisitions to be accompanied with copy for printing.* All requisitions shall be accompanied with a legible copy of the return card desired. If obtainable, a printed letterhead or business card of the purchaser should be attached to his first requisition. The postmaster should preserve and attach to his next requisition for the same printing the slip of paper bearing the printed return card which is furnished with each box of special-request envelopes. (See § 8.15 as to responsibility for errors.)

(k) *No printing on postal cards.* Return cards shall not be printed by the department on newspaper wrappers or postal cards.

(l) *Private printing.* Purchasers may have stamped envelopes printed in any manner they desire by a private printing office and at their own expense, but a space shall be reserved for the postmark. (See § 35.10 as to space for address and § 36.4 as to objectionable matter on envelopes.)

(m) *Return request.* Requisition for 1-cent, 1½-cent, and precanceled envelopes intended for inclosing third-class matter shall include the pledge, "Return postage guaranteed," unless the request line is omitted. When 1-cent envelopes are desired for local use at a post office not having city, village, or rural delivery service, the guarantee pledge will be omitted if the requisition is indorsed "For first-class matter only," or other information given to the effect that the envelopes are to be used for first-class matter at the drop-letter rate.

(n) *Name and address without return request.* If the name and address of the purchaser are desired without a request to return, the words "After ____ days, return to" on Forms 3202 and 3202–D, and on the printer's slip shall be eliminated.

(o) *Office-request envelopes.* Office-request envelopes for general sales shall bear in the upper left corner a request to return, blank lines for the name and local address of the purchaser, and the printed post office address.

§ 8.15 *Special-request envelopes rejected by purchaser*—(a) *Procedure.* When return-card stamped envelopes are rejected by the purchaser because of misprint or error in the card, because of wrong denomination, size, color, quality, or variety of envelopes, or because of defective manufacture, at direct and central accounting post offices, the postmaster shall immediately submit a letter of explanation to the Third Assistant Postmaster General, Division of Stamps, giving the date of the department's invoice, and hold the envelopes in the post office for instructions. If additional envelopes are desired the report shall be accompanied with a new requisition on Form 3202, indorsed "To replace rejected envelopes invoiced (date)." District postmasters shall return such rejected return-card stamped envelopes to their central accounting postmasters with a letter of explanation, including the date of department's invoice. A new requisition on Form 3202–D, indorsed "To replace rejected envelopes invoiced (date)" shall be sent with the report to the central accounting postmaster if replacement is desired. The central accounting postmaster shall submit a report thereof to the department and hold the rejected envelopes for instructions.

(b) *Redemption.* When responsibility for the furnishing or rejected return-card stamped envelopes rests with the department or the contractor, redemption shall be made at the invoiced value of the envelopes. If the error was made by the purchaser, redemption shall be made at postage value only. If the postmaster is responsible for the error he shall be given credit in his account at postage value only, but shall allow the purchaser full value in redemption.

(c) *Mispacked envelopes.* When mispacked return-card stamped envelopes (those bearing the card of another purchaser) are received in a shipment, a report giving date of invoice, description of the mispacked envelopes, and stating whether they are in lieu of or in excess of those invoiced, shall be made by letter to the Third Assistant Postmaster General, Division of Stamps, by direct and central accounting postmasters, who shall hold the mispacked envelopes for instructions. District postmasters who receive mispacked envelopes shall forward them immediately, with a letter of explanation, to their central accounting postmasters, who will make a report thereof to the department and hold the envelopes for instructions.

(d) *Envelopes not to be mailed to stamped envelope agent without authority.* Postmasters shall not send stamped envelopes, printed or unprinted, to the United States stamped envelope agent without authority from the department.

POSTAL CARDS

§ 8.16 *Postal cards*—(a) *Authorization.* To facilitate letter correspondence, and to provide for the transmission in the mails, at a reduced rate of postage, of messages, orders, notices, and other short communications, either printed or written in pencil or ink, the Postmaster General is authorized and directed to furnish and issue to the public, with postage stamps impressed upon them, "postal cards," manufactured of good stiff paper, of such quality, form, and size as he shall deem best adapted for general use; which cards shall be used as a means of postal intercourse, under rules and regulations to be prescribed by the Postmaster General, and when so used shall be transmitted through the mails at a postage charge of one cent each, including the cost of their manufacture. (R. S. 3916; 39 U. S. C. 356)

(b) *Double postal cards.* The Postmaster General may * * * furnish for public use a double postal card, on which shall be placed two one-cent stamps, said card to be so arranged for the address that it may be forwarded and returned, and to be sold for two cents apiece; * * * said * * * double postal card * * * to be issued under such regulations as the Postmaster General may prescribe. (Sec. 32, 20 Stat. 362; 39 U. S. C. 358)

§ 8.17 *Postal cards for circulation in foreign mails*—(a) *Authorization.* The Postmaster General may furnish and issue to the public postal cards with postage stamps impressed upon them, for circulation in the mails exchanged with foreign countries under the provisions of the Universal Postal Union Convention * * * at a postage charge of two cents each, including the cost of their manufacture. (Sec. 1, 21 Stat. 179; 39 U. S. C. 357)

(b) *Double foreign cards.* Single postal cards and postal cards with paid reply shall be prepared and issued to the public for circulation in the mails exchanged with foreign countries in such denominations as may be required to conform to the provisions of the Universal Postal Union Convention and other conventions, such cards to be sold at the face value of the stamps impressed thereon.

REQUISITIONS FOR STAMPED PAPER STOCK

§ 8.18 *Stocking of stamps and stamped paper in post offices*—(a) *Provisions.* Postmasters shall keep on hand a supply of postage stamps of every kind, books of stamps (see § 8.5), postage-due and special-delivery stamps, stamped envelopes, postal cards, and international reply coupons, sufficient to meet the public demands and the legitimate needs of the service.

(b) *Requisitions to maintain supply.* Requisitions shall be made sufficiently in advance so that the stock of stamp supplies will not become exhausted. Requisitions from direct and central accounting post offices should be for three to six months' supply if storage space is available; but care shall be taken not to exceed the amount that can be given adequate protection.

(c) *When requisitions may be made.* Except as may be otherwise provided, postmasters of the first class may make requisition at any time during the quarter; postmasters at second- and third-class district post offices shall make two requisitions and postmasters at fourth-class district post offices shall make one requisition each month to restore the fixed credits. Requisitions for special-request envelopes shall be forwarded on the same day the order is taken from purchaser.

(d) *Invoices.* An itemized invoice shall be furnished with each supply of postage stamps and other stamped paper issued to postmasters, and shall be preserved as a post-office record.

(e) *Date of charge to postmaster.* All stamped paper supplied to direct and central accounting post offices shall be charged to postmasters in the accounts of the Post Office Department in the quarter in which the invoice is dated, even though the stock reaches the postmaster after the close of that quarter.

(f) *Stamped paper not to be loaned.* Stamped paper shall not be loaned by one postmaster to another.

(g) *Temporary purchases from other offices.* If stamp supplies become exhausted, temporary purchases may be made from another post office. Postmasters shall not include such supplies in their quarterly stamp or postal account, and the amount thereof shall not be included in the business of their offices. The selling postmaster shall report such sales to the First Assistant Postmaster General. (See § 137.31.)

(h) *Checks not to be taken from other postmasters.* Postmasters shall not accept checks from other postmasters in payment of stamp stock to be held uncashed until the supplies are replaced.

§ 8.19 *Requisitions for stamps and stamped paper*—(a) *Making of.* Requisitions for postage stamps of all kinds, books of stamps, postage-due, special-delivery, and United States savings stamps, stamped envelopes ("ordinary," "special request," or "office request"), postal cards, and international reply coupons, shall be made by direct and central accounting postmasters on the Third Assistant Postmaster General, Division of Stamps, on Forms 3201, 3201–A, 3201–B, and 3202. Telegraphic requisitions are objectionable. If deemed advisable, the department may furnish more or less stamped paper than the amount for which requisition is made by the postmaster. District postmasters shall draw requisitions on their central-accounting postmasters, using Form 017–FC. (See Manual of Instructions for Postal Personnel for printed envelopes.)

(b) *Signing of.* Requisitions and stamp accounts shall be signed legibly, in writing and with ink, by the postmaster himself when possible, and exactly as his bond is signed. In the absence of the postmaster, or after his death or suspension and pending the appointment of a new postmaster or of an acting postmaster, the postmaster's assistant or bondsman should sign, writing his own name and title in full under those of the postmaster.

(c) *For unusual quantities.* When requisition is made for an unusually large supply of postage stamps or other stamped paper to fill a special order, the postmaster shall give the name and business address of the purchaser, and state where the matter originated and is to be mailed.

(d) *Supplies not furnished postmasters until commissioned.* No postmaster shall be supplied with stamped paper until his commission shall have been duly issued.

§ 8.20 *Shipments of stamps and stamped paper to be registered; exception.* Shipment of postage stamps and other stamped paper shall be made to postmasters by official registered mail, except that original sealed cases of stamped envelopes and postal cards may, when so authorized by the Third Assistant Postmaster General, be sent as ordinary mail.

§ 8.21 *Verification of shipments upon receipt*—(a) *Counting and witnessing.* Packages of stamps, books of stamps, or other stamped paper shall, immediately upon receipt, be opened by the postmaster in the presence of a disinterested witness and the contents counted jointly.

(b) *Shortages and excesses*—(1) *At direct- or central-accounting offices.* If the value of the stamped paper received at direct- or central-accounting post offices is short or in excess of the invoice, the postmaster shall make immediate report of the facts, upon his oath of office, in a letter attested by the witness to the count and addressed to the Third Assistant Postmaster General, Division of Stamps, stating the registry or shipping number and enclosing the invoice. When such reports relate to postal cards or stamped envelopes, the postmaster shall send with his report the end of the packing box. The shipment, with the packing box or wrappers, shall be held by the postmaster for instructions. A requisition for a new supply, if needed, pending investigation of the reported discrepancy, should be fastened to his report.

(2) *At district offices.* If the stamped paper received at a district post office is short or in excess of invoice, a report as outlined in paragraph (b) of this section shall be made by the district postmaster to the central-accounting postmaster who supplied the stock. The district postmaster shall hold the shipment, with the packing box and wrappers, for instructions.

§ 8.22 *Error in requisition for stamped envelopes.* If an error is made by a postmaster in a requisition for ordinary stamped envelopes, credit shall be allowed at postage value only, when the envelopes are returned to the Post Office Department; and the envelopes shall not be returned until permission has been granted by the Third Assistant Postmaster General.

ACCOUNTING

§ 8.23 *Postmaster's stamp account*—(a) *Items included.* Postmasters at direct and central-accounting post offices shall render to the Third Assistant Postmaster General, Division of Stamps, promptly at the close of each quarter, a stamp account, embodying: (1) The amount of stamps and other stamped paper on hand at beginning of the quarter; (2) the amount of stamped paper received during the quarter from the department or by transfer from other postmasters; (3) the amount of stamped paper on hand at close of quarter; (4) the amount of stamped paper redeemed by the department; (5) the amount of stamped paper transferred to other post offices; (6) amount of dead-letter bills; (7) amount of stamped paper sold during the quarter.

(b) *Invoices to be listed.* The postmaster shall list in chronological order in the space provided therefor on his quarterly stamp account the total value of all invoices for postage stamps and other stamped paper received by him.

(c) *Certificate of correctness by postmaster.* The postmaster shall certify to the correctness of his stamp account, and mail it in an official "penalty" envelope addressed plainly, "Third Assistant Postmaster General, Division of Stamps, Washington 25, D. C.," and bearing the words "Stamp account" in large, plain letters in the lower left corner. No papers not relating to the stamp account shall accompany it.

(d) *Postmasters to supply superintendents, clerks, and carriers.* Postmasters shall issue to superintendents and clerks in charge of stations and branches, wholesale and retail stamp clerks, rural carriers, and star-route carriers a sufficient supply of postage stamps and other stamped paper to meet the public demand. Postmasters shall take fixed credit receipts for stamp supplies so issued, and carry the supplies in their records as stock on hand. Money received from the sale of stamped paper to the public shall be used by superintendents, clerks in charge of stations and branches, wholesale and retail stamp clerks, and rural carriers, to purchase additional stamp stock, from the postmaster. Superintendents and clerks in charge of stations and branches, wholesale and retail stamp clerks, rural carriers, and star-route carriers shall replenish their fixed credits each day, except that post office clerks with stocks of less than $100 may replenish their credits whenever the accumulated funds amount to one-fourth of the credit. Requisition shall be submitted as late in the day, or as near the end of a clerk's tour of duty,

as possible and shall include substantially all cash on hand in order that the funds may be given the best possible protection. Inventories of the stamped paper and cash held by employees to whom stamp supplies are entrusted shall be taken by postmasters at irregular intervals, not less frequently than once each month at the main office and classified stations and branches, and once each quarter at contract stations and branches, and the credits shall be adjusted immediately after such inventories. Upon discontinuance of the service of such an employee, stamped paper and cash to the full amount of the credit allowance shall be returned to the postmaster.

(e) *Central-accounting postmasters to supply district postmasters*—(1) *Readjustment of fixed credit.* Central-accounting postmasters may readjust the fixed credits allowed district postmasters, in amounts suitable to the needs of the respective offices in multiples of $50. If the amount of the fixed credit is to be reduced, the district postmaster shall return the excess to the central-accounting postmaster in cash or postage-stamp stock; and if increased, the central-accounting postmaster shall furnish the district postmaster with the amount of the increase in postage-stamp stock. The district postmaster shall sign and forward to the central-accounting postmaster a new fixed-credit receipt for the amount of the new fixed credit and the cenfral-accounting postmaster shall return the old receipt. The amount of all fixed-credit receipts shall be included by the central-accounting postmaster in his records as postage-stamp stock on hand.

(2) *Remittance and purchase of new stock.* All money received by a district postmaster from the sale of postage-stamp stock shall be remitted to the central-accounting postmaster for the purchase of new stock as directed below:

(3) *Fourth-class offices, when to requisition.* Postmasters at fourth-class offices the names of which begin with the letters A to L shall submit their stamp requisitions between the 1st and 15th of each month, and at offices the names of which begin with the letters M to Z between the 16th and last day of each month, except the last month of each quarter.

(4) *Second- and third-class offices, when to requisition.* Postmasters at second- and third-class offices shall submit two stamp requisitions each month—one between the 1st and 15th and the other between the 16th and last day of each month, except the last month in each quarter.

(5) *When not to requisition.* Except in cases of emergency, requisitions shall not be submitted between the 26th and last day, inclusive, of the last month in each quarter.

(6) *Preparation of remittance containing currency or coin.* When currency or coin is included in a remittance the remittance shall be prepared as directed in § 7.9, and dispatched by registered mail.

(f) *Quarterly accounts of district postmasters.* Postmasters at district post offices shall render a quarterly account to their central-accounting postmasters promptly after the close of the quarter. This account shall include a record of stamp transactions for the period covered.

§ 8.24 *Accounting for excess revenue on stamped envelopes*—(a) *Method of determining.* Postmasters shall charge themselves in their quarterly postal accounts with the difference between the invoice value of stamped envelopes and the amount received from their sale. This differences consists of the gain accruing in fractions of a cent from the sale of envelopes singly or in odd lots and may be ascertained, whenever an inventory is taken, by deductng the amount for which the postmaster is accountable to the department or central-accounting postmaster from the amount of cash received from the sale of postage-stamp supplies since the previous inventory.

(b) *At branch offices.* Branch post offices, postal stations, and stamp clerks having a fixed credit for stamp supplies may ascertain this difference by adding the value of stamp supplies and cash on hand at the time of inventory and deducting therefrom the amount of such fixed credit.

(c) *Rural and star route carriers.* Rural and star-route carriers shall account to the postmaster daily for the envelope excess when the stamp fixed credit is replenished.

REDEMPTION OF STAMPED PAPER

§ 8.25 *Redemption of stamps or stamped paper*—(a) *To public.* Postage stamps, or special delivery stamps, whether affixed to envelopes or not, shall not be redeemed from the public or exchanged for other postage stamps, stamped envelopes, air letter sheets, or postal cards, except as provided in paragraph (g). Stamps removed from embossed stamped envelopes, air letter sheets, or postal cards shall not be redeemed or accepted in payment of postage.

(b) *Damaged in post office.* Postage stamps, stamp books, postage-due stamps, special-delivery stamps, special-handling stamps, international reply coupons, stamped envelopes, air letter sheets, postal cards, and internal revenue stamps, damaged in the post office may be returned for redemption and credit, but shall be accompanied with a statement setting forth fully the time when, and manner in which, they were damaged.

(c) *Rate and conditions of redemption to public.* Uncanceled, unserviceable, and spoiled stamped envelopes and air letter sheets in a substantially whole condition, without a printed return card or address thereon, and postal cards without printing thereon, may be redeemed from any responsible person in postage stamps or other stamped paper at the postage value only of the stamped envelopes, 75 percent of the face value of the postal cards, and at 90 percent of thé face value of the air letter sheets.

NOTE: Substantially whole condition of stamped envelopes as defined by the Department means that they shall not be mutilated to any greater extent than that necessary to remove the contents therefrom. Postal cards and air letter sheets are only acceptable in their entire condition as originally sold.

(d) *Printed stamped paper.* Stamped envelopes and air letter sheets bearing a printed return card or address and postal cards with printed matter of the purchaser thereon may be redeemed as provided in the preceding paragraph, but only from the person who purchased them at a post office or whose printing appears thereon, unless special authorization therefor is obtained from the department.

(e) *Matter not redeemable.* Postal cards, stamped envelopes, and air letter sheets received for reply purposes, parts or pieces of cards, and postal cards treated by bronzing, enameling, or other process of coating shall not be redeemed.

(f) *Fraction of cent.* When the redemption value of stamped envelopes, newspaper wrappers, or postal cards includes a fraction of a cent, such fraction shall accrue to the department.

(g) *Errors in sale or purchase.* When, through inadvertence, a postmaster sells damaged or unserviceable postage stamps, international reply coupons, stamped envelopes, air letter sheets, or postal cards, or when a patron through error purchases postage stamps of the wrong denomination, or stamped envelopes of the wrong color, quality, size, or denomination, or postal cards of the wrong size, postmasters may exchange such stamped paper at full value, provided that it is presented for exchange by the original purchaser thereof within a reasonable time after the sale, not to exceed two business days. Errors made by purchasers in ordering special request envelopes shall be adjusted to redemption at postage value, in accordance with § 8.15.

§ 8.26 *Redemption shipments*—(a) *By direct- and central-accounting postmasters.* Postmasters at direct- and central-accounting post offices shall make shipments of stamped envelopes, air letter sheets, postal cards, and international reply coupons redeemed from the public and postage stamps and other stamped paper damaged in transit or made unsalable, after receipt at post offices to the Third Assistant Postmaster General, Division of Stamps, by official registered mail, for credit. Redemption shipments shall be prepared and dispatched as directed in the Manual of Instructions for Postal Personnel.

(b) *By district postmasters.* Stamped paper redeemed by district postmasters or damaged in their possession shall be forwarded to their central-accounting postmasters by official registered mail once every six months, or oftener if necessary, in exchange for other stamped paper.

(c) *Stamped paper found damaged on receipt.* Where any portion of a shipment of stamps or other stamped paper received on requisition is found to be damaged or defective, except misprinted special-request envelopes (see § 8.15), the postmaster shall, if direct or central accounting, submit a report of the facts to the Third Assistant Postmaster General, Division of Stamps, and, unless otherwise instructed, include the unsal-

able stock in the next regular redemption shipment. If additional stock is needed, a requisition shall be submitted on the proper form, indorsed "To replace damaged stamped paper received on invoice of _____." Stamped paper received by district postmasters in unsalable condition shall be returned to the central-accounting postmaster with a statement of the facts, for replacing with new stock.

(d) *Stamped paper damaged in transit.* When a shipment of postage stamps or other stamped paper damaged in transit with loss of contents is received at a direct or central-accounting post office, the postmaster shall make an immediate report of the facts, upon his oath of office, to the Third Assistant Postmaster General, Division of Stamps, stating the registry or shipping number and date of invoice. A requisition for additional stock, if needed, shall be submitted. A district postmaster receiving a shipment damaged in transit with loss of contents shall submit an immediate report to his central-accounting postmaster.

(e) *Stamped paper damaged by fire or otherwise.* Postage stamps or other stamped paper made unfit for use by fire or other unavoidable casualty while in the custody of postmasters shall, in the case of direct and central accounting post offices, be forwarded by official registered mail to the Third Assistant Postmaster General, Division of Stamps, accompanied with an itemized list of the number of each denomination and variety. Postmasters at district accounting post offices shall forward such stock in the same manner to their central-accounting postmasters, who shall furnish other stamped paper of equal value in exchange.

(f) *When value cannot be determined.* When postage stamps or other stamped paper returned by postmasters in accordance with the foregoing paragraph are damaged so the value cannot be determined, a full statement of the facts in connection with the damaged condition of the stock shall accompany the shipment.

(g) *Postmaster not to take credit without authority.* Postmasters shall not take credit for redeemed, damaged, or spoiled stamped paper returned to the department until authorized.

INTERNAL-REVENUE STAMPS

§ 8.27 *Internal-revenue stamps*—(a) *Sale through post offices.* The Commissioner [of Internal Revenue] shall furnish to the Postmaster General without prepayment a suitable quantity of adhesive [internal-revenue] stamps to be distributed to and kept on sale by the various postmasters in the United States in all post offices of the first and second classes and such post offices of the third and fourth classes as are located in county seats. The Postmaster General may require each such postmaster to give additional or increased bond as postmaster for the value of the stamps so furnished, and each such postmaster shall deposit the receipts from the sale of such stamps to the credit of and render accounts to the Postmaster General at such times and in such form as he may by regulations prescribe. The Postmaster General shall at least once monthly transfer all collections from this source to the Treasury as internal-revenue collections. (53 Stat. 201; 26 U. S. C. 1817)

(b) *Provisions for supply and sale.* Postmasters at all post offices of the first and second classes and at such post offices of the third and fourth classes as are located in county seats shall keep on hand for sale a suitable quantity of adhesive internal-revenue stamps sufficient to meet the demands of the public. In the large cities having branches and stations suitable "fixed credits" shall be issued to the superintendent or clerk in charge of stations and branches and accounted for in the same manner that "fixed credits" of postage stamps are issued and accounted for.

(c) *Postal employees not to advise or instruct.* Postmasters and postal employees shall not, in their official capacity, attempt to advise or instruct taxpayers or purchasers of adhesive internal-revenue stamps on matters connected with the administration of the internal revenue laws, but shall limit their activities to selling the stamps to the public at post offices required by law and these regulations to keep them for sale.

(d) *Not to be redeemed from public.* Postmasters shall not redeem, repurchase, or exchange any adhesive internal-revenue stamps from any person, firm, company, bank, or corporation.

(e) *Redemption of unsold damaged stamps or unsalable stamps.* Adhesive internal-revenue stamps furnished to a central-accounting postmaster and to the Postmaster at Washington, D. C., by the Department, which may become damaged or unsalable but which have not been redeemed, purchased, or received in exchange from the public, shall be redeemed at face value by the Department and credits issued therefor, by the Third Assistant Postmaster General, Division of Stamps. Stamps furnished to all other post offices by a central-accounting postmaster on a fixed credit, which may have become damaged or unsalable but which have not been redeemed, purchased, or received in exchange from the public, shall be sent to the central-accounting postmaster in lieu of cash for the purchase of salable stamps.

(f) *Issuance*—(1) *By central accounting postmasters.* Central-accounting postmasters shall issue to the postmaster at all post offices of the first and second classes and to the postmaster at such post offices of the third and fourth classes as are located in county seats within their respective central-accounting jurisdiction a sufficient supply of adhesive internal-revenue stamps in amounts suitable to the needs of the respective offices in multiples of $10: *Provided*, That the amount of the fixed credit furnished to any postmaster under authority of this paragraph shall in no case, without special written authorization of the Third Assistant Postmaster General, exceed the following limitations:

First-class post offices with annual postal receipts of $1,000,000 or more, $5,000.

First-class post offices with annual postal receipts of $500,000 or more, but less than $1,000,000, $3,000.

First-class post offices with annual postal receipts of $200,000 or more, but less than $500,000, $1,000.

First-class post offices with annual postal receipts less than $200,000, $500.

Second-class post offices, $300.

Third-class post offices and fourth-class post offices located in county seats, $100.

(2) *Changes in fixed credits.* Central-accounting postmasters may increase the fixed credits allowed to other postmasters as the needs of the service may require within the limits herein prescribed in the same manner prescribed for postage-stamp stock in § 8.23 (e) (1), but shall not decrease the fixed credit after it has been established at any post office without prior written authority of the Department in each instance.

(3) *By postmasters to superintendents and clerks.* Postmasters shall issue to superintendents and clerks in charge of stations and stamp clerks a sufficient supply of adhesive internal-revenue stamps to meet the public demand and such fixed credits shall be accounted for in the same manner prescribed for postage stamp fixed credits in § 8.23 (d), but shall be issued on a separate receipt and shall under no circumstances become, or be accounted for, as a part of the postal fixed credit of such superintendent or clerk.

(g) *Remittance of funds*—(1) *By postmasters; exceptions.* All money received by a postmaster (except at central-accounting post offices and at Washington, D. C.) from the sale of adhesive internal-revenue stamps shall be remitted to the central-accounting postmaster for the purchase of new stock at least once each month between the fifteenth and twenty-fifth days of the month and at any other time during the month that the cash on hand received from the sale of adhesive internal-revenue stamps shall amount to $500, or, if the fixed credit is less than $1,000, whenever the cash on hand from the sale of such stamps shall amount to one-third of the fixed credit.

(2) *By central-accounting and Washington, D. C., postmasters.* The central-accounting postmaster and the postmaster at Washington, D. C., shall deposit twice monthly to the credit of the Postmaster General, in such manner as the Third Assistant Postmaster General may direct, all cash received from the sale of adhesive internal-revenue stamps.

(h) *Account of internal-revenue transactions.* The postmaster at the central-accounting post office and at Washington, D. C., shall render a monthly account of all internal-revenue stamp transactions to the Third Assistant Postmaster General, Division of Stamps, where such accounts shall be audited and posted, and thereafter with the bank receipts pertaining thereto, transmitted to the General Accounting Office as vouchers to the Postmaster General's quarterly account current of internal-revenue stamp transactions.

(i) *Funds not to be used for other purposes.* Funds received from the sale of adhesive internal-revenue stamps at post offices other than central-accounting offices shall not be diverted or used for any purpose whatever, except to replenish established fixed credits in such

stamps: *Provided*, That funds from current sales at a central-accounting post office may be used to reimburse a postmaster or former postmaster for excess or erroneous deposits made on a previous account, or to adjust discrepancies in fixed credits or pay claims allowed by the Postmaster General under § 9.1, when specifically authorized by the Third Assistant Postmaster General in writing in each instance.

(j) *Safety of funds and stamps.* All postal laws and regulations relating to the safety of public funds and postage stamps, not inconsistent with any specific provision of this section, shall apply to, and be binding upon, all postmasters and employees of the Postal Service in handling, and safeguarding, and accounting for adhesive internal-revenue stamps and funds.

NOTE: Postmasters and postal employees are accountable under their official bonds for all internal-revenue stamps and funds in their custody.

(k) *To be accounted for according to Department instructions.* Internal-revenue stamps shall be supplied to postmasters and accounted for in accordance with detailed instructions of the Third Assistant Postmaster General, who shall prepare and render in the name of the Postmaster General a quarterly account of the transactions of the Department in adhesive internal-revenue stamps and funds to the Comptroller General through the Commissioner of Internal Revenue and a signed duplicate of such account shall, with the various postmaster's monthly accounts and bank receipts, be transmitted to the General Accounting Office, Postal Accounts Division.

MIGRATORY-BIRD HUNTING STAMPS

§ 8.28 *Hunting stamp for taking migratory waterfowl*—(a) *Authorization.* No person over 16 years of age shall take any migratory waterfowl unless at the time of such taking he carries on his person an unexpired Federal migratory-bird hunting stamp validated by his signature written by himself in ink across the face of the stamp prior to his taking such birds; except that no such stamp shall be required for the taking of migratory waterfowl by Federal or State institutions or official agencies, or for propagation, or by the resident, owner, tenant, or share cropper of the property or officially designated agencies of the Department of Agriculture for the killing, under such restrictions as the Secretary of Agriculture may by regulation prescribe, of such waterfowl when found injuring crops or other property. * * * (Sec. 1, 48 Stat. 451, as amended; 16 U. S. C. 718a)

NOTE: Pursuant to Reorganization Plan No. II, these duties of the Secretary of Agriculture were transferred to the Secretary of the Interior.

(b) *Issuance and sale by post offices*—(1) *Provisions.* The stamps required by paragraph (a) of this section shall be issued and sold by the Post Office Depart under regulations prescribed by the Postmaster General: *Provided*, That the stamps shall be sold at all post offices of the first- and second-class and at such others as the Postmaster General shall direct. For each such stamp sold under the provisions of this section there shall be collected by the Post Office Department the sum of $1. No such stamp shall be valid under any circumstances to authorize the taking of migratory waterfowl except in compliance with Federal and State laws and regulations and then only when the person so taking such waterfowl shall himself have written his signature in ink across the face of the stamp prior to such taking. Each such stamp shall expire and be void after the 30th day of June next succeeding its issuance. No stamp sold under paragraph (a) of this section shall be redeemable by said Department in cash or in kind. (Sec. 2, 48 Stat. 451, as amended; 16 U. S. C. 718b)

(2) *Disposal of surplus stamps.* Hereafter all migratory bird hunting stamps provided for in 16 U. S. C. 718–718h not sold at the end of the fiscal year for which issued shall be turned over to the Philatelic Agency and therein placed on sale until disposed of or until the Congress otherwise provides: *Provided*, That such stamps shall be usable as migratory bird hunting stamps only during the fiscal year for which issued. (Sec. 1, 55 Stat. 356; 16 U. S. C. 718i)

(c) *Not transferable.* No person to whom has been sold a migratory-bird hunting stamp, validated as provided in paragraph (a) of this section, shall loan or transfer such stamps to any person during the period of its validity; nor shall any person other than the person validating such stamp use it for any purpose during such period.

(d) *Mutilation, imitation, or counterfeiting.* No person shall alter, mutilate, imitate, or counterfeit any stamp authorized by 16 U. S. C. 718–718h, or imitate or counterfeit any die, plate, or engraving therefor, or make, print, or knowingly use, sell, or have in his possession any such counterfeit, die, plate, or engraving. (Sec. 5, 48 Stat. 452 as amended; 16 U. S. C. 718e)

(e) *Distribution through central-accounting postmasters.* Migratory-bird hunting stamps shall be issued to all central-accounting postmasters for distribution to and sale at all post offices of the first and second classes, and at post offices of the third and fourth classes where there is a demand for such stamps, as directed by the Third Assistant Postmaster General.

(f) *Deposit of funds.* All migratory-bird hunting stamps shall be accounted for and all moneys received from the sale thereof shall be deposited in the Treasury of the United States by postmasters at such times and in such manner as directed by the Third Assistant Postmaster General.

(g) *Accounts.* All accounts of postmasters for migratory-bird hunting stamps and funds from the sale thereof and signed bank receipts covering deposits of such funds shall be sent to the Third Assistant Postmaster General, who shall cause such accounts and receipts to be audited, and who shall after such audit has been completed, render in the name of the Postmaster General, a quarterly account current to the Comptroller General of the United States, on such form as he may approve covering the receipt and disposition of all fees collected by the Post Office Department for migratory-bird hunting stamps. Said account current shall have as supporting vouchers the accounts received from the central-accounting postmasters and their supporting subvouchers.

(h) *Officials and employees accountable for under bond.* All postmasters and postal officials and employees shall be accountable under their official bond for all stamps and funds in their custody under this regulation.

(i) *Correspondence.* All correspondence in connection with the issuance, distribution, and accounting of stamps and funds under this regulation shall be addressed to the Third Assistant Postmaster General, Division of Stamps.

UNITED STATES SAVINGS BONDS

§ 8.29 *United States savings bonds and Treasury saving certificates*—(a) *Issuance*—(1) *Authorization.* The Secretary of the Treasury, with the approval of the President, is authorized to issue, from time to time, through the Postal Service or otherwise, * * * United States savings bonds and United States Treasury saving certificates, * * *

(2) *Savings stamps.* The Secretary of the Treasury may, under such regulations and upon such terms and conditions as he may prescribe, issue, or cause to be issued, stamps, or may provide any other means to evidence payments for or on account of the savings bonds and savings certificates authorized by this section, * * *

(b) *Handling by postal employees.* At the request of the Secretary of the Treasury the Postmaster General, under such regulations as he may prescribe, shall require the employees of the Post Office Department and of the Postal Service to perform, without extra compensation, such fiscal agency services as may be desirable and practicable in connection with the issue, delivery, safekeeping, redemption, or payment of the savings bonds and savings certificates, or in connection with any stamps or other means provided to evidence payments. (Sec. 6, 49 Stat. 21, as amended; 31 U. S. C. 757c)

(c) *Denominations; sale; publicity; requisitions; accountability.* United States savings bonds, issued by the Secretary of the Treasury in denominations of $25, $50, $100, $200, $500, and $1,000 maturity value, and in registered form only, shall be offered for sale at post offices of the first, second, and third classes and at such branches, stations, and fourth-class offices as the Third Assistant Postmaster General shall select and designate for the purpose. Postmasters at designated savings-bond offices shall encourage the sale of savings bonds; they shall post conspicuously one or more placards calling the attention of the public to the advantages and availability of the bonds, shall keep on hand for discriminating distribution a supply of descriptive booklets, and shall maintain, at all times, an adequate supply of bonds for sale to the public. Requisitions for bonds (Form 911) shall be submitted by postmasters at first-class offices to the Third Assistant Postmaster Gen-

eral, Division of Postal Savings, and by postmasters at second- and third-class offices and designated offices of the fourth class to their respective central accounting postmasters. Postmasters will be held accountable for all savings bonds sent them. Postmasters may order bond stock in emergencies by telegram. All telegrams addressed to the Post Office Department concerning savings bonds shall be sent "Official business, collect, Government rate, special bill." Official messages between postmasters concerning savings bonds shall be sent "Official business, Government rate, charge Post Office Department, special bill." Postmasters shall advise the branch of the telegraph company transmitting the message to refer the bill to its Washington, D. C., office for collection.

(d) *Adequate supply to meet public demands.* Central-accounting postmasters shall see that their district accounting postmasters have on hand for sale an adequate supply of bonds to meet local demands. Ordinarily, about a 3 month's supply, but not less than five bonds of each of the three lower denominations, should be furnished district-accounting offices at one time. Shipments of bonds shall be accompanied by an invoice (Form 912), the instructions on which shall be carefully observed. The same procedure shall be followed in shipping bonds to branches and stations, such shipments being limited ordinarily to a month's supply.

(e) *Form to be used in purchasing.* Purchasers of savings bonds shall apply on Form 920, on which shall be stated, by denominations, the number of bonds applied for, the amount of the purchase, and the name and address to be inscribed on the face of the bond. Postmasters will assist in the preparation of this form, being guided, with respect to the form of registration, by the instructions in Treasury Department Circular No. 530, Sixth Revision, or as later amended or revised. Postmasters shall accept lists in lieu of individual Forms 920 from business concerns, schools, or associations applying for bonds to be issued in the name of their employees or members. Postmasters shall keep on hand a supply of Treasury Department forms for use by those who desire to order savings bonds by mail direct from the Treasurer of the United States. Central-accounting postmasters shall requisition mail-order forms from the Third Assistant Postmaster General, Division of Postal Savings. All other postmasters shall requisition them from their respective central-accounting postmasters.

(f) *Instructions for issuing.* In the issuance of bonds postmasters shall strictly observe the instructions in the Manual of Instructions for Postal Personnel. No erasures or alterations are authorized. When an error is made in inscribing on a bond the name and address of the owner or the month and year of issue the bond shall be treated as spoiled and a new bond issued in its stead. (See paragraphs (h) and (i) of this section.) No attempts should be made to correct the error on the original bond. If a minor error is made in inscribing the original registration stub of an issued bond, and the inscription on the bond is correct (without alteration or correction), the error on the stub may be corrected; but, in such cases, the postmaster, if district accounting, shall submit with the original stub (but not attached to it) a signed memorandum showing the corresponding inscription exactly as it appears on the bond and stating that no alteration or correction appears thereon. If direct accounting, the postmaster shall annotate the stub according to wordings authorized by the Department. Postmasters are not authorized to receive any money from applicants for bonds unless the bonds are available for immediate delivery.

(g) *Forms of payment acceptable.* The provisions of §§ 8.9 and 71.4 of this chapter, defining what may be accepted for the purchase of money orders, shall be applicable to the purchase of savings bonds. Government checks not more than one fiscal year old may be accepted from responsible persons whose endorsement thereon the postmaster is willing to guarantee. Personal checks, cashier's checks, bank drafts, or other commercial paper may be accepted at the risk of the postmaster, but delivery of the bonds so purchased shall be withheld until the check or draft has cleared. Postmasters shall observe the procedure outlined in the article concerning the acceptance of checks in payment of savings bonds in the Manual of Instructions for Postal Personnel. If a postmaster is unwilling to accept responsibility for a check or draft presented for the purchase of bonds, he shall inform the patron that the Department does not require the general acceptance of checks, but that the Treasury Department and Federal Reserve banks will accept them in the purchase of savings bonds applied for by mail.

(h) *When error made by postmaster in issuing*—(1) *If bond returned during month of issue.* If a postmaster has made an error in issuing a bond and the error is discovered and the bond returned to the postmaster during the month of issue, the postmaster, on positive identification of the presenting party, shall treat the bond and registration stubs as spoiled and issue a new bond in its stead. Both district and direct accounting postmasters shall forward the spoiled bonds and the corresponding original registration stubs with their monthly reports, Form 904.

(2) *If bond returned after month of issue.* If a bond is returned to the postmaster after the month of issue for correction of the postmaster's error, or if a bond recalled by the Department is returned during or after the month of issue, or if a bond is returned at any time for correction of an error other than the postmaster's, the postmaster shall complete transmittal letter, Form 922, in triplicate, give one copy to the owner of the bond as a receipt, and forward the bond with the original Form 922 to the Third Assistant Postmaster General, Division of Postal Savings.

(3) *If bond issued under pay-roll deduction plan.* If the returned bond was issued under the pay-roll deduction plan of a business concern and the error was made by the group agent, the bond and transmittal letter, Form 922, shall be accompanied with the group agent's signed statement that the error was made by him. The name or date as it should have been shown on the firm's application or list shall be stated. The group agent's employer or an executive official of the organization should endorse the group agent's statement substantially in the form:

I, _____
(Name, official title, and name of concern)
certify that _____
(Name of group agent)
whose signature appears above has been designated group agent in connection with the pay-roll allotment plan (or other plan) in this organization for the purchase of United States savings bonds.

(4) *If bond returned by mail for correction.* If a bond is returned by mail to a postmaster for correction, the envelope in which it was mailed shall be submitted to the Third Assistant Postmaster General, Division of Postal Savings, with the bond and the Third Assistant Postmaster General shall reimburse the owner for the postage and registry fee.

(i) *Bonds spoiled or damaged before or during issue.* Any bonds which may be spoiled or damaged before or in the process of issue shall be invalidated by writing the word "Spoiled" or "Damaged" and the name of the post office across the face of the bond. A similar notation shall be made on the original and duplicate stubs. District postmasters shall forward spoiled or damaged bonds and the corresponding original registration stubs to the central-accounting postmaster for credit. Direct-accounting postmasters shall forward spoiled or damaged bonds and original stubs with monthly reports (Form 904).

(j) *Postmaster accountable under his bond.* Each postmaster is accountable to the department under his official bond for all money received by him from the sale of United States savings bonds, in the same manner that he is accountable for any other money or property of the Government entrusted to his care as postmaster, and, in addition to the purchase price, he may be held accountable for the increase in value of savings bonds issued when deposits or remittances are not made promptly.

(k) *Report of superintendents at branches and stations.* Superintendents at savings-bond branches and stations shall prepare reports on Form 914 for each day in which savings-bond business is transacted and promptly submit them, together with original stubs of sold bonds, original stubs and bonds that have been spoiled, and the proceeds of sales, to their main offices. Postmasters may require the superintendents of branches and stations to submit "No business" reports on Form 914 or Form PS 621–B for days, other than Sundays and holidays, when no savings-bond business is transacted.

(l) *Depositing and remitting of funds, and accounting.* Central-accounting postmasters shall deposit the proceeds of savings-bond sales and savings-bond funds received from other postmasters, except that part represented by canceled savings stamps, with the Treasurer of the United States through Federal Re-

serve banks and branches and United States depositary banks, for credit of the Postmaster General, United States Savings Bond account, using the appropriate symbol number. The postmaster at Washington, D. C., shall deposit surplus savings-bond funds direct with the Treasurer of the United States. Treasury Department Form 5560, in quadruplicate, shall be prepared to cover each deposit. Postmasters at other first-class offices, and postmasters at second-, third-, and fourth-class offices, shall remit savings-bond funds daily to their respective central accounting postmasters, using Form 990, but no remittance of less than $50 need be made except on the last day of the month in closing the account when all savings-bond funds on hand, including canceled savings stamps, shall be disposed of. Postmasters at first-class offices that have not been furnished special perforating equipment for canceling savings stamps or that have such equipment but have been instructed to discontinue its use and postmasters at second-, third-, and fourth-class offices shall remit savings-bond funds represented by canceled savings stamps once each month or oftener according to the volume of business or as may be specifically directed by the central accounting postmaster. To facilitate replacement in the event of loss, postmasters shall keep adequate records of checks or drafts included in remittances or deposits. Central accounting postmasters shall rereceipt for each remittance received from direct and district accounting postmasters on Form 990, and the remittances from direct and district accounting postmasters shall be recorded separately on the daily reports, Forms 940–A and 940–C/A, of the Superintendent of Money Orders and the Auditor. Credit for bonds sold at district offices, as indicated by their remittances, shall not be taken in the savings-bond forms account of the daily reports at central accounting offices until the monthly reports on Forms 904 and 905 are received at which time the stock disposed of at those offices shall be credited in the forms account and the reported bond sales debited in the cash account. The charge for the total of the month's remittances received from district offices as recorded on Forms 940–A and 940–C/A shall be offset by a credit adjustment entry of the amount with the notation "Cash received from district accounting offices transferred to bond sales." Postmasters at first-class offices that are authorized to use special perforating equipment for canceling savings stamps shall send canceled savings stamps representing savings-bond funds to the Register of the Treasury, Chicago Branch, Merchandise Mart, Chicago 54, Ill., by official registered mail, accompanied by certificate of deposit, Treasury Department Form 5560, in quadruplicate, and an advice of shipment, Form 976. (See § 8.30.) Both direct and district accounting postmasters shall carefully observe the instructions in the Manual of Instructions for Postal Personnel concerning the disposition to be made of savings-bond receipts. If a remittance contains currency, coin, or canceled savings stamps, it must be registered and sent by the last authorized registered dispatch for the day. At offices where remittances are regularly made by bank draft or official check, funds accumulated after banking hours may be held until the next day, unless the safeguarding facilities are inadequate, in which case a special registered remittance of accumulated funds shall be made if an authorized registered dispatch is available.

(m) *Loss of bonds or funds.* The loss or destruction of savings bonds or funds shall be immediately reported to the inspector in charge of the division in which the office is located, as provided in § 25.12 of this chapter, and, in addition thereto, reports shall be immediately forwarded to the Third Assistant Postmaster General, Division of Postal Savings (to the central-accounting postmaster in the case of district offices), giving the serial numbers and denominations of the bonds lost or destroyed. The report shall show the date and manner of the loss or destruction and contain a certification of the postmaster to the effect that the bonds referred to have not been sold or issued by him, and that in case of their recovery at any future date they will be immediately returned to the department. (See also §§ 9.1 and 9.2 of this chapter.)

(n) *Filing and retention of applications and stubs.* Postmasters shall record the serial numbers of sold bonds on the purchasers' applications, Form 920, or opposite the respective names on lists of group purchases. The applications, Form 920, shall be filed alphabetically, and where the volume is large, each month's applications may be filed separately. The duplicate stubs shall be filed in numerical sequence. The duplicate stubs shall be retained 1 year from the date the bonds are issued or spoiled, and the applications shall be retained until 6 months after the bonds have matured.

(o) *Reports*—(1) *Of district postmasters.* Immediately after the close of business on the last day of each month district postmasters shall prepare reports on Form 904, in duplicate, showing their savings-bond business for the entire month, and on Form 905, in triplicate, showing by denominations the inclusive serial numbers of bonds sold, spoiled, or damaged during the month covered by the report. They shall retain one copy of both Form 904 and Form 905 and shall forward to their respective central accounting postmasters by ordinary mail one copy of Form 904 and two copies of Form 905, together with the original registration stubs of all bonds sold during the month, and the original stubs and bonds that have been spoiled or damaged. The envelope or label shall be plainly marked "Form 904 for _____ (month)" and no savings-bond funds nor canceled savings stamps shall be included in this dispatch. If no business was transacted during the month, a report on Form 904 shall be submitted showing the stock balances and with the notation "No business transacted" written across the cash account. Central accounting postmasters shall examine the reports on Forms 904 and 905 to see that they correctly reflect the business transacted at each district office as indicated by the original stubs received with the reports and, by reference to the remittance letters on file or the schedule of remittances, Form 989, shall ascertain whether the exact proceeds of bonds reported sold have been received. They shall promptly notify and instruct district postmasters with respect to any overage or shortage in remittances and also with respect to any other consequential errors or discrepancies in the reports. District postmasters who consistently delay their monthly reports or fail to dispose of their savings-bond funds as provided in paragraph (l) of this section shall be reported to the inspector in charge of the district.

(2) *Of direct-accounting postmasters.* Direct-accounting postmasters shall prepare and forward to the Savings Bond Examiners (Postal Section), Merchandise Mart, Chicago 54, Ill., monthly United States savings-bond reports on Form 904 as soon as practicable after the close of the month for which the account is rendered. An abstract (Form 905), in duplicate, shall be prepared showing the quantity and serial numbers of all United States savings bonds sold, spoiled, or damaged during the month covered by the account. An individual abstract shall be submitted for the main office and each branch and station authorized to sell savings bonds. This abstract, together with the original registration stubs listed thereon and all spoiled or damaged bonds, shall be forwarded with the account current (Form 904) by ordinary mail. These accounts and vouchers must not be forwarded by registered mail. A copy of the account current (Form 904) and of each abstract (Form 905) shall be retained.

(3) *Of central - accounting postmasters.* The account current of a central-accounting postmaster shall include all bond stock held at branches, stations, and assigned district offices and shall reflect all business transacted thereat. Amounts due from branches, stations, or district offices on account of sales shall be included in the amount reported as cash on hand. An individual abstract, Form 905, a recapitulation thereof on Form 917, and supporting original registration stubs and spoiled or damaged bonds shall be submitted for the main office, each branch, station, and district office. In addition, central-accounting postmasters shall report on Form 991, by offices, listed alphabetically, the total of the remittances received from other first-class post offices on account of the sale of United States savings bonds. The total of such remittances shall be appropriately debited in their accounts current. The report on Form 991 with monthly schedules of remittances, Form 989, must be submitted as soon as possible after the close of each month, using special envelope, Form 908. It shall not be inclosed with the account current.

(p) *Invoices and credits for shipments by central - accounting postmasters.* Bond stock shipped by central-accounting postmasters to first-class offices when so directed by the Third Assistant Postmaster General shall be invoiced on Form 912 which shall be prepared in quintuplicate—two copies to be forwarded with the monthly account current, Form 904, and the remaining copies to be disposed of in accordance with the instructions

on the form. Central-accounting postmasters shall take credit in their records and on line 22 of the monthly account current for all bond stock shipped to first-class offices and shall submit with the account current in addition to the copies of the invoices, a schedule showing the number of bonds of each denomination shipped and the total value thereof, by offices.

(q) *Safekeeping of bonds.* Postmasters generally will assist owners in arranging with Federal Reserve Banks for the safekeeping of bonds, but shall not act as safekeeping agents. For this purpose they shall keep on hand application forms for safekeeping (Form P. D. 1423).

NOTE: Any bond issued by a postmaster in response to a mail order, according to a list tendered by a business firm, school, or association, or when issued by such concern and submitted to a post office for verification and authentication may be sent by the postmaster if the purchaser so desires, to the Treasurer of the United States or Federal Reserve Bank for safekeeping by official mail. The postmaster should enclose with the bond a statement that it is being forwarded for safekeeping in accordance with the wish of the purchaser. It is not necessary to include completed requests for safekeeping (Form P. D. 1423). This authorization does not apply to bonds purchased through window transactions.

(r) *Certification of bonds for payment*—(1) *Procedure.* United States savings bonds shall not be paid at any post office, but postmasters generally shall assist holders in securing payment at, or before, maturity. Any postmaster may certify to the request for payment on the back of a savings bond, provided he is positive that the person presenting the bond is the person whose name is inscribed on the face of the bond, and there is no evidence thereon of erasure or alteration. Registered owners of savings bonds who are unable to sign their names to requests for payment may sign by mark. In all such cases, however, the signatures shall be witnessed by at least one disinterested witness in addition to the certifying officer. The postmaster shall require positive identification as he will be held fully responsible therefor. The postmaster shall advise the applicant for payment to forward the bond, the request for payment on the back thereof having been properly executed, to the Treasurer of the United States, Washington, D. C., or to any Federal Reserve Bank. Savings bonds shall not be transmitted for payment as official matter, but shall be sent at the expense and risk of the owners, who should be encouraged to send the bonds by registered mail.

(2) *Signature to certification.* For the purpose of certification, the personal signature of the postmaster, the acting postmaster, or the post office inspector in charge of the post office is necessary: *Provided,* That at any post office, classified branch or station, any supervisor, or clerk temporarily in charge of the office, or any clerk or carrier specially designated in writing by the postmaster, may certify to the request for payment. If an official other than the postmaster, acting postmaster, or post office inspector in charge of the post office certifies to the request for payment, he shall certify in the name and title of the postmaster, followed by his own signature and official title. The specially designated clerk or carrier shall sign as "Designated Clerk" or "Designated Carrier."

(s) *Issuance of instructions.* Detailed instructions relative to the United States savings bonds issued to, and sold through, the Postal Service and concerning accounting for the proceeds of such sales shall be issued by the Third Assistant Postmaster General, Division of Postal Savings.

UNITED STATES SAVINGS STAMPS

§ 8.30 *United States Savings stamps*—(a) *Authorization.* The authority of the Postmaster General contained in section 6 of the act of June 25, 1910, as amended, (39 U. S. C. 756), and section 22 (c) of the Second Liberty Bond Act, as amended, to prepare and issue postal-savings cards and postal-savings stamps shall terminate on such date as stamps issued by the Secretary of the Treasury pursuant to the authority contained in section 22 (c) of the Second Liberty Bond Act, as amended, are made available for sale to the public; and, as soon as practicable thereafter, the Board of Trustees of the Postal Savings System shall pay to the Secretary of the Treasury a sum equal to the redemption value of all postal-savings stamps outstanding, and after such payment has been made the obligation to redeem such stamps shall cease to be a liability of the Board of Trustees of the Postal Savings System but shall constitute a public debt obligation of the United States.

NOTE: By agreement between the Postmaster General and the Secretary of the Treasury the liability for outstanding postal-savings stamps of all series, including the so-called Defense Savings stamps and War Savings stamps, and the accountability for unsold savings stamp stock charged to postmasters were transferred to the Treasury Department as of the close of business September 30, 1942.

(b) *Sale through post offices.* Savings stamps furnished by the Secretary of the Treasury in such denominations as he may determine shall be offered for sale at all post offices. Postmasters shall put them on sale at any classified branch or station where there is a demand and may put them on sale at contract branches and stations. Superintendents and clerks in charge of stations and branches, including contract stations and branches, and main office clerks and rural carriers who have been assigned savings-stamp credits shall replenish their fixed credits each day, except that employees with savings-stamp stocks of less than $100 may replenish their credits whenever the accumulated funds amount to one-fourth of the credit.

(c) *Postmasters to encourage purchase of.* Postmasters shall encourage the sale of savings stamps; they shall keep an adequate supply on hand; they shall post conspicuously placards and window displays calling the attention of the public to the availability of the stamps; and shall have on hand, for distribution without cost to stamp purchasers and, in reasonable quantities, to persons engaged in promoting savings-stamp sales, albums, cards, or other devices furnished by or with the approval of the Secretary of the Treasury to which savings stamps may be affixed after purchase. They shall see that proper service is provided at post-office windows so that the public is served without unnecessary delays or inconvenience and, if needed, shall make any extensions of night and Saturday afternoon service; but where additional clerk hire will be involved, the postmaster shall first apply to the First Assistant Postmaster General, Division of Post Office Clerical Service, for the necessary allowance.

(d) *Denominations; requisitions; fixed credits.* Savings stamps in denominations of 10 cents, 25 cents, 50 cents, and $1 are printed in sheets of 100; and $5 stamps, in sheets of 25. The 10-cent and 25-cent stamps are also bound in books which are packaged in lots of 10. Books of 50 10-cent saving stamps sell for $5 and books of 40 25-cent saving stamps, for $10. Postmasters at central accounting offices and Washington, D. C., shall submit requisitions for savings stamps to the Third Assistant Postmaster General, Division of Stamps, using Form PS 311–B. The requisitions shall be for full sheets, and if stamp books are ordered, for lots of 10 or multiples of 10 books. Postmasters at other first-class offices and at offices of the second, third, and fourth classes are granted fixed credits in savings stamps and shall send their requisitions to their respective central accounting postmasters, using the combined remittance letter and requisition, Form PS 311–F/C, ordinarily once a month; but if the fixed credit is for $100 or less, it need not be replenished until the accumulated funds equal one-fourth of the credit. With the approval of their central accounting postmaster, they shall order savings stamps in lots of 10 or multiples of 10, except the $5 stamp which may be ordered as needed. They shall apply to their respective central accounting postmasters direct to increase or decrease savings-stamp credits. Credits in savings stamps shall ordinarily be the equivalent of a 4 months' supply except that no credit shall be for an amount less than $5. They shall be receipted for on Form 3367 and each such receipt shall be modified to show that it covers savings stamps and shall be prepared in duplicate. The office having the fixed credit shall sign both copies, return the original to the central accounting office, and retain the duplicate. Postmasters having fixed credits must have on hand at all times the full amount of their assigned credits either as savings-stamps stock, canceled savings stamps, cash, or other representation of value. Window clerks and superintendents or clerks in charge of branches and stations shall be assigned fixed credits in savings stamps which shall be receipted for on Form 3367–B, suitably modified.

(e) *Opening and counting of stock upon receipt.* Packages of savings stamps shall, on receipt, be opened and counted jointly by the postmaster or his authorized representative and a witness. The postmaster shall subject the stock to such detailed verification as will establish to his satisfaction whether the stock received corresponds with the accompanying invoice. If the quantity does

not agree with the invoice, Form PS 515 or PS 311–F/C, the postmaster shall make immediate report of the discrepancy, with the invoice attached, to the Third Assistant Postmaster General, Division of Stamps, if a central accounting office or Washington, D. C., or to the central-accounting postmaster if on a fixed credit for savings stamps, and hold the shipment intact and carefully preserve the wrapper. In case of shortage the correctness of the report shall be certified by the postmaster on his official oath and attested by the witness.

(f) *Accountability of postmasters.* Postmasters shall be held accountable for all savings stamps sent them for sale and shall retain in their personal custody the supply of savings stamps not in use at the window or shall designate some official or clerk, other than the clerk engaged in window work, who shall be responsible for safeguarding the savings-stamp stock. Savings stamps shall not be loaned or sold by one postmaster to another. They shall, in all cases, be obtained by requisition as provided in paragraph (d) of this section. Upon receipt of savings stamps at a central accounting office or Washington, D. C., the postmaster shall immediately charge himself with the face value thereof, regardless of their condition.

(g) *Damaged stamps.* If savings stamps are received at a central accounting office or at Washington, D. C., in a damaged condition or become damaged by fire or otherwise while in the possession of the postmaster, they shall be sent to the Third Assistant Postmaster General, Division of Stamps, for redemption. An itemized statement of the quantity returned and a full explanation of the cause of the damage shall be prepared in duplicate. The original shall accompany the returned stamps, which shall be counted, prepared for mailing, and dispatched in the presence of a witness; and the duplicate shall be retained by the postmaster, but credit shall not be taken until formal authorization is received from the Third Assistant Postmaster General. If the value of the stamps cannot be ascertained from an examination of them, they shall nevertheless be forwarded, and the postmaster shall be informed of their redemption value if it can be determined. The postmaster at an office having savings stamps on a fixed credit shall return damaged stamps to the central accounting office in exchange for new stock.

(h) *Report of loss or destruction of stamps or funds.* The loss or destruction of savings stamps or savings-stamp funds, including canceled savings stamps, shall be immediately reported to the inspector in charge of the district in which the office is located, as provided, in § 25.12 of this chapter, and to the Third Assistant Postmaster General, Division of Postal Savings, if the loss occurred at a central accounting office or at Washington, D. C., or to the central accounting postmaster in the case of offices having fixed credits. The report shall show the date and manner of the loss or destruction, contain a description of the items involved, and whether the loss was such that it can be established that the stamps will never be presented for redemption. (See also §§ 9.1 and 9.2 of this chapter.) Requisitions to replace savings stamps that have been lost, destroyed, or rendered unserviceable for any other reason shall be made in the usual manner except that the requisition shall be plainly marked "To replace stock lost or damaged."

(i) *Care of stamps and records.* Savings stamps and records shall be kept in good condition and be given the same protection as is required by § 7.4 of this chapter, for postage stamps and postal records.

(j) *Savings-stamp albums.* The savings-stamp albums furnished or approved by the Treasury Department for mounting savings stamps shall be requisitioned by postmasters at first- and second-class offices from the Fourth Assistant Postmaster General, Division of Equipment and Supplies, and by postmaster at third- and fourth-class offices from their designated supply offices. Postmasters shall keep in touch with local committees and organizations promoting savings-stamp sales and maintain an adequate supply of albums.

(k) *Depositing and remitting of funds.* Central accounting postmasters shall deposit the proceeds of savings-stamp sales and savings-stamp funds received from other postmasters, except that part represented by canceled savings stamps, with the Treasurer of the United States through Federal Reserve banks and branches and United States depositary banks, for credit of the Postmaster General, United States Savings Stamp Account, Symbol No. 42030. The postmaster at Washington, D. C., shall deposit surplus savings-stamp funds direct with the Treasurer of the United States. Treasury Department Form 6815, prepared in quadruplicate to cover each deposit, shall be used in connection with such deposits. So far as practicable, postmasters at offices having fixed credits in savings stamps shall dispose of all savings-stamp cash on hand when replenishing fixed credits. To facilitate replacement in the event of loss, postmasters shall keep adequate records of checks and drafts included in remittances or deposits.

(l) *Payment and cancellation of savings stamps.* Savings stamps are transferable and payable to bearer at any post office and at any branch or station authorized to sell them. Postmasters shall not be required to identify the persons presenting the savings stamps for payment as the owners thereof. Savings stamps affixed to stamp albums, savings cards, or other authorized devices may be accepted, in payment for United States Savings bonds, postal-savings certificates, or may be exchanged for cash. They shall be canceled and rendered unfit for further negotiation as soon as practicable after acceptance. The canceling shall be effected by perforating or by imprinting with a canceling stamp and nonwashable black ink. Perforating shall be confined to those offices of the first class that have been authorized to cancel savings stamps with special perforating equipment furnished for the purpose. At stations or branches of an office using such special perforating equipment, redeemed savings stamps may be canceled by rubber stamp before they are transmitted to the main office. Redeemed stamps must be thoroughly canceled, but they should not be so defaced or mutilated as to make verification difficult. Postmasters shall stamp surrendered albums or cards with their post office dating stamp and shall enter the value of the stamps and the purpose for which they were surrendered (bonds or cash) in the upper right-hand corner on the back cover page. Savings stamps exchanged for postal-savings certificates or other savings stamps shall be classified as surrendered for cash. Postage stamps shall not be accepted as savings stamps, and postmasters shall promptly report to the inspector in charge of the division any attempt to cash counterfeit savings stamps. When savings stamps that have been torn, burned, or badly mutilated are presented, the postmaster shall accept at face value of the whole stamp one or more fragments identifiable as constituting clearly more than one-half of the same stamp. If the fragment or fragments are not so identifiable, the holder shall be advised to send them, and if affixed to an album the entire album, to the Treasurer of the United States, Washington 25, D. C. If stamps are presented that have adhered and the holder is unable to separate them and determine their value (which he may do by soaking them in warm water), he shall likewise be advised to forward them to the Treasurer of the United States for redemption.

(m) *Funds and credits for payment of stamps.* Postmasters shall use savings-stamp or savings-bond funds when paying for savings stamps surrendered for cash, but if no such funds are available, any other official funds may be used. If additional funds are needed, postmasters who have been granted a credit with the Treasurer of the United States should draw on that credit and other postmasters should apply to their central accounting postmasters on Form 1847 for an advance of postal funds. Postmasters at central accounting offices and Washington, D. C., shall send canceled savings stamps to the Register of the Treasury, Chicago Branch, as deposits for credit either to the Postmaster General's savings-stamp account, using Treasury Department Form 6815, or to the Postmaster General's savings-bond account, using Treasury Department Form 5560 for this purpose, or both. Postmasters at other first-class offices that are authorized to use special perforating equipment shall send canceled savings stamps to the Register of the Treasury, Chicago Branch, as deposits for credit only to the Postmaster General's savings-bond account, using Treasury Department Form 5560, prepared in quadruplicate to cover each deposit; and at the close of each month shall include with any type of remittance to the central-accounting office redeemed savings stamps in excess of the amount that can be taken into the savings-bond account. Postmasters at other first-class offices and at second-, third-, and fourth-class offices may include canceled savings stamps with any type of remittance to their central accounting office. If the postmaster at a central accounting office or at Washington, D. C., needs ad-

ditional savings-stamp funds to reimburse other official accounts, he shall requisition the amount needed from the Third Assistant Postmaster General, Division of Postal Savings. The requisition should be submitted before the end of the month and should call for an amount sufficient to insure complete reimbursement. Any portion of the amount not needed for reimbursement purposes may be retained for use in the following month.

(n) *Reports.* Postmasters at central accounting offices and Washington, D. C., shall prepare daily reports, Forms 983–A and 983–C/A, in which shall be entered all receipts and disbursements of savings-stamp funds and all transactions in savings-stamp stock, and at the close of the month shall prepare an account current, Form 974, by entering after the several items the total of the business recorded for the corresponding items in the daily records and shall forward it to the Third Assistant Postmaster General, Division of Postal Savings, by ordinary mail. The records and account current of a central accounting postmaster shall include in the stock account the amount of all savings-stamp fixed credits at other offices in his district, branches, and stations. Postmasters at first-class offices that are authorized to send canceled savings stamps to the Register of the Treasury, Chicago Branch, shall submit to the Third Assistant Postmaster General, Division of Postal Savings, a report on Form 979–A showing the total value of savings stamps so disposed of during the month and, separately, the value exchanged for bonds and the value surrendered for cash. Central accounting postmasters, when completing Form 979–A, shall report all the stamp sales of their accounting district, showing the sales of their main office, branches, and stations and those of offices having fixed credits as two separate items. The postmaster at Washington, D. C., shall also complete Form 979–A to show the savings-stamp sales of his main office, branches, and stations.

(o) *Sale by rural carriers.* Postmasters from whose offices rural-delivery service is operated shall extend to rural carriers, on routes where there is a demand for savings stamps, a reasonable credit in such stamps, and rural carriers shall carry for sale to their patrons an adequate supply of such stamps.

(p) *Sales to business houses, institutions, groups.* Postmasters shall sell savings stamps to business houses, schools, institutions, or other organizations that desire to purchase them for resale, but shall not extend any savings-stamp credits outside of the Postal Service. The provisions of §§ 8.9 and 71.4 of this chapter defining what may be accepted for the purchase of money orders, shall be applicable to the purchase of savings stamps. Government checks may be accepted from responsible persons whose endorsement thereon the postmaster is willing to guarantee. Personal checks, cashier's checks, bank drafts, or other commercial paper may be accepted at the risk of the postmaster, but delivery of the stamps so purchased shall be withheld until the check or draft has cleared. Postmasters shall likewise furnish free to any concern purchasing savings stamps for resale a supply of albums in reasonable quantities.

(q) *Telegrams.* All telegrams addressed to the Post Office Department concerning savings stamps shall be sent "Official business, collect, Government rate, special bill." Official messages between postmasters concerning savings stamps shall be sent "Official business, Government rate, charge Post Office Department, special bill." Postmasters shall advise the branch of the telegraph company transmitting the message to refer the bill to its Washington, D. C., office for collection.

(r) *Issuance of instructions.* Detailed instructions relative to savings stamps issued to and sold through the Postal Service and concerning the accounting for the proceeds of such sales shall be issued by the Third Assistant Postmaster General, Division of Postal Savings.

Subchapter B—Estimates, Appropriations, Disbursements, and Accounts

PART 17—DISBURSEMENTS AND ACCOUNTS

POST OFFICE DEPARTMENT DISBURSEMENTS

17.9 Duties and accounts of Superintendent, Division of Finance and Disbursement Officer.
17.13 Post-route and rural-delivery maps.

POSTAL SERVICE DISBURSEMENTS

17.18 Restoration of stolen money or property.
17.19 Recovered moneys.
17.20 Moneys received at Post Office Department.
17.27 When warrant or check may be made payable to assignee.
17.28 Duplicate check or draft for transfer of postal funds.
17.29 Claims for balances due deceased postal employees or creditors.

RECORDS AND ACCOUNTS AT POST OFFICES

17.34 Commissions from public telephones lobbies.

AUTHORITY: §§ 17.9 to 17.34 (except for authority cited in text), issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

POST OFFICE DEPARTMENT DISBURSEMENTS

§ 17.9 *Duties and accounts of Superintendent, Division of Finance and Disbursing Officer.* (a) The Superintendent, Division of Finance and Disbursing Officer shall prepare his accounts monthly and shall submit the same to the Comptroller, Bureau of Accounts, for administrative examination and transmission to the General Accounting Office. The accounts of the Superintendent, Division of Finance and Disbursing Officer shall be made in triplicate, one copy to be filed in his office and the original and one copy to be furnished the Comptroller, Bureau of Accounts.

(b) The Superintendent, Division of Finance and Disbursing Officer shall properly account for all receipts for post route and rural delivery maps. He shall make refunds to persons from whom excess remittances are received and to those to whom requested maps cannot be furnished, upon vouchers properly certified by the Fourth Assistant Postmaster General, and shall deposit in the Treasury to the credit of the "Service of the Post Office Department on account of Miscellaneous Receipts" funds representing maps which are furnished on a Schedule of Transfers properly certified by the Fourth Assistant Postmaster General.

§ 17.13 *Post-route and rural-delivery maps.*—(a) *Sale to public.* The Postmaster General may authorize the sale to the public of post-route maps and rural-delivery maps or blue prints at the cost of printing and ten per centum thereof added. (Sec. 1, 39 Stat. 1067, as amended; 39 U. S. C. 805)

(b) *Handling of funds from sales.* Application for the purchase of post-route and rural-delivery maps and payment therefor shall be made to the Superintendent, Division of Finance and Bisbursing Officer, who shall deposit the funds received in his checking account with the Treasurer of the United States and forward the order for maps to the Fourth Assistant Postmaster General, Division of Topography. Where remittances are received in excess of the amount required to pay for maps furnished, the Fourth Assistant Postmaster General shall prepare and certify refund vouchers, transmit them to the Superintendent, Division of Finance and Disbursing Officer, by whom the refund shall be made. At the end of each month the Fourth Assistant Postmaster General shall prepare and certify a Schedule of Transfers and forward the same to the Superintendent, Division of Finance and Disbursing Officer, who shall draw a check for the amount stated thereon and deposit the same in the Treasury of the United States.

POSTAL SERVICE DISBURSEMENTS

§ 17.18 *Restoration of stolen money or property.* Whenever the Postmaster General is satisfied that money or property stolen from the mail, or the proceeds thereof, has been received at the department, he may, upon satisfactory evidence as to the owner, deliver the same to him. (R. S. 4058; 39 U. S. C. 790)

§ 17.19 *Recovered moneys.*—(a) *Transmittal to Department.* All moneys received from mail robbers or other offenders against the postal laws, and moneys recovered by suit, or otherwise, on account of moneys taken from the mail or losses therein, shall be forwarded at once to the Chief Inspector, who shall deposit the same daily with the Superintendent, Division of Finance and Disbursing Officer, office of the Third Assistant Postmaster General.

(b) *Payment to owners.* The Chief Inspector shall determine, upon satisfactory evidence, the proper persons or owners to whom the moneys shall be restored, and the Superintendent, Division of Finance and Disbursing Officer, office of the Third Assistant Postmaster General, shall make payments in accordance with the schedule furnished and approved by the Chief Inspector.

§ 17.20 *Moneys received at Post Office Department.* When any money, either coin, currency, or negotiable paper, is received at the Post Office Department, a list shall be prepared by the bureau or office to which it pertains on Form 1044

in quadruplicate; the lists shall be numbered consecutively through each fiscal year commencing with No. 1 on July 1 of each year. The original and two copies of each list shall be transmitted with the funds to the Superintendent, Division of Finance and Disbursing Officer, and one copy shall be sent direct to the Auditor, Bureau of Accounts. The form shall show the name of the bureau or office, date funds were received, case number, name of remitter, purpose and fund to be credited whenever possible, and amount, except those from the office of the Chief Inspector, which shall have attached statements on Form 550 submitted by the inspectors in charge and shall show a summary of the classes of funds and the amount of each. The superintendent shall verify the amount received with the amount as shown on the list, sign one copy as the receipt to the bureau or office, and retain the original and one copy. At the close of each month the superintendent shall total the original schedules by bureaus or offices and enter the amount on Form 1045, prepared in triplicate. The amount of uncollectible checks, if any, shall be entered in the space provided for that purpose on the form. This form properly filled out shall be sent to each bureau or office from which funds are received whether any funds were received during the month or not. Each bureau or office shall have the amounts as stated on Form 1045 verified with their records, and if the amounts agree the triplicate shall be retained and the original and duplicate signed and returned to the Superintendent, Division of Finance and Disbursing Officer.

§ 17.27 *When warrant or check may be made payable to assignee.* A duplicate warrant or check, when issued, shall have the same tenor, force, and effect as the original; except that in case of an assigned warrant or check the duplicate may, on production of due authority in writing from the payee for its issue, be made payable to the assignee.

§ 17.28 *Duplicate check or draft for transfer of postal funds.* The Third Assistant Postmaster General may authorize the issuance of a duplicate of a lost check or draft drawn to effect official transfers of postal, money-order, or postal-savings funds between officers of the Government, or in the case of postal-savings funds between such officers and the depositary banks of the Postal Savings System, upon the submission of an application, affidavit, and certificate of nonpayment of the character prescribed in § 17.26 (b). A bond of indemnity may, however, be required for the protection of the Government if the circumstances make such action advisable.

§ 17.29 *Claims for balances due deceased postal employees or creditors*—(a) *Requirements to effect payment.* Postmasters must not under any circumstances pay to the heirs or executor or administrator of the estate of a deceased employee any balance due as salary to a deceased employee. When there is any balance due as salary or otherwise to a deceased employee of the postal service or creditor of the Post Office Department, the claimant for the amount due, or the executor or administrator of the estate, shall be required to execute Standard Form 1055, Claim Against the United States for Amounts Due in the Case of a Decedent. An executor or administrator must also furnish a certified copy under seal of the court of his appointment, with a showing whether still in force and effect.

(b) *Form of claim.* Upon receipt of a properly executed claim on Standard Form 1055 the responsible administrative officer or postmaster will prepare the proper form of voucher or pay roll on which will be shown the name of the decedent and the amounts due and deductible at the time of death. Each such voucher or pay roll must bear or be accompanied with a certificate by the responsible administrative officer or postmaster to the effect that the amount of the claim is proper for payment and that it has not been paid. The certificate should contain a complete citation to the voucher covering the last payment made to the decedent, showing the date of the payment, the nature of the service, the period covered, the salary rate, and the amount paid. Any other relevant information essential to the proper settlement of the claim should be noted on the voucher or pay roll, or should be set forth in a separate statement to accompany the claim papers.

(c) *Claim for payment of unpaid Government check.* Standard Form 1055 will also be used for making claim for payment of Government checks drawn on the Treasurer of the United States or other authorized Government depository to the order of an individual, but which cannot be paid because of the death of the payee. All unnegotiated Government checks in possession of the claimant should accompany the claim papers. Vouchers or pay rolls are not required to be submitted with claims consisting entirely of unpaid Government checks when such checks accompany the claim papers

(d) *Claims which include savings bond deductions.* In cases of claims which include amounts due on account of United States savings bond deductions, the responsible administrative officer or postmaster will forward with Standard Form 1055, in lieu of the prescribed voucher or pay roll, a properly executed Standard Form 1047, Public Voucher for Refunds, and two memorandum copies thereof. After review and approval by the General Accounting Office, the original of Standard Form 1047 and one memorandum copy thereof will be returned to the respective administrative officer or postmaster for payment of the amount of the United States savings bond deduction refund due the claimant. If a bond is fully paid for from deductions accumulated prior to the death of the employee, pursuant to a duly executed authorization designating a beneficiary or directing that the bond be issued to another person as owner, the bond should be issued and delivered to the designated owner upon proper identification and the obtaining of a receipt therefor. In any case where the accumulated deductions do not equal the purchase price of a bond or in which the existing authorization specifies that the bond is to be issued in the name of the deceased employee as owner or co-owner, the amount is for refund and claim therefor must be filed and approved before payment is made.

(e) *Procedure for handling.* Claims filed for amounts due deceased postal employees or creditors of the postal service and the relevant vouchers or pay rolls will be transmitted to the proper Bureau of the Department for subsequent transmission to the General Accounting Office. Such payments will be made through the Department upon approval and certification of the amount due by the General Accounting Office.

RECORDS AND ACCOUNTS AT POST OFFICES

§ 17.34 *Commissions from public telephones in lobbies.* Postmasters at offices of the first, second, and third classes shall collect commissions on calls through public telephones located in lobbies of post offices, branch post offices, and stations and account for such commissions with the postal revenues in the quarterly postal account.

NOTE: Commissions on telephone calls from pay telephones installed in post offices are not postal revenues, but are covered into the general funds of the Treasury as miscellaneous receipts. For convenience in collecting, postmasters are required to account for these receipts and the General Accounting Office will transfer the funds so collected to the general fund of the Treasury.

PART 18 — SETTLEMENT OF ACCOUNTS: LEGAL PROCEEDINGS: COMPROMISES

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AUTHORITY: §§ 18.1 to 18.62 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 18.1 *Bureau of Accounts, Post Office Department.* The administrative examination of the accounts and vouchers of the Postal Service imposed by law on June 30, 1921, upon the Auditor for the Post Office Department shall be performed by a bureau in the Post Office Department to be known as the Bureau of Accounts. The Bureau of Accounts shall be under the direction of a comptroller, who shall be appointed by the President with the advice and consent of the Senate, * * * The comptroller shall perform the administrative duties performed by the Auditor for the Post Office Department, and such other duties in relation thereto as the Postmaster General may direct. (Sec. 304, 42 Stat. 24; 31 U. S. C. 45)

NOTE: Salary increased in accordance with subsequent allocations of the position under the provisions of the Classification Act of 1923 (42 Stat. 1488), the first increase under the Classification Act of 1923 having been confirmed by the 68th Congress (43 Stat. 84). See R. S. 276 and act of July 31, 1894 (28 Stat. 205), relative to the former office of Auditor for the Post Office Department.

§ 18.3 *Accounts of Post Office Department*—(a) *To be kept by General Accounting Office.* The General Accounting Office shall keep and preserve all accounts arising in the Post Office Department or relative thereto and vouchers after settlement. The General Accounting Office shall close the account of the department quarterly, and transmit to the Secretary of the Treasury quarterly statements of its receipts and expenditures. It shall report to the Postmaster General, when required to do so, the manner and form of keeping and stating the accounts of the department, and the official forms of papers to be used in connection with its receipts and expenditures. It shall report to the Postmaster General all delinquencies of postmasters in rendering their accounts and returns, or in paying over money-order funds and other receipts at their offices. The Comptroller General shall register, charge, and countersign all warrants upon the Treasury for receipts or payments issued by the Postmaster General, when warranted by law. (R. S. 277, as amended; 31 U. S. C. 73)

(b) *Examination and audit of accounts and certification of balances.* * * * The Bureau of Accounts in the Post Office Department shall receive and examine all accounts of salaries and incidental expenses of the office of the Postmaster General and of all bureaus and offices under his direction, all postal and money-order accounts of postmasters, all accounts relating to the transportation of mails, and to all other business within the jurisdiction of the Post Office Department. The General Accounting Office shall audit the accounts and certify the balances arising thereon to the Postmaster General for accounts of the postal revenue and expenditures therefrom. (Sec. 7, 28 Stat. 206, as amended; 31 U. S. C. 72)

(c) *Quarterly report to Postmaster General.* The Bureau of Accounts shall state and certify quarterly to the Postmaster General an account of the money paid by postmasters out of the receipts of their offices, and pursuant to appropriations, on account of the expenses of the postal service; designating the heads under which such payments were made. (R. S. 294, as amended; 31 U. S. C. 112)

(d) *Collection of debts due Post Office Department.* The General Accounting Office shall superintend the collection of all debts due the Post Office Department, and all penalties and forfeitures imposed for any violation of the postal laws, and take all such other measures as may be authorized by law to enforce the payment of such debts and the recovery of such penalties and forfeitures. Such office shall also superintend the collection of all penalties and forfeitures arising under other statutes, where such penalties and forfeitures are the consequence of unlawful acts affecting the revenues or property of the Post Office Department. (R. S. 292, as amended; 31 U. S. C. 109)

NOTE: All laws relating to the proper accounting for postal receipts are made applicable to postal-savings funds. (See 39 U. S. C. 762.)

§ 18.12 *Who may administer oaths in relation to accounts.* (a) Any mayor of a city, justice of the peace, or judge of any court of record in the United States, may administer oaths, in relation to the examination and settlement of the accounts of the Post Office Department and Postal Service. (R. S. 298, as amended; 31 U. S. C. 118)

(b) Postal accounts shall be sworn to before a notary public, justice of the peace, or other public officer authorized to administer oaths. (See §§ 18.16 and 18.23.)

§ 18.13 *Certified copies of quarterly returns.* * * * In order to ascertain the amount of the postal receipts of each office, the Postmaster General may require postmasters to furnish the department with certified copies of their quarterly returns to the auditor at such times and for such periods as he may deem necessary in each case. (Sec. 1, 22 Stat. 602)

NOTE: The administrative examination of accounts and vouchers of the Postal Service was transferred to the Bureau of Accounts by the provisions of law quoted in § 18.1.

§ 18.17 *Neglect to render accounts.* Whenever any postmaster neglects to render his accounts for one month after the time, and in the form and manner prescribed by law and the regulations of the Postmaster General, he and his sureties shall forfeit and pay double the amount of the gross receipts at such office during any previous or subsequent equal period of time; and if, at the time of trial, no account has been rendered, they shall be liable to a penalty of such sum as the court and jury shall estimate to be equivalent thereto, to be recovered in an action on the bond. (R. S. 3845; 39 U. S. C. 44)

§ 18.30 *Application of payments made by postmaster after new bond.* Whenever any postmaster is required to execute a new bond, all payments made by him after the execution of such new bond, may, if the Postmaster General or the Comptroller General deem it just, be applied first to discharge any balance which may be due from such postmaster under his old bond. (R. S. 3835, as amended; 39 U. S. C. 36)

§ 18.31 *Report of deficiency in accounts of postmaster.* When a deficiency shall be discovered in the accounts of any postmaster, who after the adjustment of his accounts fails to make good such deficiency, it shall be the duty of the General Accounting Office to notify the Postmaster General of such failure, and upon receiving such notice the Postmaster General shall forthwith deposit a notice in the post office at Washington, District of Columbia, addressed to the sureties respectively upon the bonds of said postmaster, at the office where he or they may reside, if known; but a failure to give or mail such notice shall not discharge such surety or sureties upon such bond. (R. S. 3835, as amended; 39 U. S. C. 37)

§ 18.32 *Report of deficiency in accounts of any officer of United States.* Whenever any deficiency shall be discovered in the accounts of any official of the United States, or of any officer disbursing or chargeable with public money, it shall be the duty of the accounting officers making such discovery to at once notify the head of the department having control over the affairs of said officer of the nature and amount of said deficiency, and it shall be the immediate duty of said head of department to at once notify all obligors upon the bond or bonds of such official of the nature of such deficiency and the amount thereof. Said notification shall be deemed sufficient if mailed at the post office in the city of Washington, District of Columbia, addressed to said sureties respectively and directed to the respective post offices where said obligors may reside, if known; but a failure to give or mail such notice shall not discharge the surety or sureties upon such bond. (Sec. 1, 25 Stat. 387; 6 U. S. C. 4)

LEGAL PROCEEDINGS

§ 18.33 *Legal action under postal laws; courts having jurisdiction.* (a) The district courts shall have original jurisdiction of any civil action arising

under any Act of Congress relating to the postal service. (62 Stat. 932; 28 U. S. C. 1339)

(b) All causes of action arising under the postal laws may be sued, * * * before the justices of the peace, magistrates, or other judicial courts of the several States and Territories having competent jurisdiction by the laws thereof, to the trial of claims and demands of as great value, * * *; and such justices, magistrates, or judiciary shall take cognizance thereof, and proceed to judgment and execution as in other cases. (R. S. 3833; 39 U. S. C. 825)

§ 18.34 *Suit to recover wrong or fraudulent payment.* In all cases where money has been paid out of the funds of the Post Office Department under the pretense that service has been performed therefor, when, in fact, such service has not been performed, or as additional allowance for increased service actually rendered, when the additional allowance exceeds the sum which, according to law, might rightfully have been allowed therefor, and in all other cases where money of the department has been paid to any person in consequence of fraudulent representations, or by the mistake, collusion, or misconduct of any officer or other employee in the Postal Service, the Postmaster General shall cause suit to be brought to recover such wrong or fraudulent payment or excess, with interest thereon. (R. S. 4057; 39 U. S. C. 789)

§ 18.35 *Furnishing of certified copies in suits against delinquents.* In case of delinquency of any postmaster, contractor, or other officer, agent, or employee of the Post Office Department, in which suit is brought, the General Accounting Office shall forward to the Department of Justice certified copies of all papers in said office tending to sustain the claim. (R. S. 296, as amended; 31 U. S. C. 116)

§ 18.36 *Duties of United States attorney.* It shall be the duty of each United States attorney, within his district, to:

(a) Prosecute for all offenses against the United States;

(b) Prosecute or defend, for the Government, all civil actions, suits or proceedings in which the United States is concerned; * * *

(c) Institute and prosecute proceedings for the collection of fines, penalties and forfeitures incurred for violation of any revenue law unless satisfied upon investigation that justice does not require such proceedings;

(d) Make such reports as the Attorney General shall direct. (62 Stat. 910; 28 U. S. C. 507)

§ 18.37 *Supervision by Attorney General.* The Attorney General shall have supervision over all litigation to which the United States or any agency thereof is a party and shall direct all United States attorneys, assistant United States attorneys, and attorneys appointed under 28 U. S. C. 503, in the discharge of their respective duties. (62 Stat. 910; 28 U. S. C. 507)

§ 18.38 *Records admissible as evidence*—(a) *Originals.* Books or records of account or minutes of proceedings of any department or agency of the United States shall be admissible to prove the act, transaction or occurrence as a memorandum of which the same were made or kept.

(b) *Copies.* Properly authenticated copies or transcripts of any books, records, papers or documents of any department or agency of the United States shall be admitted in evidence equally with the originals thereof. (62 Stat. 946; 28 U. S. C. 1733)

§ 18.39 *Evidence of demand upon delinquent postmaster for payment of balance due.* The certificate of the Postmaster General or the General Accounting Office of the mailing to a postmaster of a statement of his account and that payment of the balance stated has not been received shall be sufficient evidence of a demand notwithstanding any allowances or credits subsequently made. A copy of such statement shall be attached to the certificate. (62 Stat. 948; 28 U. S. C. 1743)

§ 18.40 *Credits in actions by United States; prior disallowance.* In an action by the United States against an individual, evidence supporting the defendant's claim for a credit shall not be admitted unless he first proves that such claim has been disallowed, in whole or in part, by the General Accounting Office, or that he has, at the time of the trial, obtained possession of vouchers not previously procurable and has been prevented from presenting such claim to the General Accounting Office by absence from the United States or unavoidable accident. (62 Stat. 972; 28 U. S. C. 2406)

NOTE: See 28 U. S. C. 2406 as to credits on account of claims, etc., in suits against others than postmasters.

§ 18.41 *Interest on defaulted balances.* In all suits for balances due to the Post Office Department, interest thereon shall be recovered, from the time of the default, at the rate of six per centum per year. (R. S. 964; 39 U. S. C. 746)

§ 18.42 *Delinquents for public money; judgment; continuance.* In an action by the United States against any person accountable for public money who fails to pay into the Treasury the sum reported due the United States, upon the adjustment of his account the court shall grant judgment upon motion unless a continuance is granted as specified in this section.

A continuance may be granted if the defendant, in open court and in the presence of the United States attorney, states under oath that he is equitably entitled to credits which have been disallowed by the General Accounting Office prior to the commencement of the action, specifying each particular claim so rejected, and stating that he cannot safely come to trial.

A continuance may also be granted if such an action is commenced on a bond or other sealed instrument and the court requires the original instrument to be produced. (62 Stat. 972; 28 U. S. C. 2407)

§ 18.43 *Warrant of attachment in postal suits*—(a) *When issued.* In all cases where debts are due from defaulting or delinquent postmasters, contractors, or other officers, agents, or employees of the Post Office Department, a warrant of attachment may issue against all real and personal property and legal and equitable rights belonging to such officer, agent, or employee, and his sureties, or either of them, in the following cases:

(1) When such officer, agent, or employee, and his sureties, or either of them, is a nonresident of the district where such officer, agent, or employee was appointed, or has departed from such district for the purpose of permanently residing out of the same, or of defrauding the United States, or of avoiding the service of civil process.

(2) When such officer, agent, or employee, and his sureties, or either of them, has conveyed away, or is about to convey away his property, or any part thereof, or has removed or is about to remove the same or any part thereof from the district wherein it is situate, with intent to defraud the United States. (R. S. 924; 39 U. S. C. 837)

(b) *Execution when property has been removed.* And when any such property has been removed, certified copies of the warrant may be sent to the marshal of the district into which the same has been removed, under which certified copies he may seize said property and convey it to some convenient point within the jurisdiction of the court from which the warrant originally issued. And alias warrants may be issued in such cases upon due application, and the validity of the warrant first issued shall continue until the return day thereof. (R. S. 924; 39 U. S. C. 837)

(c) *Application for.* Application for such warrant of attachment may be made by any district or assistant district attorney, or any other person authorized by the Postmaster General, before the judge, or, in his absence, before the clerk of any court of the United States having original jurisdiction of the cause of action. And such application shall be made upon an affidavit of the applicant, or of some other credible person, stating the existence of either of the grounds of attachments enumerated in paragraphs (a) and (b) of this section, and upon production of legal evidence of the debt. (R. S. 925; 39 U. S. C. 838)

NOTE: See 39 U. S. C. 838 to 846 (old Title 28 U. S. C. 738 to 746) as to proceedings under warrants of attachment.

§ 18.44 *Proceedings in equity when other action fruitless.* When proceedings at law for money due the Post Office Department are fruitless, the Department of Justice may direct the institution of a suit in chancery, in any United States district court, to set aside fraudulent conveyances or trusts, or attach debts due the defendant, or obtain any other proper exercise of the powers of equity to have satisfaction of any judgment against such defendant. (R. S. 382, as amended; 5 U. S. C. 332)

§ 18.45 *Limitation of liability of sureties*—(a) *On bonds of postmasters.* If on the settlement of the account of any postmaster it shall appear that he is indebted to the United States, and suit therefor shall not be instituted within three years after the close of such ac-

count, the sureties on his bond shall not be liable for such indebtedness. (R. S. 3838; 39 U. S. C. 40)

NOTE: Under 39 U. S. C. 40, the 3-year limitation runs from the time the postmaster's account is "closed" by audit and settlement, the word "settlement" in connection with public transactions and accounts being used to describe administrative determination of the amount due. (U. S. *v.* Cash et al. 293 Fed. 584.)

(b) *On bonds of United States officials and others.* If, upon the statement of the account of any official of the United States, or of any officer disbursing or chargeable with public money, by the accounting officers, it shall thereby appear that he is indebted to the United States, and suit therefor shall not be instituted within five years after such statement of said account, the sureties on his bond shall not be liable for such indebtedness. (Sec. 2, 25 Stat. 387, as amended; 6 U. S. C. 5)

§ 18.46 *Disposal of penalties and forfeitures recovered and fines collected.* All penalties and forfeitures imposed for any violation of law affecting the Post Office Department for its revenue or property shall be recoverable, one-half to the use of the person informing and prosecuting for the same, and the other half to be paid into the Treasury for the use of the Post Office Department, unless a different disposal is expressly prescribed. All fines collected for violations of such laws shall be paid into the Treasury for the use of the Post Office Department. (R. S. 4059; 39 U. S. C. 791)

§ 18.47 *Amounts of fines to be collected only through courts.* The amount which might be imposed as a fine for a violation of a criminal statute, if tendered by a person who is charged with a violation of such a statute, shall not be accepted. Fines for such offenses can only be imposed and collected through the courts.

§ 18.48 *Priority of United States as creditor.* Whenever any person indebted to the United States is insolvent, or whenever the estate of any deceased debtor, in the hands of the executors or administrators, is insufficient to pay all the debts due from the deceased, the debts due to the United States shall be first satisfied; and the priority established shall extend as well to cases in which a debtor, not having sufficient property to pay all his debts, makes a voluntary assignment thereof, or in which the estate and effects of an absconding, concealed, or absent debtor are attached by process of law, as to cases in which an act of bankruptcy is committed. (R. S. 3466; 31 U. S. C. 191)

NOTE: After payment of all expenses, taxes, and claims for labor and services rendered, the United States, as between the Government and other claimants, is entitled to priority under 31 U. S. C. 191, in the distribution of any balance of assets. (Opinion of the Solicitor of the Treasury, September 28, 1914.)

11 U. S. C. 104, a portion of the bankruptcy law, in establishing the order of priority in bankruptcy proceedings, prescribes that "debts owing to any person, including the United States, who by the laws of the United States in [is] entitled to priority" are entitled to the next priority after certain costs of administration, wages, taxes, and similar claims.

§ 18.49 *Liability of executors or others to recognize priority of United States as creditor.* Every executor, administrator, or assignee, or other person, who pays, in whole or in part, any debt due by the person or estate for whom or for which he acts before he satisfies and pays the debts due to the United States from such person or estate, shall become answerable in his own person and estate to the extent of such payments for the debts so due to the United States, or for so much thereof as may remain due and unpaid. (R. S. 3467, as amended; 31 U. S. C. 192)

§ 18.50 *Priority of surety on bond same as that of United States.* Whenever the principal in any bond given to the United States is insolvent, or whenever, such principal being deceased, his estate and effects which come to the hands of his executor, administrator, or assignee, are insufficient for the payment of his debts, and, in either of such cases, any surety on the bond, or the executor, administrator, or assignee of such surety pays to the United States the money due upon such bond, such surety, his executor, administrator, or assignee, shall have the like priority for the recovery and receipt of the moneys out of the estate and effects of such insolvent or deceased principal as is secured to the United States; and may bring and maintain a suit upon the bond, in law or equity, in his own name, for the recovery of all moneys paid thereon. (R. S. 3468; 31 U. S. C. 193)

COMPROMISES

§ 18.51 *Compromise of judgment.* Whenever a judgment is obtained for a debt or damages due the Post Office Department, and it satisfactorily appears that such judgment, or so much thereof as remains unpaid, cannot be collected by due process of law, the General Accounting Office may, with the written consent of the Postmaster General, compromise such judgment, and accept in satisfaction less than the full amount thereof. (R. S. 295 as amended; 31 U. S. C. 115)

§ 18.52 *Compromise or remission of fine, penalty, forfeiture, or liability.* (a) In all cases of fine, penalty, forfeiture, or disability, or alleged liability for any sum of money by way of damages or otherwise, under any provision of law in relation to the officers, employees, operations, or business of the postal service, the Postmaster General may prescribe such general rules and modes of proceeding as shall appear to be expedient, for the government of the Bureau of Accounts in the Post Office Department, in ascertaining the fact in each case in which the Comptroller of the Bureau of Accounts shall certify to him that the interests of the department probably require the exercise of his powers over fines, penalties, forfeitures, and liabilities; and upon the fact being ascertained, the General Accounting Office may, with the written consent of the Postmaster General, mitigate or remit such fine, penalty, or forfeiture, remove such disability or compromise, release, or discharge such claim for such sum of money and damages, and on such terms as the Comptroller of the Bureau of Accounts in the Post Office Department shall deem just and expedient. (R. S. 409, as amended; 5 U. S. C. 383)

(b) The provisions of paragraph (a) of this section shall extend in all cases pending on March 4, 1925, or which may thereafter arise to balances due to the United States through accountability for public moneys under any provision of law in relation to the officers, employees, operations, or business of the Postal Service, excepting the class of cases cognizable under section 49 of Title 39. (43 Stat. 1266; 5 U. S. C. 384)

§ 18.53 *Submission of proposition of compromise.* Any proposition of compromise shall be submitted in writing and the amount thereof deposited with the Superintendent, Division of Finance and Disbursing Officer, Bureau of the Third Assistant Postmaster General.

CLAIMS AGAINST THE UNITED STATES

§ 18.54 *Transfer and assignment of claims on United States*—(a) *Requirements.* All transfers and assignments made of any claim upon the United States, or of any part or share thereof, or interest therein, whether absolute or conditional, and whatever may be the consideration therefor, and all powers of attorney, orders, or other authorities for receiving payment of any such claim, or of any part or share thereof, shall be absolutely null and void, unless they are freely made and executed in the presence of at least two attesting witnesses, after the allowance of such a claim, the ascertainment of the amount due, and the issuing of a warrant for the payment thereof. Such transfers, assignments, and powers of attorney, must recite the warrant for payment, and must be acknowledged by the person making them, before an officer having authority to take acknowledgments of deeds, and shall be certified by the officer; and it must appear by the certificate that the officer, at the time of the acknowledgment, read and fully explained the transfer, assignment, or warrant of attorney to the person acknowledging the same. The provisions of this section shall not apply to payments for rent of post-office quarters made by postmasters to duly authorized agents of the lessors. * * * (R. S. 3477, as amended; 31 U. S. C. 203)

(b) *Exceptions.* The provisions of paragraph (a) of this section shall not apply in any case in which the moneys due or to become due from the United States or from any agency or department thereof, under a contract providing for payments aggregating $1,000 or more, are assigned to a bank, trust company, or other financing institution, including any Federal lending agency: *Provided,* (1) That in the case of any contract entered into prior to October 9, 1940, no claim shall be assigned without the consent of the head of the department or agency concerned; (2) That in the case of any contract entered into after October 9, 1940, no claim shall be assigned if

it arises under a contract which forbids such assignment; (3) That unless otherwise expressly permitted by such contract any such assignment shall cover all amounts payable under such contract and not already paid, shall not be made to more than one party, and shall not be subject to further assignment, except that any such assignment may be made to one party as agent or trustee for two or more parties participating in such financing; (4) That in the event of any such assignment, the assignee thereof shall file written notice of the assignment together with a true copy of the instrument of assignment with (i) the General Accounting Office, (ii) the contracting officer or the head of his department or agency, (iii) the surety or sureties upon the bond or bonds, if any, in connection with such contract, and (iv) the disbursing officer, if any, designated in such contract to make payment. Notwithstanding any law to the contrary governing the validity of assignments, any assignment pursuant to this paragraph and the following paragraph shall constitute a valid assignment for all purposes. * * * (R. S. 3477, as amended; 31 U. S. C. 203)

§ 18.55 *When claimant is indebted to United States*—(a) *Amount of debt to be withheld from judgment.* When any final judgment recovered against the United States duly allowed by legal authority shall be presented to the Comptroller General of the United States for payment, and the plaintiff therein shall be indebted to the United States in any manner, whether as principal or surety, it shall be the duty of the Comptroller General of the United States to withhold payment of an amount of such judgment equal to the debt thus due to the United States; and if such plaintiff assents to such set-off, and discharges his judgment or an amount thereof equal to said debt, the Comptroller General of the United States shall execute a discharge of the debt due from the plaintiff to the United States. * * * (18 Stat. 481, as amended; 31 U. S. C. 227)

(b) *When claimant denies indebtedness.* * * * But if such plaintiff denies his indebtedness to the United States, or refuses to consent to the set-off, then the Comptroller General of the United States shall withhold payment of such further amount of such judgment as in his opinion will be sufficient to cover all legal charges and costs in prosecuting the debt of the United States to final judgment. * * * (18 Stat. 481, as amended; 31 U. S. C. 227)

(c) *Legal action to be taken.* * * * And if such debt is not already in suit, it shall be the duty of the Comptroller General of the United States to cause legal proceedings to be immediately commenced to enforce the same, and to cause the same to be prosecuted to final judgment with all reasonable dispatch. * * * (18 Stat. 481, as amended; 31 U. S. C. 227)

(d) *Settlement when judgment rendered against United States.* * * * And if in such action judgment shall be rendered against the United States, or the amount recovered for debt and costs shall be less than the amount so withheld as before provided, the balance shall then be paid over to such plaintiff by such Comptroller General of the United States with 6 per centum interest thereon for the time it has been withheld from the plaintiff. (18 Stat. 481, as amended; 31 U. S. C. 227)

NOTE: The preceding four paragraphs set out the whole of 31 U. S. C. 227.

(e) *Payment of compensation to be withheld from person indebted to United States.* No money shall be paid to any person for his compensation who is in arrears to the United States, until he has accounted for and paid into the Treasury all sums for which he may be liable. In all cases where the pay or salary of any person is withheld in pursuance of this section, the General Accounting Office, if required to do so by the party, his agent or attorney, shall report forthwith to the General Counsel for the Department of the Treasury the balance due; and the General Counsel shall, within sixty days thereafter, order suit to be commenced against such delinquent and his sureties. (R. S. 1766, as amended; 5 U. S. C. 82)

(f) *Pay to be withheld from employee removed for cause.* From and after February 24, 1931, there shall be no withholding or confiscation of the earned pay, salary, or emolument of any civil employee of the United States removed for cause: *Provided*, That if at the time of such removal any such employee is indebted to the United States any salary, pay, or emolument accruing to such employee coming within the provisions of this section shall be applied in whole or in part to the satisfaction of any claim or indebtedness due to the United States. (46 Stat. 1415; 5 U. S. C. 46a)

(g) *When credit disallowed by General Accounting Office for payment of compensation.* * * * whenever upon the statement of the account of any disbursing officer of the United States in the General Accounting Office credit shall have been disallowed for any payment to any person in the executive branch of the Government, otherwise entitled to compensation from the United States or from any agency or instrumentality thereof, such compensation of the payee may be withheld until full reimbursement has been accomplished under such regulations as may be prescribed by the head of the department, branch, or independent establishment (including corporations) under which such payee is entitled to receive compensation. * * * (49 Stat. 1374, as amended; 5 U. S. C. 46b)

§ 18.56 *Application for subpœna of witnesses in claim action.* Any head of a department or bureau in which a claim against the United States is properly pending may apply to any judge or clerk of any court of the United States, in any State, District, or Territory, to issue a subpœna for a witness being within the jurisdiction of such court, to appear at a time and place in the subpœna stated, before any officer authorized to take depositions to be used in the courts of the United States, there to give full and true answers to such written interrogatories and cross-interrogatories as may be submitted with the application, or to be orally examined and cross-examined upon the subject of such claim. (R. S. 184; 5 U. S. C. 94)

NOTE: See 5 U. S. C. 95 as to fees to witnesses; 5 U. S. C. 96 as to penalty for witness refusing to attend in response to subpœna; and § 130.21 and 18 U. S. C. 285 as to penalties for presenting false claims, etc. These provisions apply to claims arising in connection with the departmental service.

§ 18.57 *Jurisdiction of Court of Claims.* (a) The Court of Claims shall have jurisdiction to render judgment upon any claim against the United States:

(1) Founded upon the Constitution; or

(2) Founded upon any act of Congress; or

(3) Founded upon any regulation of an executive department; or

(4) Founded upon any express or implied contract with the United States; or

(5) For liquidated or unliquidated damages in cases not sounding in tort. (62 Stat. 940; 28 U. S. C. 1491)

The Court of Claims shall have jurisdiction to render judgment upon any claim by a disbursing officer of the United States or by his administrator or executor for relief from responsibility for loss, in line of duty, of Government funds, vouchers, records or other papers in his charge. (62 Stat. 941; 28 U. S. C. 1496)

The Court of Claims shall have jurisdiction to render judgment upon any set-off or demand by the United States against any plaintiff in such court. (62 Stat. 942; 28 U. S. C. 1503)

The Court of Claims shall not have jurisdiction of any claim for a pension. (62 Stat. 942; 28 U. S. C. 1501)

(b) The Court of Claims shall have jurisdiction to review by appeal final judgments in the district courts in civil actions based on tort claims brought under § 18.60 (a) if the notice of appeal filed in the district court has affixed thereto the written consent on behalf of all the appellees that the appeal be taken to the Court of Claims. (62 Stat. 942; 28 U. S. C. 1504)

§ 18.58 *Departmental claims or other matters referred to Court of Claims.* The Court of Claims shall have jurisdiction to report to the head of any executive department on any claim or matter involving controverted questions of law or fact and referred by him to such court, and to render judgment if the claim or matter referred is one over which the court has jurisdiction under other acts of Congress. (62 Stat. 941; 28 U. S. C. 1493)

A claim or matter referred to the Court of Claims by the head of an executive department shall be proceeded with as are other cases pending in such court, under its rules.

The court shall report its findings of fact and conclusions of law to the head of the department who referred the claim or matter.

The Secretary of the Treasury may, upon the certificate of the Comptroller General of the United States, direct any claim or matter, of which, by reason of the subject matter or character, the Court of Claims might take jurisdiction on the voluntary action of the claimant, to be transmitted, with all the

vouchers, papers, documents, and proofs pertaining thereto, to such court for trial and adjudication. (62 Stat. 977; 28 U. S. C. 2510)

§ 18.59 *Settlement of accounts in Court of Claims.* The Court of Claims shall have jurisdiction to determine the amount, if any, due the United States by reason of any unsettled account of any officer or agent of, or contractor with, the United States, or a guarantor, surety or personal representative of any such officer, agent or contractor, where:

(a) Claimant or the person he represents has applied to the proper department of the Government for settlement of the account;

(b) Three years have elapsed from the date of such application without settlement; and

(c) No suit upon the same has been brought by the United States. (62 Stat. 941; 28 U. S. C. 1494)

Notice of suit under paragraph (c) of this section shall be given to the Attorney General and to the head of the department requested to settle the account in question.

The judgment of the Court of Claims in such suit, or of the Supreme Court upon review, shall be conclusive upon the parties, and payment of the amount found due shall discharge the obligation.

A right of action shall accrue to the United States upon the judgment, but such right and any right of action on the original indebtedness shall be barred unless an action thereon is brought within three years after judgment. (62 Stat. 977; 28 U. S. C. 2511)

§ 18.60 *Jurisdiction of district courts in cases of claims.* (a) The district courts shall have original jurisdiction, concurrent with the Court of Claims, of: * * *

Any other civil action or claim against the United States, not exceeding $10,000 in amount, founded either upon the Constitution, or any act of Congress, or any regulation of an executive department, or upon any express or implied contract with the United States, or for liquidated or unliquidated damages in cases not sounding in tort.

Subject to the provisions of chapter 173 of this title, the district courts, together with the District Court for the Territory of Alaska, the United States District Court for the District of the Canal Zone and the District Court of the Virgin Islands, shall have exclusive jurisdiction of civil actions on claims against the United States, for money damages, for injury or loss of property, or personal injury or death caused by the negligent or wrongful act or omission of any employee of the Government while acting within the scope of his office or employment, under circumstances where the United States, if a private person, would be liable to the claimant in accordance with the law of the place where the act or omission occurred.

The jurisdiction conferred by this section includes jurisdiction of any set-off, counterclaim, or other claim or demand whatever on the part of the United States against any plaintiff commencing an action under this section.

The district courts shall not have jurisdiction under this section of:

(1) Any civil action or claim for a pension;

(2) Any civil action to recover fees, salary, or compensation for official services of officers of the United States. (62 Stat. 933; 28 U. S. C. 1346)

(b) Any action against the United States under paragraph (a) of this section shall be tried by the court without a jury. (62 Stat. 971; 28 U. S. C. 2402)

(c) The courts of appeals shall have jurisdiction of appeals from all final decisions of the district courts of the United States, the District Court for the Territory of Alaska, the United States District Court for the District of the Canal Zone, and the District Court of the Virgin Islands, except where a direct review may be had in the Supreme Court. (62 Stat. 929; 28 U. S. C. 1291)

§ 18.61 *United States as defendant.* (a) Any civil action against the United States under § 18.60 (a) may be prosecuted only in the judicial district where the plaintiff resides.

(b) Any civil action on a tort claim against the United States under § 18.60 (a) may be prosecuted only in the judicial district where the plaintiff resides or wherein the act or omission complained of occurred. (62 Stat. 937; 28 U. S. C. 1402)

§ 18.62 *Time limitation on claims and demands.* (a) Every claim or demand (except a claim or demand by any State, Territory, possession or the District of Columbia) against the United States cognizable by the General Accounting Office under § 18.5 and 31 U. S. C. 236 shall be forever barred unless such claim, bearing the signature and address of the claimant or of an authorized agent or attorney, shall be received in said office within ten full years after the date such claim first accrued: *Provided,* That when a claim of any person serving in the military or naval forces of the United States accrues in time of war, or when war intervenes within five years after its accrual, such claim may be presented within five years after peace is established.

(b) Whenever any claim barred by paragraph (a) of this section shall be received in the General Accounting Office, it shall be returned to the claimant, with a copy of this section, and such action shall be a complete response without further communication. (Secs. 1 and 2, 54 Stat. 1061; 31 U. S. C. 71a)

Subchapter C—Post Offices

PART 24—ESTABLISHMENT AND DISCONTINUANCE OF POST OFFICES; CONDUCT OF OFFICES DURING ABSENCE OF POSTMASTERS

ESTABLISHMENT AND DISCONTINUANCE OF POST OFFICES

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24.1 Post offices.
24.2 Establishment of branches and stations.
24.3 Characteristics of branches and stations.
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ACTING POSTMASTERS

Sec.
24.7 When duties of postmaster assumed before appointment of postmaster or acting postmaster.

AUTHORITY: §§ 24.1 to 24.7 (except for authority cited in text), issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

ESTABLISHMENT AND DISCONTINUANCE OF POST OFFICES

§ 24.1 *Post offices*—(a) *Establishment.* The Postmaster General shall establish post offices at all such places on post roads established by law as he may deem expedient, and he shall promptly certify such establishment to the General Accounting Office. (R. S. 3829, as amended; 39 U. S. C. 1)

(b) *Conducted without authority.* Whoever, without authority from the Postmaster General, sets up or professes to keep any office or place of business bearing the sign, name, or title of post office, shall be fined not more than $500. (62 Stat. 785; 18 U. S. C. 1729)

§ 24.2 *Establishment of branches and stations*—(a) *Authorization.* The Postmaster General, when the public convenience requires it, may establish within any post-office delivery one or more branch offices [stations or substations] for the receipt and delivery of mail matter and the sale of stamps and envelopes; and he shall prescribe the rules and regulations for the government thereof. But no letter shall be sent for delivery to any branch office contrary to the request of the party to whom it is addressed. (R. S. 3871; 39 U. S. C. 158)

(b) *Limitations.* No station, substation, or branch post office shall be established beyond the corporate limits or boundaries of any city or town which the principal office to which such station, substation, or branch office is attached is located, except in cases of villages, towns, or cities of fifteen hundred or more inhabitants not distant more than five miles as near as may be from the outer boundary or limits of such city or town in which the principal office is located. (29 Stat. 313; 39 U. S. C. 160)

(c) *Contract stations.* The Postmaster General may enter into contracts for the conduct of contract stations for a term not exceeding two years. (Sec. 15, 39 Stat. 163; 39 U. S. C. 161)

(d) *In Hawaii, Puerto Rico, and Virgin Islands.* The Postmaster General shall establish in the islands of Hawaii, in Puerto Rico, and the Virgin Islands under appropriate regulations to be prescribed by him, such branch offices, nonaccounting offices, or stations of Honolulu, San Juan, and Charlotte Amalie, respectively, as in his judgment may be necessary to improve the service and as may be required for the convenience of the public: *Provided, however,* That such branches, nonaccounting offices, and stations shall be conducted under the name of the existing post offices affected so as to maintain the identity of the offices concerned. (41 Stat. 323, as amended; 39 U. S. C. 159)

(e) *Service for United Nations headquarters district.* The appropriate American authorities will exercise, to the extent requested by the Secretary-Gen-

eral of the United Nations, the powers which they possess with respect to the supplying of public services to insure the headquarters district of the United Nations shall be supplied on equitable terms with the necessary public services, including post. In case of any interruption or threatened interruption of any such services, the appropriate American authorities will consider the needs of the United Nations as being of equal importance with the similar needs of essential agencies of the Government of the United States, and will take steps accordingly, to insure that the work of the United Nations is not prejudiced. (Sec. 17 (a) Agreement Between the United Nations and the United States of America, Regarding the Headquarters of the United Nations, confirmed by sec. 1, Public Law 357, 80th Congress.)

§ 24.3 *Characteristics of branches and stations*—(a) *Station designation.* Post office units located within the corporate limits of the municipality in which the post office to which they are attached is situated, shall be known as stations and designated by numbers, letters, or local names. When deemed necessary, numbered stations may also be located outside the corporate limits.

(b) *Branch designation.* Post office units located outside the corporate limits of the municipality in which the post office to which they are attached is situated, shall be known as branches and designated by local names only, and the name of every such branch post office shall be separately entered in its alphabetical order in the list of post offices in the Official Postal Guide.

(c) *Classes of stations and branches.* Stations and branch post offices shall be divided into the following classes:

(1) *Classified.* "Classified," those in charge of classified employees and occupying quarters provided by the Government.

(2) *Contract.* "Contract," those usually located in drug stores or other places of business and operated under contract by persons not in the classified service who are required to furnish quarters and equipment, heat, light, and the necessary clerical assistance. Where the needs of the service require, contract stations may be established in Government buildings provided the required space and equipment is furnished by the proper Federal authority, and the contractor receives no salary, pay, or emolument from any department or office of the Government and provided that the rate of compensation will take into consideration the fact that the contractor is not required to furnish space or equipment.

(3) *Independent.* Stations and branch post offices are "independent" when designated as such for the receipt and dispatch of registered mail direct, without passing through the office to which they are attached.

(d) *Facilities.* All stations and branch post offices shall transact money-order and registry business and shall sell postage supplies except where the purpose of the establishment of the station or branch is such as not to require these facilities, and when specially designated, shall transact postal-savings business.

§ 24.4 *Change of name of post office.* Names of post offices shall be changed only by order of the Postmaster General.

§ 24.5 *Discontinuance of post office*—(a) *Certification to General Accounting Office.* The Postmaster General may discontinue any post office where the safety and security of the Postal Service and revenues are endangered from any cause whatever, or where the efficiency of the service requires such discontinuance, and he shall promptly certify such discontinuance to the General Accounting Office. (R. S. 3864, as amended; 39 U. S. C. 2)

(b) *At county seat.* No post office established at any county seat shall be abolished or discontinued by reason of any consolidation of post offices made by the Postmaster General. This provision shall not apply to the city of Cambridge, Massachusetts, or to Towson, Maryland, or to Clayton, Saint Louis County, Missouri. (29 Stat. 313, as amended; 39 U. S. C. 3)

§ 24.6 *Summer and winter resort post offices*—(a) *Continuance.* Post offices at summer resorts and winter resorts shall be continued as offices, although no mail is received or dispatched during certain seasons.

ACTING POSTMASTERS

§ 24.7 *When duties of postmaster assumed before appointment of postmaster or acting postmaster.* A person who assumes charge of a third- or fourth-class office during a vacancy in the office of postmaster and before appointment of a postmaster or acting postmaster is not bonded and is merely acting for the postmaster, who is responsible under his bond for the conduct of the office until his successor has been duly appointed and has taken possession of the office. The accounts rendered during the services of such person should be signed in the name of the former postmaster by the person acting in his stead, as "A. B. postmaster, deceased (or removed, resigned, as the case may be), by (name of person conducting the office)." The compensation as postmaster may be withheld by such person from the receipts of the office. Where the receipts of the office are insufficient to pay the compensation of the person who assumed charge during the vacancy, the amount payable as compensation should be obtained through a written claim to the Postal Accounts Division of the General Accounting Office over the signature of the person entitled to payment.

PART 25—GENERAL PROVISIONS RELATING TO POST OFFICES

Sec.

25.1 Post offices to be open as directed by Postmaster General.
25.2 Change of site of post office.
25.3 Care of post offices.
25.4 Display of advertisements in post offices.
25.5 Post office hours.
25.6 Sunday service.
25.7 Holidays.
25.11 Extraneous activities by postmaster.
25.13 Pension vouchers.
25.14 Postmasters to give personal attention to offices.
25.17 Employment of clerks by postmasters at fourth-class offices.

AUTHORITY: §§ 25.1 to 25.17 (except for authority cited in text), issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 25.1 *Post offices to be open as directed by Postmaster General.* Every postmaster shall keep an office in which one or more persons shall be on duty during such hours of each day as the Postmaster General may direct, for the purpose of receiving, delivering, making up, and forwarding all mail matter received thereat. (R. S. 3839; 39 U. S. C. 4)

§ 25.2 *Change of site of post office*—(a) *Application for authority.* Application for authority to change the site or location of a post office shall be made to the Fourth Assistant Postmaster General, Division of Post Office Quarters, when the office is of the first, second, or third class, and to the First Assistant Postmaster General, Division of Postmasters, when of the fourth class. The site of an office should not be changed without authority. If it is so changed, the postmaster shall be required to provide for the exchange and carrying of the mails without additional expense to the Post Office Department.

(b) *Particulars required with application.* The postmaster shall state in his application the distance and direction of the proposed new site from the one occupied, and whether the cost of transportation of mails will be increased or decreased, and shall furnish a map or diagram of the city, town, or village, showing the present and proposed locations with respect to the principal places of business, and at a fourth-class post office, if the distance is one-fourth of a mile or more, shall furnish a petition signed by a majority of the patrons of his office that the change is satisfactory to them. In the case of first, second, and third class post offices the postmaster shall also forward a diagram of the present and proposed quarters upon which is accurately indicated the dimensions of each and the space therein to be used for post office purposes exclusively. At such offices the postmasters shall also state the amount that will be required for rent and for light and fuel per year for the proposed new quarters. Where post offices are located on railroads the application shall show the distance between the proposed site and the railroad station by the nearest route open to public travel, and shall state whether mails are handled by railroad employees or a department mail messenger.

(c) *Railway Mail Service to be advised.* Postmasters at post offices located on railroads shall also advise the general superintendent, Railway Mail Service, in advance of a change in site of the office, giving the distance between the railroad station and the new site, and stating whether mails are handled between post office and station by employees of the railroad or of the Post Office Department. Where mails are handled by railroad employees the local

railroad agent or other representative shall also be advised before change of site is made.

§ 25.3 *Care of post offices.* (a) Post offices shall not be allowed to become resorts for loungers or disorderly persons, or the scene of disputes or controversies. Smoking may be prohibited in the lobbies. Whenever necessary, postmasters should call on the civil authorities to preserve order, and if they refuse or fail to do so, the office may be closed.

(b) Post offices shall be kept at all times in a clean and orderly condition.

(c) No post office, or branch, or station of any post office shall be located in a room where intoxicating liquor is sold to be consumed on the premises or in any room directly connected therewith.

§ 25.4 *Display of advertisements in post offices*—(a) *Prohibitions.* Advertisements, circulars, placards, handbills, cards, or notices relating to any private business, and pictures, cartoons, or other documents of a political character, or concerning any election, or designed to influence an election in favor of any candidate, shall not be placed upon the walls or elsewhere, for public exhibition, within post offices or the lobbies thereof, or on any portion of the post office premises.

(b) *Bulletin board for official notices.* Postmasters may, for the convenience of the public, allow bulletin boards to be placed in the post office, or may set apart some convenient place where notices of public assemblies, judicial sales, and other like announcements, whether printed or written, may be displayed; but these privileges shall be afforded without discrimination as to party or sect.

(c) *Posting of weather reports.* Postmasters shall post in a conspicuous place Weather Bureau reports received at their offices. (See §§ 34.17 and 90.0.)

(d) *Bulletin boards in employee swing rooms.* Postmasters may permit bulletin boards to be placed in the employees' swing rooms on which may be posted notices unobjectionable to the postmaster relating to the activities of employees' organizations, and such boards shall be equally available to all organizations. Such boards shall be erected according to specifications prepared by the postmaster, the expense thereof to be borne by the interested employees or organizations of employees.

(e) *Restrictions of postings in workrooms and lobbies.* The bulletin boards in the post-office workrooms and lobbies shall, except as stated in paragraph (b) of this section, be used only for the display of official notices, and no notices such as described in paragraph (d) of this section shall be posted thereon.

§ 25.5 *Post office hours*—(a) On business days. Post offices shall maintain window service for the delivery of mail and the sale of stamps every business day during the hours when the principal business houses are open. Any postmasters desiring specific instructions as to general-delivery and stamp-window hours should write to the First Assistant Postmaster General, stating the time of arrival and departure of mails and the hours observed by the principal business houses.

(b) *Registry service.* Offices of the first class and classified stations and branches thereof shall maintain window service for the registration of mail and the delivery of registered mail until 6 p. m., and offices of other classes shall maintain such service during the hours observed by the principal business houses.

(c) *Money-order service*—(1) *At first- and second-class offices.* Post offices of the first class shall maintain window service for the transaction of money-order business with the public from 9 a. m. to 5 p. m.; offices of the second class from 8 a. m. to 6 p. m.; and stations and branches of offices of the first and second class from 8 a. m. to 6 p. m. Additional time shall be allowed by the postmaster if necessary.

(2) *At third- and fourth-class offices.* Third- and fourth-class offices shall maintain window service for money-order business with the public during the hours observed for the transaction of postal business; and, as a general rule, window service for the transaction of money-order business shall be maintained during the period postage stamps and stamped paper are sold.

(d) *Postal-saving service.* Every post office designated as a postal-savings depositary shall remain open for the receipt and withdrawal of deposits every week day during the hours prescribed for the transaction of money-order business and at such other times as the business of the office may require or as the Postmaster General shall direct.

(e) *Window service during distribution of mails.* Service to the public at post-office windows shall not be suspended on account of the distribution of mails during the regular hours of service at such windows if the clerical force is sufficient to attend to both distribution and delivery at the same time.

(f) *Authority required for closing.* Post offices shall not be closed during business hours unless special authority has been obtained from the First Assistant Postmaster General.

(g) *Night service.* Postmasters shall not maintain night service, either at the main office or stations, where such service involves any additional expense, without authority from the First Assistant Postmaster General.

(h) *Lobbies open.* Lobbies of post offices may remain open at the postmaster's discretion when no one is on duty if the screen work extends to the ceiling and if all doors, windows, and wickets connecting the lobby with the working portion of the office are securely locked and police protection is adequate.

§ 25.6 *Sunday service*—(a) *At first- and second-class offices*—(1) *Limitation.* Post offices of the first and second classes shall not be open on Sundays for the purpose of delivering mail to the general public, but this provision shall not prevent the prompt delivery of special-delivery mail. (Sec. 1, 37 Stat. 543; 39 U. S. C. 5)

(2) *Clerks and carriers on duty.* Postmasters at first- and second-class post offices shall not require more clerks and carriers to be on duty on Sundays than are requisite to collect and prepare mail for dispatch and to make such distribution of incoming mail as is necessary to meet the requirements of the law as to special-delivery mail and to perform such distribution as may be necessary to prevent congestion or an accumulation of mail that would prevent prompt deliveries on Monday. Renters of lock boxes may be permitted to obtain on Sundays such mail as may be distributed into their boxes during the process of necessary distribution.

(3) *Lobbies open.* When the distribution of mail to lock boxes is necessary lobbies may be left open for such length of time thereafter as is safe and expedient.

(b) *At third- and fourth-class offices*—(1) *Limitation.* At third- and fourth-class post offices it is not necessary for the postmaster or any clerks to be officially employed on Sundays unless mail arrives during the time between the Saturday closing hour and 6 p. m. Sunday. If such mail does arrive and the public convenience requires its delivery on Sundays, window service may be accorded the public not more than once nor for more than 1 hour, and the time of such service to patrons shall not be during that of church service.

(2) *Special delivery and certain optional service.* Special-delivery mail at third- and fourth-class post offices shall be delivered on Sunday if such mail arrives between the closing hour on Saturday and 6 p. m. on Sunday. If window service is accorded the public at such an office on Sunday, the sale of postage stamps, the registration of mail, the delivery of registered mail and the issuance and payment of money orders is left to the option of the postmaster.

§ 25.7 *Holidays*—(a) *Days designated as.* * * * holidays [in the Postal Service] shall be New Year's Day (January 1); Washington's Birthday (February 22); Memorial Day (May 30); Independence Day (July 4); the first Monday in September, known as Labor Day; Armistice Day (November 11); Thanksgiving Day (fourth Thursday of November); and Christmas (December 25). All days, other than the holidays enumerated herein, set aside by the President of the United States as holidays to be observed by the other departments of the Government throughout the United States shall be construed as applicable to the Postal Service in the same manner and to the same extent as the executive departments. (E. O. 9636, October 3, 1945, 28 Stat. 96, Sec. 1, 39 Stat. 416, as amended, 52 Stat. 351, 55 Stat. 862; 5 U. S. C. 87, 87a, 87b, 39 U. S. C. 119)

(b) *Service on.* On the holidays specified above, post offices shall render window service such length of time as may be necessary to meet the reasonable postal requirements of the public. Mails shall be made up and dispatched on such holidays as on other weekdays.

(c) *When fall on Sunday.* When any of the holidays mentioned in the first paragraph falls on Sunday, the following Monday shall be observed.

NOTE: See 21 Comp. Gen. 901.

§ 25.11 *Extraneous activities by postmaster*—(a) *Advertising.* Postmasters shall not use their official signatures for advertising purposes, or stamp their own or any other advertisement upon mail matter passing through their offices.

(b) *Testimonials.* No postmaster or other postal officer or employee in his official capacity shall, without special authority from the Postmaster General, give any indorsement to a private enterprise or business institution; and no postmaster shall give official indorsements of patrons of his office, or testimonials, or guaranties as to their honesty, reliability, etc.

(c) *Lottery agent.* Postmasters and other employees in the Postal Service shall not act as agents for any lottery or send or deliver any mail matter relating thereto.

(d) *Other business at offices of fourth class.* Postmasters at post offices of the fourth class may transact other business in the same room in which the post office is located; but such business shall be kept separate and distinct from that of the post office.

§ 25.13 *Pension vouchers*—(a) *Administration of oath*—(1) *General.* All United States officers on March 1, 1889, authorized to administer oaths are hereby required and directed to administer any and all oaths required to be made by pensioners and their witnesses in the execution of their vouchers for their pensions free of charge. (25 Stat. 782; 38 U. S. C. 59)

NOTE: By the act of March 5, 1874 (18 Stat. 19), authority to administer certain oaths was given to "any officer, civil or military, holding a commission under the United States." All presidental postmasters hold commissions under the United States and are therefore included in paragraph 1 of this section.

(2) *By fourth-class postmasters.* * * * Fourth-class postmasters of the United States are hereby required, empowered, and authorized to administer any and all oaths required to be made by pensioners and their witnesses in the execution of their vouchers with like effect and force as officers having a seal; and such postmaster shall affix the stamp of his office to his signature to such vouchers, and he is authorized to charge and receive for each voucher not exceeding twenty-five cents, to be paid by the pensioner. (28 Stat. 499; 38 U. S. C. 60)

(3) *By rural carriers.* * * * Rural free delivery carriers of the United States are hereby required, empowered, and authorized to administer any and all oaths required to be made by pensioners and their witnesses in the execution of their vouchers, with like effect and force as officers having a seal, and they are authorized to charge and receive for each voucher not exceeding twenty-five cents, to be paid by the pensioner. (Sec. 2, 36 Stat. 843, 38 U. S. C. 61)

(b) *Definition of terms.* A pensioner within the meaning of said laws and as referred to throughout this section may be any person to whom pension is due and payable from the United States and who is required to execute and present a voucher for the payment thereof, whether such person be in fact a pensioner, the wife of a pensioner, the guardian of a pensioner or of his wife or minor children, or a payee of pension as reimbursement on account of expenses of last sickness and burial of a pensioner. The term "voucher" applies not only to the form commonly so designated but to any and all sworn statements required in connection with such form.

(c) *Fees for execution*—(1) *Charge of.* A fourth-class postmaster or rural carrier may demand and receive but one fee for each voucher as prescribed by the laws, whether the voucher should include one or several papers or involve the administration of an oath to one or several persons, but he is entitled to the fee if called upon to authenticate any one of the papers necessary to complete a voucher where the others are required to be or have been executed elsewhere; and he cannot refuse to authenticate a voucher or any paper necessary to its completion if the lawful fee be tendered. The laws do not empower postmasters or rural carriers to administer oaths in any other matters relating to pensions within the jurisdiction of the Administrator of Veterans' Affairs or any other Federal officer.

(d) *Form of oath.* Persons having religious scruples against taking an oath may affirm. No particular set of words need be employed in administering the oath or taking the affirmation. It will be sufficient, in substance, to charge the persons swearing or affirming: "You do solemnly swear (or affirm) that the statements contained in the voucher signed by you are to your knowledge true."

(e) *Exhibition of certificate.* In all cases where the voucher form calls for statements of possession and exhibition of the pension certificate, it must be exhibited to the postmaster or rural carrier at the execution of each and every voucher for the payment of any pension. When the certificate is lost or cannot for any other reason be exhibited, the voucher may be executed only upon the exhibition to the postmaster or rural carrier of a permit duly issued by the Administrator of Veterans' Affairs, and such permit must be securely attached to the voucher.

(f) *Title in signature.* Postmasters should add after their names, when signed to vouchers, the word "Postmaster." Rural carriers shall attach their signatures to vouchers written in the same manner as signed to their official bonds, adding thereafter the words "Rural Carrier No. —," the name of the post office and the State.

(g) *Limitations on who can execute.* Neither acting postmasters, assistant postmasters, temporary nor substitute rural carriers are qualified by paragraphs 1 and 2 of this section to authenticate pension vouchers. Vouchers authenticated by any such officials will not be accepted.

(h) *Stamp impression.* Postmasters and rural carriers shall place on each voucher in the place marked "L. S." a clear, distinct, and legible impression of the postmarking stamp, showing the date, name of the post office, and the State. Vouchers authenticated by postmasters and rural carriers without using a postmarking stamp or with unsatisfactory impressions of the postmarking stamp will not be accepted.

(i) *Penalty for false authentication.* To authenticate a voucher prior to the fourth day of the month in which the pension is payable and post-date the jurat to make it appear that the voucher was executed on any other than the actual date of execution; or to authenticate a voucher without the pensioner being present and duly sworn, or in the absence of witnesses where witnesses are required; or to willfully aid or assist in the making or in any wise procure the making or presentation of any false or fraudulent affidavit, declaration, certificate, voucher, or paper, or writing concerning any claim for pension, renders the offender liable to a fine not exceeding $500, or to imprisonment for a term of not more than three years.

NOTE: See 38 U. S. C. 126.

(j) *Inquiries concerning execution.* Inquiries concerning the execution of pension vouchers should be addressed to the Administrator of Veterans' Affairs, Washington, D. C. (25 Stat. 782, 28 Stat. 499, Sec. 2, 36 Stat. 843; 38 U. S. C. 59, 60, 61)

§ 25.14 *Postmasters to give personal attention to offices.* (a) Postmasters at offices of the first, second, and third classes must devote not less than 8 hours during the business portion of the day to the business of their offices. The fact that postmasters are available this number of hours is not sufficient but they should actually perform duties appropriate to their positions. They should not engage in any business or activity which in any way interferes with the proper discharge of their duties as postmasters and must not engage in any business which involves soliciting or canvassing of their patrons.

(b) At offices of the fourth class, postmasters shall personally make a daily check of the finances of the offices and see that all financial records are completed each day. Their hours of service should be during the usual business hours of the day and when the principal mail is received and dispatched.

NOTE: Detailed instructions concerning all the duties and methods of supervision by postmasters are not practicable herein, but good postal service and adequate protection of the revenues require that postmasters personally perform such duties as are outlined in chapter II of the Manual of Instructions for Postal Personnel.

§ 25.17 *Employment of clerks by postmasters at fourth-class offices.* The postmaster at an office of the fourth class may employ as clerks without expense to the department, in addition to the required assistant, such competent members of his family or other persons, whether of legal age or not, as he may desire to have assist him. All persons eligible and competent who are regularly employed or likely to be called upon to handle mail or perform other official work in such a post office shall take the oath of office (Form 9005), which oath shall be filed in the post office.

PART 26—LEASES, ALLOWANCES, AND SUPPLIES FOR POST OFFICES

Sec.
26.1 Allowances for rent, light, fuel, and water.
26.2 Leasing of premises.
26.3 Applications for canceling machines and allowances for purchase of other items.
26.4 Expenditures to be made only as authorized.
26.5 Applications for allowances for labor and service items.
26.6 No allowances for expenses in making payments or collections.
26.7 Requisitions for operating supplies.

AUTHORITY: §§ 26.1 to 26.7 (except for authority cited in text), issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 26.1 *Allowances for rent, light, fuel, and water*—(a) *Authorization.* Such amounts as may be necessary may be allowed by the Postmaster General at post offices of the first, second, and third classes for rent, light, and fuel.

(b) *Applications for.* Applications for allowances for rent, light, fuel, and water at offices of the first, second, and third classes shall be addressed to the Fourth Assistant Postmaster General, Division of Post Office Quarters. The amount needed for each item shall be specified.

(c) *Expenditures not to exceed amount authorized.* Expenditures for rent, light, fuel, and water shall not be made unless authorized; and the amount allowed for each item shall not be exceeded. Credit shall only be allowed for the amount actually disbursed, and vouchers therefor shall accompany the quarterly postal account. (See § 18.15.)

(d) *Subletting of space.* When the rental for an entire room or store for the use of the post office is paid by the Post Office Department, no portion thereof shall be sublet without the consent of the Fourth Assistant Postmaster General. If any such premises are sublet, the rental received therefor shall be accounted for as part of the revenues of the office. (See §§ 17.34 and 17.36.)

(e) *Allowances at fourth-class offices.* (1) After July 1, 1928, postmasters of the fourth class shall be paid as allowances for rent, fuel, light, and equipment an amount equal to 15 per centum of the compensation earned in each quarter, such allowances to be paid at the end of each quarter at the same time and in the same manner as their regular compensation. (45 Stat. 724; 39 U. S. C. 60a)

NOTE: See Public Law 271, 78th Congress (58 Stat. 130).

(2) Postmasters at offices of the fourth class shall be paid as an allowance for rent, fuel, light, and equipment an amount equal to 15 percent of the compensation actually allowable and payable for each quarter, as provided in the law of June 4, 1926.

§ 26.2 *Leasing of premises*—(a) *Authorization.* The Postmaster General may, in the disbursement of the appropriation for rent, light, and fuel for first-, second-, and third-class post offices, apply a part thereof to the purpose of leasing premises for the use of post offices of the first, second, and third classes at a reasonable annual rental, to be paid quarterly for a term not exceeding 20 years. (Sec. 1, 41 Stat. 578; 39 U. S. C. 11)

(b) *Monthly payment of rental.* The Postmaster General may make monthly payment of rental for post-office premises under lease. (43 Stat. 1105; 39 U. S. C. 12)

NOTE: Leases for quarters for the housing of Government-owned automobiles (garages) are limited to a term of not exceeding 10 years. (See act of February 14, 1923, 42 Stat. 1248, and succeeding appropriation acts.)

(c) *Without contract.* The Postmaster General in his discretion may rent quarters for postal purposes without entering into a formal written contract in any case where the amount of the rental does not exceed $1,000 per annum. (R. S. 3709, as amended; 39 U. S. C. 14)

(d) *Limitations.* No appropriation shall be obligated or expended for the rent of any building or part of a building to be occupied for Government purposes at a rental in excess of the per annum rate of 15 per centum of the fair market value of the rented premises at date of the lease under which the premises are to be occupied by the Government nor for alterations, improvements, and repairs of the rented premises in excess of 25 per centum of the amount of the rent for the first year of the rental term, or for the rental term if less than one year: *Provided*, That the provisions of this section shall not apply to leases made prior to June 30, 1932, except when renewals thereof are made after such date, * * *. *Provided further*, That the provisions of this section as applicable to rentals, shall apply only where the rental to be paid shall exceed $2,000 per annum. (Sec. 322, 47 Stat. 412, as amended; 40 U. S. C. 278a)

(e) *No rent to be paid when building unfit for use.* Whenever any building or part of a building under lease becomes unfit for use as a post office, no rent shall be paid until the same shall be put in a satisfactory condition by the owner thereof for occupation as a post office, or the lease may be canceled, at the option of the Postmaster General. (Sec. 1, 23 Stat. 386, as amended; 39 U. S. C. 10)

(f) *Requests for additional equipment.* Where under the terms of a lease for post-office quarters the lessor is required to provide equipment or to make repairs to building, fixtures, or equipment the postmaster shall submit to the Fourth Assistant Postmaster General, Division of Post Office Quarters, all requests for such equipment or repairs and shall not make demands direct upon the lessor.

(g) *Correspondence relative to leases.* All correspondence relative to the leasing of premises for post offices shall be addressed to the Fourth Assistant Postmaster General, Division of Post Office Quarters.

§ 26.3 *Applications for canceling machines and allowances for purchase of other items.* Applications for canceling machines at first- and second-class offices and allowances covering the purchase of miscellaneous items at such offices shall be addressed to the Fourth Assistant Postmaster General, Division of Equipment and Supplies. No supplies are to be purchased locally except in case of extreme emergency or where prior authority for such action has been received.

NOTE: There is no objection to postmasters procuring canceling machines at their own expense.

§ 26.4 *Expenditures to be made only as authorized.* Authorization for expenditures shall specify the allowance for each item and the period covered. Allowances may be made at an annual rate. Credit shall be allowed only for expenditures authorized and for the amount actually disbursed, and vouchers therefor shall accompany the quarterly postal account.

§ 26.5 *Applications for allowances for labor and service items.* Applications for allowances for labor incident to cleaning post office and station quarters, and for telephones, laundering towels, and other service items, shall be addressed to the First Assistant Postmaster General, Division of Post Office Service.

§ 26.6 *No allowances for expenses in making payments or collections.* No allowance shall be made to any postmaster for expenses incurred in paying authorized expenditures by money order, check, or otherwise, or in depositing or collecting moneys due the Post Office Department.

§ 26.7 *Requisitions for operating supplies*—(a) *Instructions.* Requisitions for operating supplies, including money-order forms and postal-savings certificates, shall be made on such forms and submitted in such manner as may be prescribed by the Fourth Assistant Postmaster General, Division of Equipment and Supplies, through the medium of the Official Postal Guide and through general orders issued from time to time.

(b) *Prohibition against placing devices in post offices for test.* Postmasters shall not permit any person or firm to leave or install in post offices or upon post-office premises, for test, approval, or otherwise, any machine, invention, or device, on any pretext whatsoever, without first obtaining specific written authority from the Department: *Provided*, That this provision shall not be construed as prohibiting a postmaster, unless he shall be otherwise directed by the Department, from utilizing in his office any typewriter, adding machine, or other office appliance or article purchased at his own expense.

PART 27—LETTER, CALL, AND LOCK BOXES, AND KEY DEPOSITS

LETTER, CALL, AND LOCK BOXES

Sec.
27.1 Letter drops at offices of third and fourth classes.
27.2 Furnishing of equipment.
27.3 Equipment purchase or replacement upon change of postmaster.
27.4 Key or automatic keyless boxes required.
27.5 Lock boxes provided by patrons.
27.6 Box-rent rates.
27.7 Rent of boxes.
27.8 Account for receipts from box rents.
27.9 Record of box holders.
27.10 Names of box holders not to be disclosed.

KEY DEPOSITS

Sec.
27.11 Box keys.
27.12 Key-deposit funds.

AUTHORITY: §§ 27.1 to 27.12 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

LETTER, CALL, AND LOCK BOXES

§ 27.1 *Letter drops at offices of third and fourth classes.* At third- and fourth-class post offices a slot shall be cut in the outer door of the post office for the deposit of mail. In the event the providing of a slot in the door is not feasible, a letter box shall be provided, so constructed that it will be accessible to the public at all hours, and the mail therein be properly protected.

§ 27.2 *Furnishing of equipment*—(a) *At offices of second and third classes.* At post offices of the second and third classes, where the equipment is not provided for by the Post Office Department, it shall be furnished by the postmaster.

(b) *At offices of fourth class.* Postmasters at offices of the fourth class shall furnish at their own expense such equipment as may be necessary to meet the public demands.

§ 27.3 *Equipment purchase or replacement upon change of postmaster.* Postmasters are not required to purchase the equipment or their predecessors. A retiring postmaster should not remove his equipment to the detriment of the public service, when such equipment is not purchased by his successor, until the latter has had a reasonable time in which to obtain and install other equipment. Where the equipment of a predecessor is used at offices of the second or third classes and is not included in a lease to the Post Office Department, and at offices of the fourth class, the postmaster shall pay from his personal funds a reasonable rental for such equipment, the amount to be agreed upon between the parties interested.

§ 27.4 *Key or automatic keyless boxes required.* Nonautomatic keyless boxes shall not be installed or used in a post office. Postmasters should provide lock boxes of the key or automatic keyless types.

§ 27.5 *Lock boxes provided by patrons*—(a) *Authorization.* Postmasters may allow box holders who desire to do so to provide lock boxes or drawers for their own use, at their own expense, which lock boxes or drawers, upon their erection in any post office, shall become the property of the United States, and be subject to the direction and control of the Post Office Department, and shall pay a rental at least equal to that of other boxes in the same office, or, if there be no other boxes in such office, of boxes in other offices of the same class, which rental shall be accounted for as other box rents. (See §§ 27.7 and 27.8 of this chapter.) (R. S. 4052; 39 U. S. C. 785)

(b) *Conditions.* The erection of lock boxes and drawers by the patrons of post offices shall be permitted only in cases where it will not result in damage to the other equipment or necessitate such a rearrangement thereof as to make the change detrimental to the service. Applications for authority to erect private boxes or drawers shall be submitted to the Third Assistant Postmaster General, Division of Finance.

(c) *Patrons not to be required to furnish own lock boxes.* Postmasters shall not require the patrons of the office to furnish their own lock boxes or drawers or to contribute in anywise, beyond the payment of the regular rental for the use of a box, toward the purchase or maintenance of an equipment of lock, call, or delivery boxes.

§ 27.6 *Box-rent rates*—(a) *Schedule.* Box rents shall be collected in accordance with the following schedule, no change in existing rates to be made by postmasters without authority from the Third Assistant Postmaster General, Division of Finance:

Gross receipts of post office	Rate per quarter						
	Call boxes		Lock boxes and drawers				
	No. 1	No. 2	No. 1	No. 2	No. 3	No. 4	No. 5
Less than $500	$0.10	$0.15	$0.20	$0.25	$0.35	$0.45	$0.60
$500 and less than $1,900	.15	.20	.25	.35	.45	.60	.75
$1,900 and less than $5,000	.20	.25	.35	.45	.60	.75	1.00
$5,000 and less than $10,000	.25	.35	.45	.60	.75	1.00	1.50
$10,000 and less than $40,000	.35	.45	.60	.75	1.00	1.50	2.00
$40,000 and less than $100,000	.45	.60	.75	1.00	1.50	2.00	3.00
$100,000 and less than $300,000	.60	.75	1.00	1.50	2.00	3.00	4.00
$300,000 and less than $1,000,000	.75	1.00	1.50	2.00	3.00	4.00	5.00
$1,000,000 and less than $5,000,000	1.00	1.50	2.00	3.00	4.00	5.00	6.00
$5,000,000 and less than $15,000,000	1.50	2.00	3.00	4.00	5.00	6.00	7.00
$15,000,000 and upward	2.00	3.00	4.00	5.00	6.00	7.00	8.00

No. 1. Less than 225 cubic inches in capacity.
No. 2. Capacity 225 cubic inches and less than 500 cubic inches.
No. 3. Capacity 500 cubic inches and less than 900 cubic inches.
No. 4. Capacity 900 cubic inches and less than 3,000 cubic inches.
No. 5. Capacity 3,000 cubic inches and upward.

(b) *Patrons not to be required to rent boxes.* Patrons shall not be required to rent either lock or call boxes or lock drawers.

§ 27.7 *Rent of boxes*—(a) *No service until rent paid.* No box at any post office shall be assigned to the use of any person until the rent thereof has been paid for at least one quarter in advance, for which the postmaster shall give a receipt. (R. S. 3901; 39 U. S. C. 279)

(b) *Rent collected quarterly.* Box rents shall be collected at the beginning of each quarter for the entire quarter, but no longer. Ten days before the last day of each quarter, postmasters shall place a notice in each rented box that the rent is due and payable on or before the last day of the quarter. If a box holder fails to renew his right to his box on or before the last day of a quarter the box shall then be closed and offered for rent, and the mail placed in the general delivery, unless deliverable by carrier. (See §§ 43.22 and 43.23.)

(c) *Payment of rent by Federal Government agencies.* Agencies of the Federal Government through their proper officers shall be permitted to pay the rental on post office boxes for not more than one full fiscal year in advance, or for the remaining one, two, or three quarters of such fiscal year. Box rentals accepted in advance under the foregoing provisions shall be placed with other trust funds and shall be withdrawn therefrom and placed with other box rent receipts at the beginning of the quarter to which applicable. In the case of boxes rented to agencies of the Federal Government and paid for in advance, postmasters shall give notice fifteen days in advance of the expiration of the period for which rental has been paid. If a Government agency surrenders a box, any advance rental fees on hand shall be refunded upon presentation of receipt by proper official.

(d) *When box rented after beginning of quarter.* When a box is rented after the beginning of the quarter the rent to be collected shall be computed by multiplying the number of days remaining in the quarter, including the day on which the box is rented, by the rate and dividing the product by the total number of days in the quarter. A box taken or in use at the beginning of a quarter shall not be rented for a shorter period than one quarter. When a box is surrendered during a quarter no portion of the rental shall be returned, and such box shall not be rerented until the beginning of the following quarter. Boxes shall not be assigned or transferred to others by box holders.

(e) *Removal or change of box equipment.* When boxes are removed during a quarter, and no others substituted in their places, a pro rata amount of the rent paid shall be refunded. When box equipments are changed during a quarter or the equipment is destroyed, boxes bearing the same numbers, if possible, in the new outfit shall be assigned to box holders without payment of additional rental.

(f) *Boxes out of order.* Lock boxes which cannot be properly locked shall not be rented until repaired; and when a box gets out of repair another one shall be assigned in lieu thereof.

(g) *When rented to minors.* Boxes shall not be rented to minors or persons of unsound mind when their parents or guardians, properly entitled to control their mail, object thereto.

(h) *Not rented for improper purposes.* A box shall not be rented to any person whom the postmaster has good reason to believe will use it for the purpose of deception, for immoral or improper purposes (see § 36.2), or for the conduct of a fraudulent or lottery business (see §§ 36.1 and 36.6). When it is found that a box is being used for any of these purposes, or that the safety of the mail is endan-

gered by its continued use, the postmaster shall report the facts to the department, which reserves the right to close such box and not refund any portion of the rent paid therefor.

(i) *Not rerented to persons who misuse.* Boxes shall not be rerented to persons who do not take proper care thereof or who disregard the rules concerning their use. (R. S. 3901; 39 U. S. C. 279)

§ 27.8 *Account for receipts from box rents*—(a) *At all offices.* Postmasters at all offices, including those where the box equipment is furnished by the postmaster, shall enter in their quarterly accounts the amount of all rents collected for boxes assigned for that quarter as part of the receipts of the office, and in case of retirement from office during a quarter the amount of all box rents collected shall be reported.

(b) *Debit in account of rental quarter.* Box rents shall be debited in the account covering the quarter to which the rental applies, irrespective of the date of collection.

§ 27.9 *Record of box holders*—(a) *How kept.* Postmasters shall keep in their offices and deliver to their successors a list of box holders, with the number of the box assigned to each, the time during which it has been used, the payments therefor, and the quarter for which rent is prepaid.

(b) *Forms.* This record shall be kept at offices of the first, second, and third classes as indicated in the "Box and key register," and at offices of the fourth class in cashbook 1550 C/F. The stubs of box-rent receipts shall be preserved at all offices.

(c) *When not furnished to postmaster by predecessor.* When no record is turned over to a postmaster by his predecessor, he shall require box holders to produce receipts or other satisfactory evidence of payment of rent, and allow the use of the boxes for the remainder of the period for which payment has been made.

§ 27.10 *Names of box holders not to be disclosed.* Postmasters shall not disclose the names of box holders to any person other than the clerks of their respective post offices and post-office inspectors.

KEY DEPOSITS

§ 27.11 *Box keys*—(a) *Deposits for.* (1) Postmasters at post offices located in Federal buildings, and in premises leased by the Government where equipment is furnished by the lessor, and in buildings where lock box equipment is furnished by the Department, shall collect a deposit of 22 cents for each key issued to a renter of a lock box or drawer unless otherwise instructed by the Third Assistant Postmaster General.

(2) When specially authorized by the Third Assistant Postmaster General, other postmasters than those at offices named in the preceding paragraph may also collect deposits to secure the return of keys.

(b) *Return of.* Renters of lock boxes and drawers to whom keys are issued shall be required to return them, whether a deposit has been made therefor or not, whenever the box or drawer is surrendered.

(c) *Only regular type to be used.* Postmasters shall not permit renters of lock boxes and drawers to use any keys except those regularly issued though the post office.

§ 27.12 *Key-deposit funds*—(a) *Liability for.* Postmasters shall be held responsible under their official bonds for the safe-keeping of, and due accounting for, all moneys received as deposits for keys.

(b) *Use of.* Key-deposit funds are trust funds and shall be held for the redemption of outstanding keys. When forfeited such funds may be used, after permission has been secured from the Third Assistant Postmaster General, to replace keys that have been lost or illegally withheld.

(c) *Payments from.* No postmaster shall be permitted to expend from the key funds of his post office any amount in payment of bills demanded for keys unless such bills contain an itemized statement showing the number and kind of keys furnished for which payment is demanded.

Subchapter D—Domestic Mail Matter

PART 34—CLASSIFICATION AND RATES OF POSTAGE

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AUTHORITY: §§ 34.1 to 34.95 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

GENERAL PROVISIONS

§ 34.1 *Classification of mail matter.* Mailable matter shall be divided into four classes:

First, written matter;

Second, periodical publications;

Third, miscellaneous printed matter and other mailable matter [not exceeding eight ounces] not in the first, second, or fourth classes;

Fourth, merchandise and other mailable matter weighing * * * [more] than eight ounces and not in any other class. (Sec. 7, 20 Stat. 358, as amended; 39 U. S. C. 221)

§ 34.2 *Domestic rates and conditions*—(a) *Where applicable.* The domestic rates of postage and conditions shall apply to mail addressed for local delivery, or for transmission from one place to another within the United States, or to or from or between the possessions of the United States, and to that for transmission to or from the United States or its possessions and officers or members of crews of United States naval vessels; and to any other places where the United States Mail Service may be in operation, including bases in foreign countries and other places outside the continental United States served by Navy or Army post offices.

(b) *Definitions.* The term "United States" shall include Alaska and Hawaii. The term "possessions of the United States" shall include Puerto Rico, the Virgin Islands of the United States, Guam, Tutuila and Manua Islands of the Samoan group east of longitude 171° (west of Greenwich), and the Canal Zone.

NOTE: The islands in the Bay of Panama named Perico, Naos, Culebra, and Flamenco are embraced in the term "Canal Zone." The Virgin Islands of the United States embrace St. Thomas, St. John, St. Croix, and adjacent islands, formerly known as the Danish West Indies.

§ 34.3 *Prepayment of postage required.* Postage on all mail matter must be prepaid by stamps at the time of mailing, unless [herein] otherwise provided for * * * (R. S. 3896; 39 U. S. C. 271)

§ 34.4 *Double postage, when charged.* If any mail matter, on which by law the postage is required to be prepaid at the mailing office, shall by inadvertence reach its destination without any prepayment, double the prepaid rates shall be charged and collected on delivery. (R. S. 3898; 39 U. S. C. 274)

MATTER OF THE FIRST CLASS; DESCRIPTION

§ 34.5 *First-class matter.* (a) Mailable matter of the first class shall embrace letters, postal cards, and all matters wholly or partly in writing, except as [hereinafter] provided * * *. (Sec. 8, 20 Stat. 358; 39 U. S. C. 222)

(b) Typewriting shall continue to be classed as handwriting as provided by this chapter. (See § 34.69.) (Sec. 1, 46 Stat. 526; 39 U. S. C. 221a)

(c) All matter sealed or otherwise closed against inspection shall be treated as first-class matter. (See § 35.6.)

(d) Bills or statements of account produced by any photographic or mechanical process when mailed in quantities of less than 20 identical pieces shall be treated as first-class matter. (See § 34.65.)

§ 34.6 *Postal cards*—(a) *Additions permitted.* Postal cards issued by the Post Office Department may bear written, printed, or other additions as follows:

(1) The face of the card may be divided by a vertical line placed approximately one-third of the distance from the left end of the card; the space to the left of the line to be used for a message, etc., but the space to the right for the address only.

(2) Addresses upon postal cards may be either written, printed, or affixed thereto, at the option of the sender. (Sec. 15, 19 Stat. 82; 39 U. S. C. 248)

(3) Very thin sheets of paper may be attached to the card on condition that they completely adhere thereto.

(4) Advertisements, illustrations, or writing may appear on the back of the card and on the left third of the face.

(b) *No unauthorized additions.* A postal card bearing additional matter other than as above authorized shall not be accepted for mailing as a postal card.

§ 34.7 *Private mailing cards ("post cards")*—(a) *Authorization.* It shall be lawful to transmit by mail, at the postage rate of 1 cent apiece, payable by stamps to be affixed by the sender, and under such regulations as the Postmaster General may prescribe, written messages on private mailing cards, such cards to be sent openly in the mails, to be no larger than the size fixed by the convention of the Universal Postal Union, and to be approximately of the same form, quality, and weight as the stamped postal card in general use in the United States * * * (30 Stat. 419, as amended; 39 U. S. C. 281)

(b) *Specifications.* Private mailing cards ("post cards") in the domestic mails shall conform to the following conditions:

(1) A "post card" shall be an unfolded piece of cardboard not exceeding approximately $3\frac{9}{16}$ by $5\frac{9}{16}$ inches nor less than $2\frac{3}{4}$ by 4 inches.

(2) It shall in form and in the quality and weight of paper be substantially like the Government postal card.

(3) It may be of any color not interfering with a legible address and postmark.

(4) It may or may not, at the option of the sender, bear near the top of the face the words "Post Card."

(5) The face of the card may be divided by a vertical line; the left half to be used for a message, etc., but that to the right for the address only.

(6) Very thin sheets of paper may be attached to the card, and then only on condition that they completely adhere thereto.

(7) Advertisements and illustrations may appear on the back of the card and on the left half of the face.

(c) *Place for stamp and address.* Post cards should bear in the upper right corner of the face an oblong diagram containing the words "Place postage stamp here" and at the bottom of the space to the right of the vertical dividing line the words "This space for the address."

(d) *Double or reply post cards*—(1) *Postage rate.* Double or reply post cards, each portion of which conforms in size, quality, etc., to the foregoing conditions, when sent for bona fide reply purposes only, are subject to 1 cent postage, to be prepaid on the initial portion. The reply half, when detached and mailed, is also subject to 1 cent postage. The postage

on the reply half need not be affixed thereto until it is detached from the initial half and mailed for return.

(2) *Directions for use.* If the initial half is not detached when the reply half is mailed for return, the card is subject to the letter rates of postage if wholly or partly in writing or bearing the words "Post Card," "Private Mailing Card," or similar words. Double cards must be so prepared that the address on the reply portion is on the inside when the double card is mailed. When both the original address of the double card and the address on the reply half are exposed it causes confusion in the mails and such folded cards are not mailable unless inclosed in envelopes or wrappers. The reply half may be prepared in the form of a business reply card. Double cards used primarily to send statements of account or similar matter are not acceptable at the 1-cent post-card rate, but are subject to postage at the letter rates.

(e) *Rates of postage on cards which do not conform.* Cards which do not conform to the prescribed conditions shall, if they bear a message wholly or partly in writing, or if they bear the words "Post Card" or "Private Mailing Card," be charged with postage at the letter rate. If they do not bear the words "Post Card" or "Private Mailing Card" and are entirely in print, they shall be charged with postage at the third-class rate.

(f) *Bearing particles of glass, sand, tinsel, and similar substances.* Cards bearing particles of glass, metal, mica, sand, tinsel, or other similar substances shall not be accepted for mailing, except when inclosed in envelopes tightly sealed to prevent the escape of such particles, or when treated in such manner as will prevent the objectionable substances from being rubbed off or injuring persons handling the mails.

(g) *Inclosed in envelopes.* Cards mailed under cover of sealed envelopes (transparent or otherwise) shall be charged with postage at the first-class rate, and, if in unsealed envelopes, according to the character of the message. The postage stamps shall be affixed to the envelopes covering the cards. Stamps affixed to matter inclosed in envelopes shall not be recognized in payment of postage thereon.

RATES OF POSTAGE

§ 34.8 *Rates of postage on first-class matter*—(a) *Exception for drop letters.* The rate of postage on all mail matter of the first class (except postal cards and private mailing or post cards) shall be 3 cents for each ounce or fraction thereof: *Provided,* That drop letters shall be charged at the rate of 1 cent for each ounce or fraction thereof when mailed for local delivery at post offices where free delivery by carrier is not established, and when they are not collected or delivered by rural or star-route carriers. * * * (Sec. 9, 20 Stat. 358, as amended; 39 U. S. C., 280)

(b) *Letters for delivery by rural or star-route carriers.* Postage on first-class matter deposited at a post office for local delivery to patrons thereof by rural or star-route carriers and on that deposited by such patrons in rural or star-route boxes for local delivery to other patrons of the same post office, including those served by rural or star-route carriers, shall be charged at the rate of 3 cents for each ounce or fraction thereof.

(c) *Letters sent in bulk to another post office.* Letters, bills, statements, etc., prepared at a central office of a concern rendering service at some other place, presented for local delivery at the post office of such latter place, shall be accepted at the 1-cent or 3-cent drop letter rate; whichever is applicable for local matter at the particular post office. The stamps used in the payment of postage on such matter or others in lieu thereof should be purchased at the post office where the matter is deposited for mailing. (See § 91.1.)

NOTE: A drop letter is one addressed for delivery from the office at which it is posted.

§ 34.9 *Business reply cards and envelopes*—(a) *Authorization.* Under such regulations as the Postmaster General may prescribe, it shall be lawful to accept for transmission in the mails without prepayment of postage business reply cards and letters in business reply envelopes, which have been sent out in the quantity and under the conditions he may establish, postage thereon at the regular rate, together with an additional postage charge of not more than 2 cents on each such card and letter, to be collected on delivery. (Sec. 2, 45 Stat. 940; 39 U. S. C. 303)

(b) *Rates of postage.* The postage on business reply cards when collected on delivery as provided in this section shall be 2 cents each, and the postage on letters in business reply envelopes shall be the regular first-class rate plus 1 cent additional for each letter. When such cards and envelopes are prepared for return by air mail, the regular air mail rate plus 1 cent additional shall be collected on delivery.

(c) *Application for permit.* Persons desiring to send out or distribute business reply cards and envelopes for return under this section shall make application therefor on Form 3614 to the postmaster at the office to which the cards or envelopes are to be returned, who, except as otherwise instructed, shall transmit it to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, and await the receipt of a permit and instructions as to procedure. No fee is required to accompany such application.

(d) *Specifications.* Business reply cards shall conform in size, form, and quality of paper stock to the conditions prescribed in § 34.7 (b) for private mailing or post cards. Such cards and also business reply envelopes, which must be furnished by the user without cost to the Department, shall bear on the address side in the manner prescribed in the permit the printed name and address of the person or concern to whom they are to be returned, together with the permit number and such other information as may be required.

(e) *Treatment at office where mailed for return.* Business reply cards and envelopes deposited in the mails at any post office for return to the person or concern who sent them out under the provisions of this section shall be postmarked and promptly dispatched in accordance with the address thereon.

(f) *Collection of postage at office to which returned.* When business reply cards an denvelopes are returned to the office of origin, they shall be delivered to the person for whom they are intended upon payment of the postage chargeable thereon as prescribed in paragraph (b) of this section. Postage-due stamps representing the amount collected on the cards and envelopes so returned and delivered shall be affixed to one or more of the cards or envelopes or to a piece of paper attached thereto and canceled, stamps of the highest denominations available being used for such purpose.

(g) *Quantity and manner.* Business reply cards and envelopes may be distributed in any quantity and in any manner desired except for the purpose of locating delinquent debtors.

(h) *Various forms of.* The cards may be prepared either as reply portions of double post cards or folded cards or may be enclosed with other matter, as also may the envelopes.

(i) *Domestic use only.* Business reply cards and envelopes will be accepted for return mailing at all post offices in the United States and its possessions, except the Canal Zone. They should not be sent to any foreign countries, including Canada, Cuba, Mexico, and the Republic of Panama, as they cannot be returned from any foreign country without prepayment of postage.

(j) *Specifications and conditions.* Business reply cards must conform to the conditions prescribed for post cards or private mailing cards, and, therefore, may not be smaller than 2¾ inches by 4 inches (a size somewhat larger is preferable) nor larger than approximately 3Ⅿ inches by 5Ⅿ inches. They may be printed in two or more colors. The law authorizing the use of business reply cards and envelopes does not contemplate that they shall be attached to parcels of merchandise or other matter either for the purposes of carrying messages or merely as address tags or labels without prepayment of postage. They may be used to transmit communications only, as that term is commonly understood. Business reply cards or envelopes may not be used to return parcels of merchandise or other articles without prepayment of the required postage on both the cards (or envelopes) and the parcels.

(k) *Labels.* Business reply labels may be printed in newspapers, etc., to be cut out and affixed to plain envelopes, or to cards conforming to the foregoing conditions. The prescribed business reply indicia may also be printed on gummed labels for use in the same manner.

(l) *Printed form of address side.* The address side of such cards, envelopes, and labels shall be printed in one of the forms shown below and include the name and complete address of the person or concern to whom they are to be returned, the permit number, the name of the post office issuing the permit, and the other prescribed indicia. When Form B is used the name of the permit holder may be inserted if desired after the words "Postage will be paid by." A space of at least 1⅛ inches shall be left for postmarking at the top of the card or envelope. No

extraneous matter may appear on the address side. However, when Form A is used, the word "From" together with blank lines for the insertion of the name and address of the sender, may be placed in the upper left corner of the address side, but such lines should not extend into the space within 3½ inches from the right end, which must be reserved for the postmark and indicia.

(m) *Small boxes or cartons.* Small boxes or cartons may be distributed by opticians, dental laboratories, and others to their customers for use in returning eyeglasses or spectacles, dentures, etc., for repair or replacement. The boxes and cartons in such cases will bear the inscription, "Business reply box" and "First-class mail," but otherwise will bear the same indicia as those prescribed for business reply cards and envelopes.

(n) *Collection of postage; handling.* Postmasters must see that the proper postage is collected on all business reply cards and envelopes before delivering them to the addressees. Such cards or letters must not be placed in direct packages or sacks made up for individuals or concerns.

(o) *Permits to distribute.* Permits to distribute business reply cards and envelopes are issued with the understanding that the permit holder guarantees to pay the postage on all that are returned.

(p) *Distribution for return to branches or agencies elsewhere.* (1) When large concerns having branches or dealers throughout the country desire to distribute business reply cards and envelopes from their main office to be returned to such dealers or branches, the distribution may be made under permits obtained at each of the offices to which the cards or envelopes are to be returned, or under one permit issued at the post office where the main office is located.

(2) When the distribution is made under a permit issued at the post office where the main office of the person or concern is located, it shall be with the understanding that the person or concern distributing the cards or envelopes guarantees that the postage will be paid on all such cards or envelopes returned in the event any of the branches or agents refuse to accept delivery and pay the postage due thereon.

(3) Postmasters shall promptly report to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, any refusal to pay the postage due by any person or concern to whom such business reply cards or envelopes are addressed, giving the permit number.

(q) *Return by air mail.* (1) Business reply cards and envelopes may be prepared for return via air mail, the regular air-mail rate (see §§ 34.86 to 34.88) plus 1 cent additional to be collected upon delivery.

(2) Such cards and envelopes must bear, in addition to the prescribed indicia, the words "Via air mail," which should be printed in bold letters on the right portion of the address side above the name of the addressee and adjacent to the heavy short lines along the right edge of the address side. The form of business reply card or envelope (Form A) which includes the amount of postage to be collected, should be used and the proper amount at the air-mail rate plus 1 cent should be shown, as, for example:

7c.—POSTAGE WILL BE PAID BY—

(3) In order that business reply cards and envelopes intended for return by air mail may be readily identified, the red and blue parallelograms forming a part of the distinctive design, which has been approved for air-mail envelopes, should be placed around the edges of cards and envelopes. Assurance cannot be given that business reply cards and envelopes will receive air-mail treatment unless they are of the distinctive air-mail design, thus enabling them to be readily identified.

§ 34.11 *Rate of postage on postal cards and post cards.* The rate of postage on postal cards (including the cost of manufacture) and private mailing or post cards (conforming to the condition prescribed by * * * [§ 34.7 (a)]) shall be 1 cent each. (Sec. 9, 20 Stat. 358, as amended; 39 U. S. C., 1946, Sup., 280)

§ 34.12 *Insufficiently prepaid first-class matter.* All mail matter of the first class upon which one full rate of postage has been prepaid shall be forwarded to its destination, charged with the unpaid rate, to be collected on delivery; * * *. If the postage is short paid one rate, the additional charge shall be * * * (3) cents, or the deficient postage. If it is short more than one rate, the deficient postage and an additional charge of 1 cent for each [short-paid] ounce or fraction thereof shall be collected. (Sec. 26, 20 Stat. 361, as amended; 39 U. S. C. 275)

§ 34.13 *Insufficiently prepaid drop letters.* In adjoining cities and in those adjacent districts of dense population having two or more post offices within a distance of three miles of each other, any letter mailed at one of such cities and/or offices and addressed to an adjoining city or to a locality within the delivery of another of such offices, which shall have been inadvertently prepaid at the drop or local letter rate of postage only, may be forwarded to its destination through the proper office, charged with the amount of the deficient postage, to be collected on delivery. (R. S. 3937, as amended; 39 U. S. C. 407)

§ 34.14 *Letters of soldiers, sailors, and marines*—(a) *Transmission of unpaid.* * * * The Postmaster General may * * * provide, by regulation, for transmitting unpaid and duly certified letters of soldiers, sailors, and marines in the service of the United States to their destination, to be paid on delivery. (Sec. 9, 20 Stat. 358, as amended; 39 U. S. C. 280)

(b) *How marked.* Letters sent by soldiers, sailors, and marines in the United States service, located in the United States or any of its possessions or other places where the United States domestic mail service is in operation, addressed to places in the United States or any of its possessions, when indorsed "Soldier's letter," "Sailor's letter," or "Marine's letter," and signed thereunder either with facsimile hand stamp or in writing, with his official designation, by a field or staff officer, post or detachment commander, to whose command the soldier belongs, or by a surgeon or chaplain at a hospital where he may be; and in the Navy and Marine service by any commissioned officer attached to the vessel or officer commanding a hospital or detachment ashore, may be dispatched to destination without prepayment of postage, and only the single rate of postage shall be collected on delivery.

(c) *Free-mailing privilege for U. S. Public Health officers.* Under the provisions of section 212 of Public Law 410, approved July 1, 1944, commissioned officers of the United States Public Health Service while (1) in active service in time of war, (2) in active service performed while detailed for duty in the Army, Navy, or Coast Guard, (3) in active service outside the continental limits of the United States, or in Alaska, in time of war, or (4) in active service performed while the Service is part of the military forces of the United States pursuant to Executive order of the President, shall be entitled to the free-mailing privilege as provided by law in the case of commissioned officers of the Army.

(d) *Questions about privilege.* Should question arise as to the application of this free-mailing privilege in any instance, the facts should be reported to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, for instructions.

§ 34.15 *Free mailing of absentee ballots for armed forces*—(a) *Application cards.* (1) In order to afford an opportunity for persons to whom 50 U. S. C. ch. 14, subchapter II, is applicable to vote for Federal, State, and local officials and to utilize State absentee balloting procedures to the greatest extent possible, the Secretary of the Army, the Secretary of the Navy, the Secretary of the Treasury, and the Administrator of the War Shipping Administration, as may be appropriate, shall cause to be printed an adequate number of post cards for use in accordance with the provisions of this title and shall, wherever practicable and compatible with military or merchant-marine operations, cause such post cards to be made available to each person absent from the place of his residence and serving in the armed forces of the United States or in the merchant marine of the United States, or who is a civilian outside the United States officially attached to and serving with the armed forces of the United States, for use for any general election at which electors for President and Vice President or Senators and Representatives in Congress are to be voted for, such cards to be made available outside of the United States not later than August 15 prior to the election, and within the United States not later than September 15 prior to the election. The post cards referred to shall also, wherever practicable and compatible with military or merchant-marine operations, be made available to such persons at appropriate times for use in general elections other than those referred to above and in primary and special elections. (Sec. 209 (a), 60 Stat 99, as amended, 50 U. S. C. 329)

(2) In lieu of and interchangeably with the post cards referred to the Secretaries of the Army, Navy, and Treasury and the

Administrator of the War Shipping Administration may continue to make available, and the persons to whom this title is applicable may continue to use, post cards provided under 50 U. S. C. 323 prior to its amendment until the existing supply thereof is exhausted. (Sec. 209 (d), 60 Stat. 101 as amended, 50 U. S. C. 329)

(b) *Free mailing of balloting material.* Official post cards, ballots, voting instructions, and envelopes referred to in this act, whether transmitted individually or in bulk, shall be free of postage, including air-mail postage, in the United States mails: *Provided*, That in order to be entitled to free air-mail postage under this act, a State balloting unit, composed of ballot, voting instructions, and envelope or envelopes, must not exceed in weight the total of one ounce. (Sec. 402, 60 Stat. 102; 50 U. S. C. 352)

(c) *How marked.* (1) * * * so that the envelope in which the ballot is sent to a person to whom this title is applicable, and the envelope supplied for the return of the ballot, may be identified by the Post Office Department and other authorities as carrying an election ballot, * * * there [shall] be printed across the face of each such envelope two parallel horizontal red bars, each one-quarter inch wide, extending from one side of the envelope to the other side, with an intervening space of one-quarter inch, the top bar to be one-and-one-quarter inches from the top of the envelope, and with the words "Official Election Balloting Material—Via Air Mail," or similar language as prescribed in State law, between the bars; * * * there [shall] be printed in the upper right corner of each such envelope, in a box, the words, "Free of U. S. Postage, Including Air Mail"; and * * * all printing on the face of each such envelope [shall] be in red. * * * also * * * there [shall] be printed in red in the upper left corner of each State ballot envelope an appropriate inscription or blanks for return address of sender (State or local election officials, or voter, as the case may be). (Sec. 204 (a), 60 Stat. 97, 50 U. S. C. 324)

(2) Upon the * * * [address] side of the post card shall be printed in red the following:

Name and complete military, naval, or merchant marine address

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Free of U. S. Postage including air mail

OFFICIAL ELECTION BALLOTING MATERIAL—
VIA AIR MAIL

Secretary of State of _____
(Home State)

_____
(Capital city of home State)

_____
(Home State)

(Sec. 209 (c), 60 Stat. 100; 50 U. S. C. 329c)

(d) *Movement to be expedited.* The Secretary of the Army, the Secretary of the Navy, the Secretary of the Treasury, the Postmaster General, the Administrator of the War Shipping Administration and other appropriate authorities shall, so far as practicable and compatible with military or merchant-marine operations, take all reasonable measures to facilitate transmission, delivery, and return of post cards, ballots, envelopes, and instructions for voting procedure, mailed to and by persons to whom this title is applicable pursuant to the laws of the several States, whether transmitted by air or by regular mail. Ballots executed outside the United States shall be returned by air, whenever practicable and compatible with military or merchant-marine operations. (Sec. 210 (b), 60 Stat. 101, as amended; 50 U. S. C. 330b)

NOTE: The Department of War was designated the Department of the Army, and the title "Secretary of War" was changed to "Secretary of the Army" by sec. 205 (a) of Public Law 253, approved July 26, 1947; which law also established the Office of Secretary of Defense, the Department of the Air Force, and the Office of Secretary of the Air Force.

§ 34.16 *Double postage on ship letters*—(a) *Authorization.* All letters conveyed by vessels not regularly employed in carrying the mail shall, if for delivery within the United States, be charged with double postage, to cover the fee paid to the vessel. (R. S. 3913; 39 U. S. C 298)

(b) *Rates of postage.* Ship letters shall be charged double rate of postage, to be collected at the office of delivery; but no additional charge shall be made on any such letter which has been prepaid by United States stamps at double the rate of postage.

(c) *If water route wholly a post road, or otherwise.* Letters and packages carried in a private ship or vessel from one port to another in the United States, if the whole of the water be a post road by law, shall be charged only with single postage. If only a part of the voyage be over water declared to be a post road, such letters and packages shall be charged with double the rate of postage. (See § 90.1)

(d) *Printed matter.* Printed matter delivered to a post office by the master of a vessel arriving from a foreign port and not regularly engaged in carrying the mail, which is wholly unpaid, shall be charged with double the third-class rate of domestic postage, to be collected on delivery, and dispatched to its destination.

§ 34.17 *Weather Bureau reports.* Weather Bureau reports shall be treated as letter mail, whether sent by officers of the service under penalty envelopes or by private persons and prepaid by stamps.

§ 34.18 *Mutilated money.* Mutilated coin and paper currency belonging to individuals shall not be transmitted to the Treasurer of the United States for redemption except as mail matter of the first class, upon which the regular postage shall be prepaid.

MATTER OF THE SECOND CLASS; GENERAL DESCRIPTION

§ 34.19 *Second-class matter; definition.* Mailable matter of the second class shall embrace all newspapers and other periodical publications which are issued at stated intervals, and as frequently as four times a year and are within the conditions named in §§ 34.20 and 34.58. (Sec. 10, 20 Stat. 359; 39 U. S. C. 224)

§ 34.20 *Conditions for admission as second-class matter.* Except as otherwise provided by law, the conditions upon which a publication shall be admitted to the second class are as follows:

First. It must regularly be issued at stated intervals, as frequently as four times a year, and bear a date of issue, and be numbered consecutively.

Second. It must be issued from a known office of publication.

Third. It must be formed of printed paper sheets, without board, cloth, leather, or other substantial binding, such as distinguish printed books for preservation from periodical publications: *Provided*, That publications produced by the stencil, mimeograph, or hectograph process or in imitation of typewriting shall not be regarded as printed within the meaning of this clause.

Fourth. It must be originated and published for the dissemination of information of a public character, or devoted to literature, the sciences, arts, or some special industry, and having a legitimate list of subscribers. Nothing herein contained shall be so construed as to admit to the second-class rate regular publications designed primarily for advertising purposes, or for free circulation, or for circulation at nominal rates. (Sec. 14, 20 Stat. 359, as amended; 39 U. S. C. 226)

§ 34.21 *Periodical publications of societies and institutions; admission as second-class matter.* All periodical publications issued from a known place of publication at stated intervals, and as frequently as four times a year, by or under the auspices of a benevolent or

fraternal society or order organized under the lodge system and having a bona fide membership of not less than one thousand persons, or by a regularly incorporated institution of learning, or by a regularly established State institution of learning supported in whole or in part by public taxation, or by or under the auspices of a trades union, and all publications of strictly professional, literary, historical, or scientific societies, including the bulletins issued by State boards of health, by State conservation and fish and game agencies or departments, and by State boards or departments of public charities and corrections, shall be admitted to the mails as second-class matter, and the postage thereon shall be the same as on other second-class matter; and such periodical publications, issued by or under the auspices of benevolent or fraternal societies or orders or trades-unions, or by strictly professional, literary, historical, or scientific societies, shall have the right to carry advertising matter, whether such matter pertains to such benevolent or fraternal societies or orders, trades-unions, strictly professional, literary, historical, or scientific societies, or to other persons, institutions, or concerns; but such periodical publications, hereby permitted to carry advertising matter, must not be designed or published primarily for advertising purposes, and shall be originated and published to further the objects and purposes of such benevolent or fraternal societies or orders, trades-unions, or other societies, respectively; and all such periodicals shall be formed of printed paper sheets, without board, cloth, leather, or other substantial binding, such as distinguish printed books for preservation from periodical publications. The circulation through the mails of periodical publications issued by, or under the auspices of, benevolent or fraternal societies or orders, or trades-unions, or by strictly professional, literary, historical, or scientific societies, as second-class mail matter, shall be limited to copies mailed to such members as pay therefor, either as a part of their dues or assessments, or otherwise, not less than fifty per centum of the regular subscription price; to other bona fide subscribers; to exchanges, and ten per centum of such circulation as sample copies. When such members pay therefor as a part of their dues or assessments, individual subscriptions or receipts shall not be required. The office of publication of any such periodical publication shall be fixed by the association or body by which it is published, or by its executive board, and such publication shall be printed at such place and entered at the nearest post office thereto. (Sec. 1, 37 Stat. 550, as amended; 39 U. S. C. 229)

NOTE: Under this law a publication is not required to have subscribers, except in the case of publications of the societies, orders, or trades-unions, included therein, which carry advertisements in the interest of other persons or concerns than such societies, orders, or unions. The circulation through the mails at the pound rates of postage of publications of the societies, orders, or trades-unions referred to, whose members do not pay therefor, the publications being for free circulation, is restricted to the membership and to exchanges. Publications of such societies, orders, or trades-unions, not meeting the requirements of the proviso placing a limitation on circulation, and publications of institutions of learning, State boards of health, State conservation and fish and game agencies or departments, and State boards or departments of public charities and corrections, carrying advertisements, including the name of the printer, pertaining to other persons or concerns than such societies, orders, or trades-unions, institutions of learning, or State boards, agencies, or departments are not entitled to the privileges of the law.

See § 34.29 as to applications for entry; § 34.36 as to penalty for submitting false evidence to secure second-class entry.

§ 34.22 *Periodicals of State departments of agriculture.* All periodical publications issued from a known place of publication at stated intervals as frequently as four times a year by State departments of agriculture shall be admitted to the mails as second-class mail matter: *Provided,* That such matter shall be published only for the purpose of furthering the objects of such departments: *And provided further,* That such publications shall not contain any advertising matter of any kind. (31 Stat. 660; 39 U. S. C. 230)

§ 34.23 *Foreign periodicals.* Foreign newspapers and other periodicals of the same general character as those admitted to the second class in the United States may, under the direction of the Postmaster General, on application of the publishers thereof or their agents, be transmitted through the mails at the same rates as if published in the United States. Nothing herein contained shall be so construed as to allow the transmission through the mails of any publication which violates any copyright granted by the United States. (Sec. 15, 20 Stat. 359; 39 U. S. C. 227)

GENERAL PROVISIONS AS TO ADMISSION OF PUBLICATIONS AS SECOND-CLASS MATTER

§ 34.24 *Regularity of issue*—(a) *Requirement.* A publication shall be regularly issued at stated intervals to maintain its second-class status. (See §§ 34.19 to 34.22.) When an issue is omitted for unavoidable cause, the first succeeding issue shall bear only the serial number following consecutively that of the last preceding issue, and shall not bear a double number.

(b) *Suspension of school publications during vacation.* Publications of colleges and schools shall not lose their second-class mail privileges by suspension of issue during vacation. Publications which regularly omit certain issues or suspend issuance during certain periods shall show that fact in connection with the statement of the frequency of issue as, for example, "Monthly except July and August," "Monthly during school or college year," or "Weekly during school year except holiday or examination periods."

(c) *Extra editions or issues.* Extra editions or issues of a publication admitted as second-class matter manifestly issued for the purpose of communicating additional news and imparting information germane to the publication but received too late for insertion in the regular editions or issues shall be accepted at the second-class rates, provided they are not issued for advertising purposes.

§ 34.25 *Known office of publication*—(a) *Definition.* A known office of publication (see § 34.20) or a known place of publication (see §§ 34.21 and 34.22) is a public office where the business of the newspaper or periodical is transacted during the usual business hours, and such office shall be shown by the publication itself.

(b) *Street and number.* In towns having letter-carrier service the street and number of the publication office shall be shown.

(c) *Mailed only at office where entered.* Newspapers and periodicals may have more than one office for the transaction of business, but shall be mailed by the publisher as second-class matter at the pound rates of postage only at the post office or post offices where entered. The name of the post office of original entry shall precede the names of any other offices of the publication and shall be given equal prominence in all printed notices relative to the offices of publication.

(d) *When not a post office.* When a publication is issued at a place that is not a post office the post office at which it is entered shall be shown in the publication.

§ 34.26 *Legitimate list of subscribers*—(a) *To consist of.* A "legitimate list of subscribers" to a newspaper or periodical may include the following classes of subscribers:

(1) Such persons as have subscribed for the publication for a definite time, and have paid, or promised to pay, not less than 50 percent of the regular advertised annual subscription price.

(2) News agents and newsboys purchasing copies for resale.

(3) Purchasers of copies over the publisher's counter.

(4) The receivers of bona fide gift copies, duly accepted, given for their benefit and not to promote the interests of the donor, provided the number of such copies is only incidental to the total number of copies circulated to subscribers. Persons to whom copies are sent free by the publishers may not be so included. (See § 34.42 (b).)

(5) Other publishers to whom exchanges are mailed, one copy for another.

(6) Advertisers receiving one copy each in proof of the insertion of their advertisements.

(b) *Information required in application.* For consideration by the Department in determining whether a publication has a "legitimate list of subscribers," or whether it otherwise conforms to the requirements of the law, the publisher shall furnish the information called for in the required application form. (See § 34.29.)

(c) *Subscription price and methods*—(1) *Nominal rate subscriptions.* The methods of a publisher in fixing the price of his publication or in inducing subscriptions by the giving of premiums, prizes, or other considerations, or by clubbing his paper with other papers, or by giving commissions upon subscriptions obtained by agents, shall be carefully examined for the purpose of determining what effect the methods have upon the legitimacy of the subscription list and upon the question of the primary design of the publication. Persons whose subscriptions are

obtained at a nominal rate shall not be included as a part of the "legitimate list of subscribers" required by the law. Subscriptions shall be regarded as at a nominal rate when obtained in connection with the methods or offers effecting a reduction of the regular advertised annual subscription price to the extent and under the conditions set forth in subparagraphs (2) and (3) of this paragraph:

(2) *Reductions in subscription price.* Subscriptions obtained at a reduction to the subscriber of more than 50 percent of the regular advertised annual subscription price for a single subscription whether the reduction is a direct discount or one that is effected through a rebate, premium offer, clubbing arrangement with other publications, or otherwise, and whether full payment is made at one time or in installments. The value of the premium shall be considered to be the actual cost to the publisher, the recognized retail value, or the value represented to the subscriber, whichever is highest.

(3) *Agents or clubbing offers.* Subscriptions obtained through agents or agencies on commission or in connection with clubbing arrangements with other publications in cases where the amount received by the publisher, after deducting the amount allowed or paid as commission, or as a rebate, or through other arrangement, is less than 30 percent of the amount at the regular advertised annual subscription price of the publication. Contracts which a publisher desires to enter into with a person or concern who will obtain for the publisher subscriptions through soliciting agents should first be submitted to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, together with all of the conditions, facts, and circumstances pertaining thereto, in order that it may be determined whether subscriptions obtained in connection therewith will be in harmony with the requirements of the law governing second-class matter.

(d) *Expired subscriptions.* The right of publishers to extend in good faith credit on subscriptions is recognized and will not be abridged, and although all subscriptions are regarded as expiring with the period for which they were obtained, nevertheless, when publishers make proper effort to obtain renewals within a reasonable period, copies of their publications shall be accepted for mailing as to subscribers at the usual second-class rates of postage for a period of one year from the date of expiration, except in the case of subscriptions for less than one year. Copies sent to persons after one year from the date of the expiration of their subscriptions, or, in the case of subscriptions for less than one year, copies sent after the date of the expiration thereof, unless such subscriptions are expressly renewed for a definite time, together with an actual payment of the subscription price or a promise of payment, shall not be accepted as subscribers' copies but shall be accepted as other than subscribers' copies at the rates shown in § 34.42.

§ 34.27 *Advertising publications*—(a) *Determination.* The question of whether a publication is designed primarily for advertising purposes or for free circulation or for circulation at nominal rates is one of fact and shall be determined in each case from the evidence.

(b) *Definition of "primarily."* The word "primarily" is intended to indicate the chief or principal object of a publication.

(c) *Examples.* Among regular publications designed primarily for advertising purposes within the meaning of the law (see § 34.20) shall be included:

(1) Those owned and controlled by one or several individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them;

(2) Those which, having a few or no genuine or paid-up subscriptions, insert advertisements free on the condition that the advertiser will pay for a number of papers which are sent to persons whose names are given to the publisher;

(3) Those which do advertising principally and whose columns are filled with editorial puffs of firms or individuals advertising in the publication, or who buy a certain number of copies for distribution;

(4) Publications devoted largely to advertising and having a nominal list of bona fide subscribers but whose circulation is mainly gratuitous.

(d) *Nominal rate.* A publication the subscriptiton price of which is low and from the subscription list of which the publisher does not regularly exclude expired subscriptions (see § 34.26) with the same care and accuracy as is exercised by a publisher whose rate is evidently more than nominal, or where the subscription price does not appear to be a material consideration in the business of the publisher, shall be considered as circulated at a nominal rate within the meaning of the law.

(e) *Legitimate list of subscribers.* In order to conform to the requirement of the law that a publication must have a legitimate list of subscribers and not come within the prohibition of the statute against publications designed primarily for free circulation, the circulation of a publication entered as second-class matter under the provisions of § 34.20, shall consist principally of copies supplied, by mail or otherwise, to persons who have themselves subscribed and paid or promised to pay for the publication. (See § 34.26.) Publications which are designed primarily for free circulation shall not be accepted for mailing at the second-class pound rates of postage. All copies of a publication printed and circulated through the mails or otherwise, and at whatever rate of postage, shall be considered in determining whether the circulation conforms to the requirements of the law for second-class matter. When an extraordinary number of copies of a publication are paid for by advertisers or other persons, or, under some other arrangement, are supplied persons not ordering the copies, such copies being free to the recipients, consideration shall be given the question as to whether the publication is designed primarily for advertising purposes or for free circulation and therefore not entitled to the second-class mailing privilege.

(f) *Copies paid for by advertisers.* When an extraordinary number of copies over the usual circulation are presented for mailing as to subscribers, the postmaster shall request the publisher to submit a statement showing in what manner the claimed extra subscriptions were obtained and if paid for by others than the persons to whom the copies are sent, who paid for them, the amount paid, the purpose for which the copies are sent, and whether the person paying for the copies is an advertiser in the publication, together with such additional information as there may be concerning the arrangement under which the copies are being circulated. Postage at the transient second-class rate shall be charged on all copies paid for by an advertiser, or other interested party for advertising purposes. (See § 34.42.) When a postmaster is in doubt as to whether any particular copies of a publication are entitled to be mailed at the second-class pound rates he shall require a deposit of money sufficient to cover postage thereon at the transient second-class rate and hold such deposit pending submission of all the facts, together with a copy of the publication, to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, for instructions.

SECOND-CLASS APPLICATION FEES

§ 34.28 *Fees for entry as second-class matter*—(a) *To accompany application.* Each application for entry of a publication as second-class matter shall be accompanied with a fee of $100: *Provided,* That the fee to accompany applications for entry as second-class matter of publications having a circulation of not more than 2,000 copies shall be $25; and of publications having a circulation of not more than 5,000 copies shall be $50: *Provided further,* That one-half of all fees collected under this section shall be returnable to the applicant upon the failure of the applicant's publication to obtain entry under the provisions of this section; each request for reentry of a publication as second-class matter on account of a change in title, frequency of issue, office of publication, or for other reason, and each request for additional entry of a publication as second-class matter shall be accompanied with a fee of $10; each application for registry of a news agent shall be accompanied with a fee of $20. (47 Stat. 647, as amended; 39 U. S. C. 226a)

NOTE: The amount of the fee to be collected with each application for original second-class entry is usually determined by the total number of copies printed and circulated as shown by the application. The fee is not based merely on the number of copies circulated as to subscribers or on the number sent through the mails.

(b) *Accounting for fees.* Postmasters at offices at which publications are already entered as second-class matter and who, therefore, have the necessary forms, shall issue a receipt on Form 3539 at the time of collection for the amount of each application fee collected under the provisions of paragraph (a) of this section. Form 3539 shall be indorsed "application fee for original second-class

entry," or "application fee for second-class reentry," or "application fee for second-class additional entry," or "application fee for news agent registry," as the case may be. The total amount of such fees shall be accounted for in division 1, page 2, and in the certificate opposite the heading Second-class application fees of the quarterly newspaper and periodical statement (Form 3551) and also in item 20 in the quarterly postal account. (See § 34.51.)

(c) *Fees held in trust.* Postmasters at offices where there are no publications already entered as second-class matter shall hold each application fee received under the provisions of paragraph (a) of this section in trust pending the receipt of instructions from the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail.

(d) *Fees not counted in fixing compensation.* In determining the compensation and allowances at post offices, credit shall not be allowed for the application fees received under the provisions of this section.

(e) *Return of fees.* No postmaster shall return to an applicant any part of a fee which was paid pursuant to the provisions of paragraph (a) of this section without the specific authorization of the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail. When a postmaster receives an authorization to refund one-half of a fee as provided by paragraph (a) of this section, he shall pay the amount of the authorized refund out of the postal receipts in his possession and shall follow the instructions on Form 3533, which will be furnished to the postmaster by the Third Assistant Postmaster General with the refund authorization.

APPLICATIONS FOR SECOND-CLASS MAIL PRIVILEGES

§ 34.29 *Application for entry as second-class matter*—(a) *Method of filing.* Before a publication can be admitted to the mails at the second-class postage rates, the postmaster shall require the publisher or his duly authorized representative to file an application on the proper form for its entry as second-class matter, accompanied with the proper fee as prescribed by § 34.28, and two copies of the issue of the publication nearest to the date of the application.

(b) *Newspaper or periodical.* Application for entry as second-class matter of a newspaper or periodical publication under the provisions of § 34.20 shall be made on Form 3501, and shall be filed at the post office of the place where the known office of publication is located.

(c) *Society or institutional publication.* Application for entry as second-class matter of a periodical publication under the provisions of §§ 34.21 and 34.22 shall be made on Form 3501–B, and shall be filed at the post office of the place where the known place of publication is located.

(d) *Foreign publication.* Application for entry as second-class matter of foreign newspapers and periodicals under the provisions of § 34.23 shall be made on Form 3501–A, and shall be filed at the post office at which the copies of the publications are to be mailed.

(e) *Additional entry at another post office.* An application for additional second-class entry shall be filed at the post office of original entry, accompanied with the fee of $10 prescribed by § 34.28. Such application shall show the approximate number and weight of the copies to be mailed at the office of additional entry and the territory to be served from such office. All copies for delivery at the office of original entry shall be mailed at that office and all copies for delivery at the office of additional entry shall be mailed at the latter office, and postage paid thereon at the rate applicable to copies so mailed. The postmaster shall transmit the application to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail.

(f) *Mailings before entry.* Postmasters shall not, except as provided in § 34.33, accept a publication for mailing at the second-class rates of postage until authorized by the Department to do so. On all copies of a publication mailed before the application for its entry as second-class matter has been filed postage at the third- or fourth-class rates, whichever is applicable according to the physical characteristics of the publication, shall be prepaid by means of stamps affixed, or in money under permit as provided by § 34.66 or § 35.4 of this chapter.

(g) *Application to carry to other post offices and to trains.* Application to deliver copies of a second-class publication at the publisher's expense and risk to other post offices and trains, after the copies have been weighed and postage collected thereon at the post office of second-class entry, shall be filed by the publisher with the postmaster at the office of entry. The postmaster shall forward the application to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail.

§ 34.30 *Conditional acceptance as second-class matter.* When an application for second-class entry has been filed as provided in § 34.29, the postmaster shall issue to the publisher on Form 3503 a permit conditionally accepting the publication for mailing in the manner in which second-class matter is mailed (see § 34.62), and require a deposit of money sufficient to cover postage at the regular third- or fourth-class rates, or the rate for books provided by § 34.65 (b), whichever is applicable, according to the physical characteristics of the publication, computed on each separately addressed copy or package of unaddressed copies offered for mailing pending consideration of the application. Such deposit shall not be accounted for in the quarterly postal account nor in the quarterly newspaper and periodical statement (Form 3551), but shall be held in trust until the postmaster is advised as to its disposition. If the publication is admitted as second-class matter, the excess of the deposits over the second-class rates of postage shall be refunded. If postage is prepaid on copies by stamps affixed or in money under the permit system, or if copies are mailed at the bulk third-class rate under the provisions of § 34.66, while the application is pending, no refund of any portion of the postage so prepaid shall be made when admission of the publication as second-class matter is authorized. If the publication is not admitted, the entire deposit shall be converted into postage stamps of a high denomination. The stamps shall be affixed to a sheet of paper, canceled, and sent by registered mail to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail. The stamps so used shall be accounted for as sold.

§ 34.31 *Indicia on second-class matter*—(a) *Particulars required.* The following indicia shall be conspicuously printed on one or more of the first five pages, preferably on the first page, of each copy of publications entered as second-class matter:

(1) Title of the publication, which shall always be shown on the first page.
(2) Date of issue.
(3) Frequency of issue.
(4) Serial number.
(5) Known office or place of publication.
(6) Subscription price, if required by law.
(7) Notice of entry reading as follows:

Entered as second-class matter at the post office at ----------.

(b) *Insertion of notice before entry.* The insertion in a publication before entry of a notice that it is entered as second-class matter shall be regarded as submitting "false evidence relative to the publication for the purpose of securing admission thereof to the second class of mail matter." (See §§ 34.36 and 34.61.) Pending action on an application for admission of a publication as second-class matter, there may be printed on the copies the words "Application for entry as second-class matter is pending."

§ 34.32 *Decision as to admissibility as second-class matter.* The Third Assistant Postmaster General shall decide upon the admissibility of publications as second-class matter, and, upon being satisfied that a publication is entitled to admission, shall authorize the postmaster at the proper office to accept mailings thereof at the second-class rates of postage.

§ 34.33 *Procedure in changes of publication*—(a) *Change of title or frequency.* In case of a change in title or frequency of issue of a publication entered as second-class matter, the publisher shall submit to the postmaster at the office of original entry an application on Form 3510 for reentry under the new title or the new frequency, accompanied with the fee of $10 prescribed by § 34.28 and two copies of the publication issued after the change. The postmaster shall send the application and one copy of the publication issued after the change to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, and, pending instructions from the Department, shall, if the required fee has been paid, accept the publication for mailing at the second-class rates of postage. No mailings after such a change has been made in a publication shall be accepted at the second-class rates of postage until the required fee has been paid.

(b) *Removal of office.* In case of the removal to another post office of the known office of publication or the known

place of publication of a publication entered as second-class matter, the publisher shall submit to the postmaster at the new office an application on Form 3510 for reentry at the new office, accompanied with the fee of $10 prescribed by § 34.28, and two copies of the publication issued at the new office. The postmaster shall send the application and one copy of the publication issued after the change in location, to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, and, pending instructions from the Department, shall, if the required fee has been paid, accept the publication for mailing at the second-class rates of postage. No mailings of the publication shall be accepted at the new office at the second-class rates of postage until the required fee has been paid.

(c) *Discontinuances.* When a publication entered as second-class matter is discontinued, the postmaster shall promptly report the fact to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail.

§ 34.34 *Department record.* The Third Assistant Postmaster General shall keep a record of publications admitted to the second-class rates of postage showing the date of entry.

§ 34.35 *Post office record.* Postmasters shall keep a record of all publications of the second class mailed at their post offices.

§ 34.36 *False evidence to secure second-class entry*—(a) *Penalty.* Whoever knowingly submits to any postmaster or to the Post Office Department or any officer of the Postal Service, any false evidence relative to any publication for the purpose of securing the admission thereof at the second-class rate, for transportation in the mails, shall be fined not more than five hundred dollars. (Sec. 13, 62 Stat. 783; 18 U. S. C. 1722)

(b) *Report of suspected false evidence.* When a postmaster has reason to believe that a publisher has submitted to him, or to any postmaster, or to the Post Office Department, any false statement or evidence as to his publication to secure its transmission as second-class matter, he shall report the fact, with the evidence in his possession substantiating it, to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail.

§ 34.37 *Cancellation of entry.* (a) When any publication has been accorded second-class mail privileges, the same shall not be suspended or annulled until a hearing shall have been granted to the parties interested. (Sec. 1, 31 Stat. 1107; 39 U. S. C. 232)

(b) Before revocation, annulment, or suspension of any second-class entry, the Third Assistant Postmaster General shall fully advise the publisher of the facts which may warrant such action and he shall be accorded an opportunity to demonstrate or achieve compliance with all the lawful requirements within a reasonable time limit specified by the Third Assistant Postmaster General.

SWORN OWNERSHIP AND CIRCULATION STATEMENTS; MARKING OF PAID EDITORIAL MATTER

§ 34.38 *Filing and publication of annual sworn statement of ownership*—(a) *Particulars required.* It shall be the duty of the editor, publisher, business manager, or owner of every newspaper, magazine, periodical, or other publication to file with the Postmaster General and the postmaster at the office at which said publication is entered, not later than the 1st day of October of each year, on blanks furnished by the Post Office Department, a sworn statement setting forth the names and post-office addresses of the editor and managing editor, publisher, business managers, and owners, and in addition, the stockholders, if the publication be owned by a corporation; and also the names of known bondholders, mortgagees, or other security holders; and also, in the case of daily and weekly, semiweekly, triweekly newspapers, there shall be included in such statement the average of the number of copies of each issue of such publication sold or distributed to paid subscribers during the preceding 12 months: *Provided,* That the provisions of this paragraph shall not apply to religious, fraternal, temperance, and scientific, or other similar publications: *Provided further,* That it shall not be necessary to include in such statement the names of persons owning less than 1 per centum of the total amount of stock, bonds, mortgages, or other securities. A copy of such sworn statement shall be published in the second issue of such newspaper, magazine, or other publication printed next after the filing of such statement. Any such publication shall be denied the privileges of the mail if it shall fail to comply with the provisions of this paragraph within ten days after notice by registered letter of such failure. (Sec. 2, 37 Stat. 553, as amended; 39 U. S. C. 233)

(b) *Form and method of filing.* The statement required by this section shall be made in duplicate, on Form 3526, and both copies delivered to the postmaster at the office of original second-class entry of the publication. The postmaster shall forward one copy to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, and retain the other in the files of the post office. To enable publishers to file such statement promptly, postmasters shall furnish them copies of Form 3526 at least 10 days prior to the 1st day of October of each year.

(c) *Copy of publication containing statement.* Postmasters shall obtain for the files of their offices a copy of the issue of each publication at their respective offices in which the required sworn statement is published. A copy of the issue shall not be forwarded to the Department.

(d) *Report of failure to file and publish statement.* Postmasters shall give prompt and careful attention to the making and filing by publishers of the statements required by this section and promptly report to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, the failure of any publisher to file such statement or to publish it in the second issue of the publication printed next after it has been filed, but in no case shall a publication be denied the privileges of the mail except upon departmental instructions.

(e) *Where exemption is claimed.* Where exemption is claimed from compliance with the provisions of this section, the postmaster shall request from the publisher a statement showing the reasons why such exemption is claimed and forward it to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, together with a copy of the publication.

§ 34.39 *Paid reading matter to be marked "advertisement."* All editorial or other reading matter published in any such newspaper, magazine, or periodical for the publication of which money or other valuable consideration is paid, accepted, or promised shall be plainly marked "advertisement." Any editor or publisher printing editorial or other reading matter for which compensation is paid, accepted, or promised without so marking the same, shall upon conviction in any court having jurisdictiton be fined not less than $50 nor more than $500. (Sec. 2, 37 Stat. 554, as amended; 39 U. S. C. 234)

CROSS REFERENCE: See § 34.40 (a) (2) as to postage rates on advertisements; § 34.46 (b) as to marking advertisements for postage computation.

SECOND-CLASS POSTAGE RATES OUTSIDE COUNTY OF PUBLICATION

§ 34.40 *Postage rates on second-class matter*—(a) *Reading and advertising portions.* In the case of publications entered as second-class matter (including sample copies to the extent of 10 per centum of the weight of copies mailed to subscribers during the calendar year) when sent by the publisher thereof from the post office of publication or other post office, or when sent by news agents to actual subscribers thereto, or to other news agents for the purpose of sale:

(1) The rate of postage on that portion of any such publication devoted to matter other than advertisements shall be 1½ cents per pound, or fraction thereof;

(2) On that portion of any such publication devoted to advertisements the rates per pound or fraction thereof for delivery within the eight postal zones established for fourth-class matter shall be as follows:

For the first and second zones, 1½ cents.
For the third zone, 2 cents.
For the fourth zone, 3 cents.
For the fifth zone, 4 cents.
For the sixth zone, 5 cents.
For the seventh zone, 6 cents.
For the eighth zone, * * * 7 cents.

* * * * *

(3) Where the space devoted to advertisements does not exceed 5 per centum of the total space, the rate of postage shall be the same as if the whole of such publication was devoted to matter other than advertisements. (Sec. 5, 18 Stat. 232, as amended; 39 U. S. C. 283)

(b) *Where weight to one zone not over one pound.* Where the total weight of any one edition or issue of any such publication mailed to any one zone does not

exceed one pound, the rate of postage shall be 1 cent. (Sec. 1104, 40 Stat. 328, as amended; 39 U. S. C. 288)

(c) *Rates related to entire bulk for any one zone.* The zone rates provided in section 283 of this title shall relate to the entire bulk mailed to any one zone and not to individually addressed packages. (Sec. 1105, 40 Stat. 328, as amended; 39 U. S. C. 289)

(d) *Publications of certain nonprofit organizations*—(1) *Special postage rate.* The rate of postage on newspapers or periodicals maintained by and in the interests of religious, educational, scientific, philanthropic, agricultural, labor, or fraternal organizations or associations, not organized for profit and none of the net income of which inures to the benefit of any private stockholder or individual, shall be 1½ cents per pound or fraction thereof, and the publisher of any such newspaper or periodical, before being entitled to such rate, shall furnish to the Postmaster General, at such times and under such conditions as the Postmaster General may prescribe, satisfactory evidence that none of the net income of such organization or association inures to the benefit of any private stockholder or individual. (Sec. 5, 18 Stat. 232, as amended; 39 U. S. C. 283)

(2) *Mailings at special rate to be accepted only when authorized.* No publication shall be accepted for mailing at the special postage rate provided in paragraph (d) (1) of this section until the publisher has furnished the evidence prescribed in that paragraph and the postmaster has been authorized by the Third Assistant Postmaster General to accept the publication at such postage rate. The publisher shall submit such evidence to the postmaster, who shall forward it to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail. Pending consideration by the department of the evidence submitted, the publication may, if already entered as second-class matter, be accepted under deposits of money to cover postage at the rates set forth in paragraph (a) of this section, such deposits to be treated and disposed of in the manner prescribed in § 34.30.

(e) *Rates affected by number of copies to pound.* * * * in the case of publications entered as second-class matter where the number of individual addressed copies or packages to the pound is more than thirty-two and not in excess of forty-eight, the rates of postage thereon shall be double the rates prescribed in (a) and (d) (1) of this section; where the number of individual addressed copies or packages to the pound is more than forty-eight and not exceeding sixty-four, the rates of postage shall be three times the regular rates, and for each additional 16 individually-addressed copies or packages or fractional part of such number of copies or packages there may be to the pound the rates of postage shall be correspondingly increased over the regular rates. (Sec. 5, 18 Stat. 232, as amended; 39 U. S. C. 283)

(f) *Foreign countries.* (1) The pound rates of postage provided by paragraphs (a), (b), and (d) of this section apply to copies for the following-named foreign countries: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Spanish Guinea, Guatemala, Haiti, Mexico, Morocco (Spanish Zone), Nicaragua, Panama, Paraguay, Peru, Republic of Honduras, Republic of the Philippines, Rio de Oro, Salvador (El), Spain, Uruguay, and Venezuela, the eighth zone rate being applicable to advertising portions of publications subject to the zone rates.

(2) For the postage rates applicable to copies for other foreign countries, except Canda and Newfoundland, see the current United States Official Postal Guide, Part II.

(g) *Canada and Newfoundland (including Labrador).* (1) On daily newspapers issued as frequently as six times a week and mailed to bona fide subscribers in Canada and Newfoundland (including Labrador) by publishers or registered news agents the pound rates applicable outside the county of publication apply, the eighth zone rate being applicable to advertising portions of publications subject to the zone rate. On publications issued less frequently than six times a week the rate is 1 cent for each 4 ounces or fraction thereof, calculated on the weight of each package. Separately addressed copies intended for delivery from the same post office may be enclosed under one wrapper addressed to such post office, the postage being affixed to or indicated on the outside wrapper.

(2) Copies of the Sunday issues of daily newspapers sent to subscribers in Canada and Newfoundland who do not subscribe for the weekday issues and copies of such issues sent to news agents in excess of the number regularly sent during the weekdays are subject to the rate of 1 cent for each 4 ounces or fraction of 4 ounces.

(h) *Daily newspapers deposited at letter-carrier offices.* The rate of postage on daily newspapers and on the periodicals and newspapers provided for in * * * [§ 34.40 (a)] when deposited in a letter-carrier office for delivery by its carriers, shall be the same as otherwise provided by law [§ 34.41 (a)], and nothing herein shall affect existing law as to free circulation and existing rates on second-class mail matter within the county of publication. * * * (Sec. 5, 18 Stat. 232, as amended; 39 U. S. C. 283)

NOTE: The rates of postage on copies mailed for local delivery at letter-carrier offices and on copies addressed for delivery within the county of publication, the provision for free circulation within the county of publication, and the headquarters per copy rates are contained in § 34.41.

SECOND-CLASS POSTAGE RATES WITHIN COUNTY OF PUBLICATION

§ 34.41 *Free-in-county matter, and rates on second-class matter at letter-carrier offices*—(a) *Authorization.* Publications of the second class, one copy to each actual subscriber residing in the county where the same are printed, in whole or in part, and published, shall go free through the mails; but the same shall not be delivered at letter-carrier offices, or distributed by carriers, unless postage is paid thereon at * * * [the cent-a-pound rate]. The rate of postage on newspapers, excepting weeklies, and periodicals not exceeding two ounces in weight, when the same are deposited in a letter-carrier office for delivery by its carriers, shall be uniform at one cent each; periodicals weighing more than two ounces shall be subject, when delivered by such carriers, to a postage of two cents each, and these rates shall be prepaid by stamps affixed [except as provided in § 35.4]. * * * (Sec. 25, 20 Stat. 361, as amended; 39 U. S. C. 286)

(b) *When mailed to another office where publisher's headquarters are located.* * * * Copies of a publication, other than a weekly, hereafter [act of June 28, 1932], admitted to the second class of mail matter, when mailed by the publisher or registered news agent at a post office where it is entered, for delivery by letter carriers at a different post office within the delivery limits of which the headquarters or general business offices of the publisher are located, shall be chargeable with postage at the rate that would be applicable if the copies were mailed at the latter office, unless the postage chargeable at the pound rates from the office of mailing is higher, in which case such higher rates shall apply, but this provision shall not be applicable to publications already entered as second-class matter which retain their entry at the post office where now entered. (Sec. 25, 20 Stat. 361, as amended; 39 U. S. C. 286)

(c) *Publications sent by publishers or news agents.* * * * publications of the second class [mailed for delivery within the county of publication] when sent by the publisher thereof, and from the office of publication, including sample copies, or when sent from a news agency to actual subscribers thereto, or to other news agents, shall * * * be entitled to transmission through the mails at 1 cent a pound or a fraction thereof * * * [except as otherwise provided in the preceding and following paragraphs of this section]. (Sec. 1, 23 Stat. 387)

(d) *Conditions for free-in-county mailing.* The right of a publisher to mail his publication free of postage, including delivery by rural or star route carriers, under the provisions of this section, shall depend upon the existence of the three following conditions:

First. The addressee shall be an actual subscriber.

Second. The residence of the subscriber shall actually be within the county in which the publication is printed in whole or in part and published.

Third. The publication shall be addressed for delivery from a post office (or rural route emanating from such post office) not having letter-carrier service.

(e) *Subscriber must live within county.* The fact that the post office at which a person receives his mail is located outside of the county in which he resides, or the fact that the post office at which a publication is entered is located in an adjoining county from that in which it is printed in whole or in part and published shall not subject to postage copies of a publication otherwise entitled to free county circulation; but copies addressed to subscribers who do not reside in the county

where the publication is printed in whole or in part and published shall not be accepted for mailing free, even though addressed for delivery from a post office in such county.

(f) *If mailed at noncarrier office.* Second-class matter mailed at a post office in the county of publication where letter-carrier service is not established, if addressed to a letter-carrier office in the same county, shall be charged with postage at the cent-a-pound rate.

(g) *If mailed at carrier office.* Publications of the second class mailed by the publishers thereof or news agents at a letter-carrier office for distribution through the boxes or general delivery thereof, or addressed to another letter-carrier office in the same county, or for delivery on rural or star routes emanating from such letter-carrier offices, shall be charged with postage at the rate of 1 cent a pound.

(h) *Weekly newspapers mailed at carrier offices.* Weekly newspapers mailed by the publishers thereof or news agents at a letter-carrier office, for local delivery by carriers or otherwise, shall be charged with postage at the rate of 1 cent a pound.

(i) *Newspapers other than weeklies; periodicals not over 2 ounces.* Newspapers other than weeklies (without regard to weight) and periodicals not exceeding 2 ounces in weight, mailed by publishers or news agents for local delivery by letter carriers, shall be charged with postage at the rate of 1 cent each.

(j) *Periodicals over 2 ounces.* Periodicals exceeding 2 ounces in weight, mailed by publishers or news agents for local delivery by letter carriers, shall be charged with postage at the rate of 2 cents each.

(k) *Definition of "newspaper."* A "newspaper" shall be held to be a publication regularly issued at stated intervals of not longer than one week and having the characteristics of second-class matter prescribed by law.

(l) *Definition of "periodical."* A "periodical" shall be held to be a publication regularly issued at stated intervals less frequently than weekly and having the characteristics of second-class matter prescribed by law.

(m) *Publications mailed under additional entry.* Publications of the second class mailed by news agents, or by publishers under additional entry, at a post office outside the county of publication shall be charged with postage at the rates set forth in § 34.40 except as prescribed in paragraphs (i) and (j) of this section.

TRANSIENT SECOND-CLASS POSTAGE RATES

§ 34.42 *Transient second-class postage rates*—(a) *When applicable.* The rate of postage on publications entered as second-class matter, when sent by others than the publisher or news agent, shall be 1 cent for each 2 ounces or fraction thereof, except when the postage at the rates prescribed for fourth-class matter is lower, in which case the latter rates shall apply: *Provided*, That these rates shall also apply to sample copies of publications entered as second-class matter mailed in excess of the quantity entitled by law to be sent at the pound rates, and to copies mailed by publishers to other than subscribers or to persons who are not properly includable in the legitimate list of subscribers required by law. (23 Stat. 210, as amended; 39 U. S. C. 287)

NOTE: These rates are to be computed on each individually addressed copy, or package of unaddressed copies, and not on the bulk weight of individually addressed copies, including those intended for delivery to boxholders, or packages of unaddressed copies.

(b) *Publications sent by publisher to others than subscribers.* Publications of the second class sent by publishers to others than subscribers, or to persons whose subscriptions are at a nominal rate, and copies mailed by them in pursuance of a contract, agreement, or understanding with an advertiser, or other interested party for advertising purposes, shall not be accepted as subscribers' copies, but may be accepted as other than subscribers' copies at the rates shown in paragraph (a) of this section.

POSTAGE RATES ON ADVERTISEMENT PROOF SHEETS, BACK NUMBERS, REPRINTS, AND INCOMPLETE COPIES

§ 34.43 *Sheets or portions sent in proof of insertion of advertisement*—(a) *Rates applicable.* Single sheets or portions thereof from any publication entered as second-class matter, sent by a publisher to an advertiser or the latter's agent on account of and in proof of the insertion of an advertisement, shall, under such rules and regulations as may be prescribed by the Postmaster General, be received and transmitted through the mails at the zone rates of postage applicable under the law to the advertising portions of such second-class matter. (42 Stat. 1434; 39 U. S. C. 284)

(b) *Enveloping and marking.* Single sheets or portions of sheets sent to advertisers to prove the insertion of advertisements presented for mailing at the second-class zone rates of postage shall be enclosed in unsealed envelopes or wrappers bearing in the upper left corner the name and address of the publication and the printed inscription "Advertiser's proof copy," and in the upper right corner a notice of entry as second-class matter, and shall be presented for mailing separately from complete copies.

(c) *Weighing.* Such matters shall be weighed separately, fractions of pounds being computed as full pounds in all cases, postage collected, and the weight entered separately in column 6 of receipt Form 3539. (See § 34.47 (h).)

§ 34.44 *Back numbers, reprints, and incomplete copies.* (a) Unbound back numbers of a publication may be mailed at the second-class rates so long as the publication continues to be published as second-class matter. Copies printed from the original type, plates, or matrix may, in the case of daily publications, if printed within one week after the date of issue, and, in the case of other publications, if so printed before the following issue is printed, be mailed as second-class matter as back numbers. Copies printed subsequent to the periods mentioned shall be treated as reprints.

(b) Bound back numbers and unbound reprints shall be treated as books or as miscellaneous printed matter according to their physical characteristics and shall be charged with postage at the applicable third- or fourth-class rates.

(c) *Incomplete copies.* Partial or incomplete copies of publications of the second class shall not be regarded as second-class matter, and postage thereon shall be prepaid at the third- or fourth-class rate, whichever is applicable, except as provided in § 34.43.

COLLECTING AND ACCOUNTING FOR SECOND-CLASS POSTAGE AND SEPARATING FOR MAILING

§ 34.45 *Collection of postage on second-class matter*—(a) *At time of mailing.* Upon the receipt of newspapers and periodical publications at the office of mailing, they shall be weighed in bulk, and postage paid thereon. (Sec. 6, 18 Stat. 233; 39 U. S. C. 282)

(b) *Authority for.* * * * all postage on second-class matter mailed shall be collected and accounted for under such regulations as the Postmaster General may prescribe: *Provided*, That this shall in no manner be construed so as to repeal existing law requiring prepayment of postage upon second-class mail matter. (Sec. 6, 18 Stat. 233, as amended; 39 U. S. C. 285)

(c) *In money before dispatch.* The postage on all second-class matter mailed at the pound rates shall be collected in money before the matter is dispatched.

(d) *Manner of; receipts.* Whenever publications of the second class are presented for mailing by the publishers thereof or a news agent, the postmaster, after weighing the copies, as provided in § 34.47, and after making the examination of the copies provided for by §§ 34.58 and 34.61, shall collect the correct amount of postage thereon, and give the publisher a receipt on Form 3539 showing the weight of the matter mailed and the amount collected. When specially authorized by the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, the postmaster may give this receipt to the publisher at the end of the mailing of each issue of the publication or at stated periods.

(e) *Advance deposits.* Postmasters may receive from publishers a deposit of money in advance, for which a receipt on Form 3544 shall be given, sufficient to pay for more than a single mailing. The deposit shall be charged with the correct amount of each mailing; but if the amount on hand is not sufficient at any time to cover the postage due on the entire mailing the excess shall be held until an additional deposit is made. Credit for postage shall never be allowed. An outgoing postmaster shall transfer such deposits to his successor who shall give him a receipt therefor. (See §§ 8.31, 9.8, and 17.32.)

(f) *Not to be registered, insured, or sent c. o. d.* Second-class matter mailed at the second-class pound rates shall be accepted only as ordinary mail and shall not be registered or sent as insured or c. o. d. mail since the pieces are not accepted and handled individually at the mailing office but only in bulk.

§ 34.46 *Filing of copy of each issue of second-class publication mailed*—(a)

Requirement. With the first mailing of each issue of each such [second-class] publication the publisher shall file with the postmaster a copy of such issue together with a statement containing such information as the Postmaster General may prescribe for determining the postage chargeable thereon. (Sec. 5, 18 Stat. 232, as amended; 39 U. S. C. 283)

(b) *Marking.* The copy of the publication filed with the postmaster as required by paragraph (a) of this section shall be marked by the publisher to show the portion devoted to advertisements and that to matter other than advertisements, and the percentage of each shall be indorsed on the first page of such copy by the publisher.

(c) *Definition of "advertisements."* The term "advertisements" as used herein and in § 34.40 (a) (2), includes display, classified, and all other forms of advertisements and all editorial or other reading matter for the publication of which money or other valuable consideration is paid, accepted, or promised. Where the publisher has not been, and is not to be, compensated for the publication of editorial or other reading matter, such matter will take the rate of postage for other than advertising. In all cases where the publisher has been or is to be compensated in any form whatever the advertising rate of postage will be charged. Articles, items, and notices in the form of reading matter inserted in accordance with a custom or understanding, explicit or tacit, that a "reader" is to be given the advertiser or his products in the publication in which the display advertisement appears are advertising within the meaning of the law. Display advertising is obvious in its character and must be charged with postage at the advertising mailing rate. When a newspaper or periodical advertises its own services or issues, or any other business of the publisher, in the form of either display advertisements, or editorial or reading matter, this is advertising within the meaning of the law and shall be charged the advertising mailing rate therefor. (See § 34.39.)

(d) *Statement of news agent.* When a news agent presents for mailing second-class matter subject to the zone rates of postage, he shall submit to the postmaster a statement showing the percent of the space in such matter devoted to advertisements and the percent devoted to other than advertisements. Publishers should furnish this information to news agents purchasing copies of their publications in order that such agents may be able to prepare the statements required.

§ 34.47 *Mailing requirements for second-class matter*—(a) *Authority.* * * * The Postmaster General may require publishers to separate or make up to zones, in such a manner as he may direct, all mail matter of the second class when offered for mailing. (Sec. 5, 18 Stat. 232, as amended; 39 U. S. C. 283)

(b) *Brought to post office.* Second-class matter shall be brought for mailing to the post office, or such other place as is designated to receive it, and there weighed in bulk.

(c) *How prepared.* It shall be inclosed in United States mail sacks, or other suitable receptacles, and shall be separated to routes, States, and cities, in such manner as may be prescribed by the department. The sacks or bundles shall be marked to show the route, State, or city and State, and also the zone when the copies are required to be separated by zones.

(d) *Separate sacks or bundles.* Publishers shall make separate sacks or bundles of (1) sample copies to places within county of publication subject to postage at the rate of 1 cent a pound; (2) sample copies to places outside county of publication; (3) subscribers' copies entitled to free county circulation; (4) subscribers' copies to places within county of publication subject to postage at the rate of 1 cent a pound; (5) subscribers' copies to places outside county of publication. Such mail matter, when so presented, shall be weighed separately.

(e) *Separation by zones.* In the case of sample copies of a publication carrying advertisements subject to the zone rates of postage as prescribed in § 34.40, the publisher shall arrange and present separately by zones the sacks or bundles of such sample copies addressed to places outside the county of publication. The publisher shall also arrange and present, by zones, copies addressed to subscribers outside the county of publication, except when such zone separation would interfere with their routing as required by paragraph (c) of this section, or the publisher prefers not to separate the copies, in which case they may be presented under the provisions of paragraph (f) of this section without being separated by zones.

(f) *When separation by zones is not practicable; semiannual statement.* When it is not practicable because of the large quantity or other reasons to separate the subscribers' copies by zones without disarranging or interfering with their routing as required by paragraph (c) of this section, or when the publisher prefers not to do so, separation by zones shall not be required of the subscribers' copies subject to zone rates addressed to places outside the county of publication, but in such case the publisher shall present to the postmaster semiannually on April 1 and October 1, or more frequently when regarded necessary or the publisher so desires, a statement on Form 3539–A showing the total number of copies, the advertising portions of which are subject to the zone rates which, according to a careful analysis by the publisher of his subscription records at the time of the submission of the statement, are to be mailed to subscribers outside the county of publication, and the percentum of this number to be addressed to each zone. The percentages given in the publisher's statement on Form 3539–A (which shall be retained in the files of the post office) shall until a new statement is due or required be applied by the postmaster to the total weight of the subscriber's copies of each mailing subject to zone rates in order to ascertain the weight of and compute the postage on the portion devoted to advertisements going to the respective zones and the portion devoted to other than advertisements going to all zones. The postmaster shall make periodic tests of the publisher's subscription list or records to determine the accuracy of the percentages given by the publisher on Form 3539–A. In case a postmaster desires information with respect to the manner of making such test, or if it should appear impracticable in any case to use the foregoing method in its entirety, he should address the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, for instructions.

(g) *Copies of previous and current issues combined.* When a reasonable number of copies of previous issues are included in a mailing of a current issue, they may be accepted and charged with postage on the basis of the percentages of advertisements and matter other than advertisements contained in the current issue, the issue forming the bulk of the mailing presented being regarded as the current issue. When such copies are presented under the provisions of paragraph (f) of this section without being separated by zones, they shall be weighed with the copies of the current issue and charged with postage at the zone rates applicable to the latter.

(h) *Fractions in weight.* In weighing second-class matter, fractions shall be treated as full pounds in all cases.

(i) *When copies for same post office to be tied or sacked.* Individually addressed copies of a publication intended for subscribers at the same post office shall, if there are more than 5, be securely wrapper or tied in one package; or, if there are more than 30 pieces and weighing 15 pounds or more, be placed in a separate sack addressed to such office. Sacks containing less than that amount of mail (except bulky matter) shall not be made up, except where a direct sack is necessary materially to advance the mail, but the mail shall be securely tied in bundles, properly labeled, and be included in sacks with other mail.

(j) *Newspapers.* For the purpose of distribution, dispatch, transit handling, and delivery, "newspapers" are publications which are commonly and popularly understood to be newspapers of which the leading and major feature is the dissemination of timely news of interest to the general public, whether published daily or weekly. This definition does not include trade papers, periodicals, papers devoted to certain classes, orders, or directed to specific ends.

If in doubt as to what is meant by a newspaper in any given case, postmasters should refer the matter to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, for decision.

Postmasters are directed to notify all publishers whose mailings of newspapers are not delivered to the post office or train in sufficient time to connect with the intended dispatch. Such notice shall be given each time that a failure occurs so that the publisher may know when his dispatch of newspapers leaves the city of publication. Postmasters should further communicate to publishers all errors made by the latter in making up "club packages," "directs," and also their failure to keep current all changes of address; and the Railway Mail Service

should likewise notify publishers of errors made in "R. P. O. sacks."

Newspapers shall be made up in sacks by themselves, containing no other class of mail and plainly labeled "Newspapers." When the quantity is not sufficient to make up separate sacks, they shall be dispatched in pouches with first-class mail. In no case shall newspapers for dispatch to R. P. O. trains or terminals and to first-class offices, be mixed in sacks with other classes of mail except that of the first class. Sacks labeled "Newspapers" shall be dispatched with and as expeditiously as first-class mail. Such sacks shall be segregated promptly at receiving offices and the contents distributed so that the earliest possible delivery may be made.

Other instructions are contained in Form 5296, Instructions to Publishers in the Preparation of Second-Class Matter for Mailing and Dispatch.

§ 34.48 *Publications sent by printer to publisher.* Publications entered as second-class matter shall not be accepted for mailing at the second-class rates of postage until issued from a known office of publication or a known place of publication. (See § 34.25.) When sent by a printer to a publisher they shall be prepaid at the third- or fourth-class rate, whichever is applicable, according to the physical characteristics of the publication and the weight of the package or parcel.

§ 34.49 *Free-in-county matter to be mailed separately.* All copies of a publication entitled to free county circulation shall be presented for mailing separately from those on which postage is to be paid, and when not so presented postage shall be charged on the whole at the pound rates. Free county matter shall be weighed and recorded in the post-office records separately from that which is mailed at the pound rates.

CROSS REFERENCE: See § 34.51 as to statement of free county mailings.

§ 34.50 *Separations for delivery at letter-carrier post offices.* Copies of newspapers and periodicals, excepting weeklies, which are subject to the per copy rates of postage prescribed in § 34.41 by reason of being addressed for local delivery by the city or village letter carriers at the post office of second-class entry shall be separated by the publisher from the copies addressed for delivery through the post office boxes or general delivery, and for delivery by rural or star route carriers of the post office. If this separation is not made by the publisher, each copy which is subject to the per copy rates and which does not have the correct amount of postage affixed to or indicated thereon shall be placed in the boxes or in the general delivery for delivery therefrom.

SAMPLE COPIES OF SECOND-CLASS PUBLICATIONS

§ 34.52 *Sample copies mailed as second-class matter*—(a) *Conditions.* Sample copies, to be acceptable for mailing by publishers at the office of entry at the second-class pound rates, shall be copies sent to persons for the purpose of inducing them to subscribe for, advertise in, or become agents for the publication.

(b) *Complete and regular issues.* Only complete and unaltered copies of regular issues or editions as sent to subscribers shall be mailable as sample copies.

(c) *Wrapping and marking.* Sample copies shall be plainly marked as such on the address side of the exposed part of the publication or package or wrapper. Several sample copies may be inclosed in a single wrapper to one address or may be sent in one wrapper addressed to the post office, with each paper therein properly folded, addressed to some patron of the office, and marked "Sample copy."

(d) *Frequency.* Copies addressed to the same person in excess of three times in any one calendar year shall not be accepted as sample copies.

(e) *Limit within year.* Sample copies shall be accepted for mailing at the pound rates to the extent of not exceeding 10 percent of the total weight of copies mailed to subscribers during the calendar year. Such sample copies may be mailed at any time during the year, based on an estimate of the probable mailings to subscribers during the year, obtained from the best information available. If a publisher offers copies for mailing as sample copies in excess of the limits stated in this paragraph or in paragraph (d) of this section, the postmaster shall require postage on the excess copies at the rates shown in § 34.42. Mailings of a publication (including sample copies) pending consideration of the application for admission thereof as second-class matter shall be accepted as provided in § 34.30.

(f) *When not mailable as sample copies.* Copies mailed by a publisher for advertising purposes under arrangements with advertisers or others, and copies mailed by a publisher acting as an agent for an advertiser or purchaser shall not be accepted as sample copies. Copies marked "Sample copy," but not mailable as such, and copies paid for by advertisers, or paid for by others for advertising purposes, mailed by a publisher, shall be subject to the rates shown in § 34.42, and such mailings shall not be regarded as affecting the second-class status of the publication, except that the regular mailing of large numbers of such copies may be taken to show that the publication is "designed primarily for advertising purposes, or for free circulation, or for circulation at nominal rates."

(g) *Not free-in-county.* Sample copies shall not be admitted to the mail as free county matter. (See § 34.41.)

(h) *Addressed to box holder.* Sample copies may be mailed to box holders with each copy addressed in the simplified manner shown in § 35.10 (e).

SUPPLEMENTS TO SECOND-CLASS PUBLICATIONS

§ 34.53 *Supplements to second-class matter.* Publishers of matter of the second class may without subjecting it to extra postage, fold within their regular issues a supplement; but in all cases the added matter must be germane to the publication which it supplements, that is to say, matter supplied in order to complete that to which it is added or supplemented, but omitted from the regular issue for want of space, time, or greater convenience, which supplement must in every case be issued with the publication. (Sec. 16, 20 Stat. 359; 39 U. S. C. 228)

§ 34.54 *Acceptability as supplements*—(a) *Must bear full name of publication.* Supplements shall in all cases bear the full name of the publication with which they are folded, preceded by the words "Supplement to," and also the date corresponding to the regular issue.

(b) *Folded with regular issue.* Supplements shall be folded with the regular issues they purport to supplement. If mailed otherwise, postage shall be prepaid at the third- or fourth-class rate, according to their physical characteristics.

(c) *Legal notices.* Publications of statutes, ordinances, proceedings of public or deliberative assemblies, boards, or conventions, advertisements of tax rates, or other notices or advertisements required by law to be published, whether gratuitously or for compensation, may be mailed as supplemental matter.

(d) *Maps, diagrams, and illustrations.* Maps, diagrams, illustrations, and similar inserts which form a necessary part of a publication, shall be admitted, either loose or attached, as a part of the publication itself, without the words "Supplement to ------."

(e) *No orders, bills, or receipts.* Supplements shall not be combined with orders for subscriptions, or bills, or receipts for subscriptions. (See § 34.57.)

(f) *Independent publications.* A publication entirely distinct from and independent of the regular issue, but complete in itself, especially if it is not germane to the regular issue nor connected therewith, shall not be accepted as a supplement.

(g) *Circulars, handbills, posters, and other special advertisements.* Circulars, handbills, show bills, posters, and other special advertisements shall not be accepted as supplements. Advertising sheets consisting entirely of advertisements, or of a combination of literary or pictorial matter and advertisements, issued by business houses and furnished to publishers for the purpose of being circulated with second-class publications, shall not be accepted as supplements or covers to such publications when mailed at the second-class rates of postage.

(h) *Matter printed outside publication office.* Matter printed elsewhere than at the office of publication, to be used as supplements to various newspapers for the purpose of securing circulation of advertisements of private business, or covers to such publications, when mailed at the second-class rates of postage, shall not be accepted as supplements, even though containing literary matter.

PARTS AND SECTIONS OF SECOND-CLASS PUBLICATIONS

§ 34.55 *Publications prepared in parts or sections.* (a) The regular pages of publications may be prepared in parts or sections. When so prepared, each part or section shall show the same title and date of issue, and bear appropriate designations such as "Part 1" or "Section 1," and "Part 2" or "Section 2," and a statement shall be printed on the first page of the first part or section showing the number of parts or sections in which

the issue is published. Enclosures prohibited by § 34.54 shall not be prepared as parts or sections.

(b) Parts or sections which are obtained by publishers for insertion in copies of their publications must be paid for by the publishers at a rate which is not nominal. Contracts which publishers desire to enter into with producers of parts or sections should be submitted to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, for approval. Such parts or sections must be identified with the issues with which they are inserted by title, date of issue, and part or section designation.

ADDITIONS TO AND INCLOSURES WITH SECOND-CLASS PUBLICATIONS

§ 34.56 *Permissible writing, printing, or other additions on second-class matter*—(a) *Authorization.* Mailable matter of the second class shall contain no writing, print, or sign thereon or therein in addition to the original print, except as herein provided, to wit: the name and address of the person to whom the matter shall be sent, index figures of subscription book, either printed or written, the printed title of the publication and the place of its publication, the printed or written name and address without addition of advertisement of the publisher or sender, or both, and written or printed words or figures, or both, indicating the date on which the subscription to such matter will end, the correction of any typographical error, a mark except by written or printed words, to designate a word or passage to which it is desired to call attention; the words "Sample copy" when the matter is sent as such, the words "Marked copy" when the matter contains a marked item or article, and publishers or news agents may inclose in their publications bills, receipts, and orders for subscriptions thereto, but the same shall be in such form as to convey no other information than the name, place of publication, subscription price of the publication to which they refer and the subscription due thereon. * * * (Sec. 1, 25 Stat. 1, as amended; 39 U. S. C. 249)

(b) *Return postage pledge.* A pledge to pay the postage for the return of undeliverable copies (see §§ 34.63 and 43.48) may be printed on wrappers of second-class matter.

(c) *Exchange and similar requests on wrappers prohibited.* The words "Please exchange" and similar requests and directions relative to delivery inconsistent with these regulations shall not be permitted on the wrappers of matter mailed at the second-class rates of postage. (See § 35.10.)

(d) *Number of copies in package.* The number of copies inclosed may be indicated upon the wrapper or face of a package.

(e) *Printed illustrations or photos attached.* Printed illustrations, including photographs, not in the nature of advertisements, may be pasted to the pages of a publication admitted to the mails as second-class matter.

(f) *Coupons, order forms, and other matter for detachment.* Coupons, order forms, and other matter intended for detachment and subsequent use may be included in permanently attached advertisements, or elsewhere, in newspapers and periodicals, provided they constitute only an incidental feature of such publications and are not of such character, or used to such extent, as to destroy the statutory characteristics of second-class publications, or to bring them within the prohibition of the law denying the second-class rates of postage to publications "designed primarily for advertising purposes," or to give to them the characteristics of books or third-class matter. Coupons and other matter consisting of not more than one-half of one page shall be regarded as an incidental feature.

§ 34.57 *Bills, receipts, or orders with second-class matter*—(a) *Form permitted.* Bills or receipts printed or written in substantially the following form may be inclosed with second-class matter:

NEW YORK, N. Y., ----------, 19--
Office of ---------- ----------,
The ---------- Weekly,
37 Park Row. P. O. Box 4295.
---------- ---------- to the ----------
Weekly, Dr.
---------- ----------, subscription, in advance.
Received payment for the -------- Weekly
from -------- to --------

(b) *What may be included.* (1) A bill or receipt for subscription may include the names of more than one publication and their regular prices, provided they are all published by the same individual or company, or sent by the same news agent, and may also include any period of subscription or any number of shipments to a news agent.

(2) Orders for subscription may indicate the term or period for which the subscription is ordered. The written or printed words or figures, or both, to indicate when the subscription will end may be placed upon the matter itself, or the wrapper, or upon the bills, receipts, or orders which may be inclosed therewith.

(c) *Subscription blanks with coin receptacles.* Subscription blanks, otherwise conforming to these requirements, may be mailed with second-class publications at the regular second-class rates of postage, although printed on cardboard and arranged with a receptacle for coin, or when printed on envelopes. Envelopes, including business reply envelopes and business reply cards, are permissible inclosures in copies of publications mailed at the second-class pound rates only when they are prepared with a subscription order form printed thereon and when they do not convey information in excess of that authorized by § 34.56 (a). Such subscription order forms may show only the title of the publication, place of publication, subscription price, and the amount of the subscription due thereon.

(d) *Combination subscription order forms.* A combination subscription order form for two or more publications is a permissible inclosure, provided each of the publications has second-class entry, the publications are published by the same publishers and the order form does not contain information in excess of that authorized by § 34.56 (a).

§ 34.58 *Examination of second-class matter at mailing office*—(a) *Authorization.* Matter of the second class may be examined at the office of mailing, and if found to contain matter which is subject to a higher rate of postage, such matter shall be charged with postage at the rate to which the inclosed matter is subject. Nothing herein contained shall be so construed as to prohibit the insertion in periodicals of advertisements attached permanently to the same. (Sec. 12, 20 Stat. 359; 39 U. S. C. 225)

(b) *Advertisements.* All advertisements in periodicals shall be permanently attached thereto.

(c) *For violations of laws and regulations.* Postmasters shall carefully examine mailings of publications entered at their offices as second-class matter to ascertain whether the publishers are complying with the law and these regulations.

(d) *When character of publication in doubt.* Every postmaster having reason to believe that a publication passing in the mails as matter of the second class is not entitled to the second-class mailing privileges shall report the matter promptly, with any evidence or facts in his possession tending to support such belief, to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail.

§ 34.59 *Detention of matter not entitled to second-class rate*—(a) *Demand for proper postage.* When the postmaster at the office of mailing finds that a publisher or news agent has deposited matter for mailing at the second-class rates of postage which, in his judgment, is chargeable with a higher rate by reason of illegal inclosures or additions, he shall detain the same, notify the sender, and demand of him proper postage, to be prepaid by stamps affixed to each separately addressed piece.

(b) *Receipt of deposit for proper postage and report to department.* When the decision of the postmaster is questioned, he shall on receipt of a deposit of postage at the higher rate, dispatch the package as second-class matter, and submit to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, a sample of the objectionable matter, with a full statement of the facts in the case. If the publication is held to be entitled to the second-class rates, the excess of the deposit over the second-class rates shall be refunded. If the decision of the postmaster is sustained, the full amount of the deposit shall be converted into postage stamps of a high denomination. The stamps shall be affixed to a sheet of paper, canceled, and sent by registered mail, with a report of the facts, to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail.

SECOND-CLASS MAILING PRIVILEGES FOR NEWS AGENTS

§ 34.60 *News agents*—(a) *Definition.* The term "news agent" shall embrace persons, including newsboys, engaged in business as news dealers or sellers of publications of the second class. A person who restricts himself to advancing the interests of a single publication, or the

publications of one publisher, shall not be regarded as a "news agent" within the meaning of the law, but as a local agent of the publisher and not entitled to a "news agent's" mailing privileges.

(b) *Application for registration.* When a person, firm, or corporation desires to mail second-class matter as a news agent at the second-class pound rates of postage, an application for the privilege, accompanied with the fee of $20 prescribed by § 34.28, shall be submitted to the postmaster on Form 3501–C. The application shall be sent by the postmaster to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail.

(c) *Registration.* If upon examination of the application it is found that the applicant is entitled to exercise the privileges of a news agent, he shall be duly registered as such and the postmaster authorized to accept from him, at the applicable second-class postage rates, mailings of publications entered as second-class matter, so long as he complies with the law and these regulations.

§ 34.61 *Mailing of publications by news agents*—(a) *Information required.* When periodical publications are presented by a news agency or agent for mailing at the second-class rates of postage, postmasters shall require such agency or agent to furnish satisfactory evidence that the publications offered are entitled to such rates, and have been duly entered at the office of publication, and are being sent to actual subscribers, or to other news agents for the purpose of sale.

(b) *Printed notice evidence of entry.* A printed notice of entry shall be regarded as sufficient evidence that a publication is entitled to pass in the mails at the second-class rates of postage. Postmasters may refuse to accept at second-class rates publications which do not bear such a notice. (See § 34.32.)

(c) *Addressed to other agents.* Satisfactory evidence shall also be furnished that the persons to whom bulk packages are sent from a news agency are also news agents, and the addresses upon such bulk packages should show this fact.

(d) *Not to be remailed without prepayment of postage.* A news agent shall not be permitted to take packages of newspapers or periodicals out of a post office, write an address on each copy, and return them to the office for mailing or delivery without additional prepayment of postage, except in the case of publications entitled to pass free in the county to actual subscribers thereto. (See § 34.41.)

(e) *Packages not to be opened.* Postmasters shall not open packages addressed to news agents and distribute any of the papers or periodicals therein, through the post office or otherwise.

(f) *When subject to transient second-class rates.* Unsold second-class matter returned by news agents to either publishers or other news agents, and copies sent by news agents to other news agents, except for the purpose of sale, or to persons not subscribers to such agency, shall be subject to the transient second-class rates of postage prescribed by § 34.42, except when the postage at the second-class pound rates is higher, in which case the latter rates shall apply.

(g) *Return of portions of unsold publications.* When news agents desire to return to publishers merely the head or small portions of each publication as evidence that the copy has not been sold, such portions shall be rated as third- or fourth-class matter, according to weight. (See §§ 34.65 and 34.73.)

ADDRESSING AND PREPARING COPIES FOR MAILING

§ 34.62 *Wrapping and folding of publications*—(a) *Requirements.* No newspapers shall be received to be conveyed by mail unless they are sufficiently dried and inclosed in proper wrappers. (R. S. 3883; 39 U. S. C. 252)

(b) *Wrappers.* Newspapers and periodicals shall be wrapped in such manner that the wrappers can be removed and replaced without destroying them or injuring their inclosures. When envelopes are used as wrappers they shall bear in the upper left corner of the address side the name and address of the publication, and in the upper right corner, a notice of its entry as second-class matter.

(c) *Manner of.* All publications should be properly folded for separation and delivery. They should be addressed in a legible hand or plain type not smaller than 10 point. When several unwrapped copies for subscribers at the same post office are sent under one wrapper, each copy should bear the name and post-office address of the subscriber. Postmasters shall request publishers and news agents to fold their publications to a size not larger than 9 by 12 inches when practicable.

(d) *When not addressed or wrapped properly.* Publications which are illegibly addressed and those which are not wrapped and folded in accordance with these regulations shall be held until all other matter is distributed.

UNDELIVERABLE SECOND-CLASS MATTER

§ 34.63 *Undeliverable second-class matter*—(a) *Notification of publisher; return; postage charge.* When copies of any publication of the second class, mailed by a publisher at the pound rate or free in the county of publication, are undeliverable at the address thereon, the postmaster at the office of destination shall promptly notify the publisher of the fact, giving the reason therefor, and copies received five weeks after the mailing of the notice to the publisher, and in no instance until two successive issues thereof have been published, shall, under such regulations as the Postmaster General may prescribe, be separately returned to the publisher thereof charged with postage at the third-class rate: *Provided*, That there shall be a postage charge of 2 cents for such notice regarding undeliverable copies, which shall be collected from the publisher upon delivery of the notice; except that where the undeliverable copies bear the pledge of the sender to pay the return postage no notice shall be sent to the publisher but the copies received during the period specified in this paragraph shall be returned charged with postage due at the rate of 1 cent for each two ounces or fraction thereof, with a minimum charge of 2 cents, and indorsed to show the reason they are undeliverable and the new address of the addressee, if known. (36 Stat. 366, as amended; 39 U. S. C. 277)

(b) *Notice to publisher.* The notice to the publisher that copies of his publication are for any reason undeliverable at the address thereon shall be made in duplicate, on Form 3578, the original to be retained by the postmaster as a record of notices furnished and the duplicate, charged with 2 cents postage due, sent to the publisher. Such notice shall not be sent when copies of a publication are undeliverable at the address thereon because of the temporary absence of the addressee.

(c) *Return of publication in lieu of sending notice.* When the copies of a publication bear the pledge of the sender to pay return postage, no notice on Form 3578 shall be sent to the publisher, except in case of local change of address, and the copies received during the period specified in paragraph (a) of this section shall be returned to the publisher charged with postage due at the rate of 1 cent for each two ounces or fraction thereof, with a minimum charge of 2 cents, and the copies shall be indorsed to show the reason they are undeliverable together with the new address of the addressee, if known. (See § 43.48)

(d) *Conditions for return to publisher.* Copies of all publications received after five weeks from the date of mailing the notice on Form 3578, or the return of the first copy of the publication as prescribed in paragraph (c) of this section, but in no instance until two successive issues thereof have been published, which are undeliverable at the address thereon, including local change of address, shall be returned to the publishers under label Form 3579, charged with postage due at the third-class rate. This label shall be pasted on the outside of the publication or its wrapper in such manner as not to cover or obscure the original address or the subscription number thereon. Lines shall be lightly drawn through the original address. The postmaster shall enter in the place provided therefor the amount of postage due at the third-class rate and the date of the notice sent to the publisher.

(e) *When publisher refuses to pay postage due.* If the publisher refuses to pay the postage due on the notice on Form 3578 or the postage due on undeliverable copies of his publication returned to him under Form 3579, the postmaster shall immediately obtain the publisher's statement of his reasons for such refusal and make a full report of the matter to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail.

(f) *Disposal of undeliverable matter not returned.* The copy which forms the basis for sending the notice on Form 3578 and copies received similarly addressed for the period of five weeks thereafter, or in the event that during the five weeks' period two issues have not been published, then copies received until two issues have been published, shall, if undeliverable at the post office of address, be disposed of as waste (see §§ 7.25 and 43.46), unless there be on file a forward-

ing order of the addressee, or unless there appears on the face of the publication or wrapper a pledge of the publisher to pay postage for its return, in which events the copies shall be forwarded or returned. (See § 43.12 and paragraph (c) of this section, as the case may be.) If the postage for forwarding such matter is not furnished, the copies shall be disposed of as waste.

(g) *Postage rates for return or forwarding.* When second-class matter is forwarded to the addressee under the provisions of § 43.12, the rate is that applicable to transient second-class matter (see § 34.42); the rate of postage applicable to such matter when returned to the publisher under the provisions of this section is the third-class rate or the rate prescribed in paragraph (c) of this section, as the case may be. Notice on Form 3578 shall be sent promptly, whether or not the copies bear a guarantee of return or forwarding postage, except as provided in paragraph (c), of this section.

(h) *Canadian matter.* Undeliverable Canadian second-class matter shall be given the same treatment as domestic matter of that class.

CONTROLLED CIRCULATION PUBLICATIONS

§ 34.64 *Publications issued regularly and circulated free or mainly free*—(a) *Postage rate.* Publications containing twenty-four pages or more issued at regular intervals of four or more times a year, 25 per centum or more of whose pages are devoted to text or reading matter and not more than 75 per centum to advertising matter, which are circulated free or mainly free, may, upon authorization by the Postmaster General and under such regulations as he may prescribe, be accepted for mailing at the postage rate of 10 cents a pound or fraction thereof, computed on the entire bulk mailed at one time, but not less than 1 cent per piece, provided the copies of such publications are presented for mailing made up according to States, cities, and routes as directed by the Postmaster General: *Provided,* That publications owned and controlled by one or several individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them shall not be accepted under this section. (62 Stat. 1260; 39 U. S. C. 291b)

(b) *Applications.* Application to mail copies of a publication under the provisions of paragraph (a) of this section shall be submitted in writing by the publisher through the postmaster at the office where the matter is to be mailed. The application shall set forth the name of the publication, its frequency of issue, where published, and the name of the publisher, and be accompanied with two copies of the issue nearest to the date of the application. The postmaster shall transmit the application and one copy of the publication to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, and pending action thereon shall accept copies of the publication for mailing under deposits of money sufficient to cover postage at the third- or fourth-class rates. Such deposits shall be held in trust and otherwise treated as provided in § 34.30, with respect to second-class matter, until further instructions are received from the Third Assistant Postmaster General.

(c) *Indicia.* The following indicia shall be conspicuously printed on one or more of the first five pages, preferably on the first page, of each copy of a publication accepted under this section:

(1) Title of the publication, which shall always be shown on the first or cover page.
(2) Date of issue.
(3) Frequency of issue.
(4) Serial number.
(5) Office of publication.
(6) Subscription price, if any.
(7) Notice of authority for acceptance under this section, as follows:

"Acceptance under section 34.64, P. L. and R., authorized." Pending action on an application for acceptance of a publication hereunder there may be printed on the copies the words:

"Application is pending for acceptance under section 34.64, P. L. and R."

(d) *Marked copy to show percentage of reading matter.* With the first mailing of each issue of such publication the publisher shall file with the postmaster a copy thereof marked to show the matter therein devoted to other than advertising, or at least up to 25 per centum of the entire publication, that is, to text or reading matter, and endorsed on the first page to show such percentage. Advertising in the form of textual or reading matter shall not be included in such percentage. The postmaster shall check the copy to see that it contains at least 25 per centum of text that is not advertising, and that the publication otherwise conforms to the requirements.

(e) *Preparation for dispatch.* Such publication shall be properly prepared and addressed and placed in United States mail sacks or other suitable receptacles and separated to States, cities, and routes, in the same general manner as prescribed for second-class matter, and shall be brought for mailing to the post office or such other place as is designated to receive it. Copies not so prepared and presented shall be charged with postage at the third- or fourth-class rates. Individually addressed copies intended for the same post office shall, if there be more than five, be securely wrapped or tied in one bundle; or, if there are more than 30 pieces, be placed in a separate sack addressed to such office. Sacks containing less than that amount (except bulky matter) shall not be made up except where a direct sack is necessary materially to advance the mail, but the mail shall be securely tied in bundles, properly labeled, and be included in sacks with other mail.

(f) *Payment of postage.* The postage on a publication mailed under this section shall be prepaid, preferably in money in the manner prescribed by § 35.4 of this chapter insofar as applicable, or by means of precanceled postage stamps. When a publisher already has a permit to mail matter of any class without stamps affixed as nonmetered mail under the provisions of § 35.4 of this chapter, or a permit for the privilege of using precanceled postage stamps, he may also mail under such permits copies of a publication when its acceptance under this regulation is authorized. When such publications are enclosed in envelopes or wrappers, the inscription "Sec. 34.64, P. L. & R." must be conspicuously printed in the upper right corner of the envelopes or wrappers over the permit indicia prescribed by § 35.4 of this chapter, the amount of postage paid being omitted from the indicia when the publishers so desire, or over the precanceled postage stamps, according to the manner in which the postage is paid. When the copies are mailed without wrappers, the foregoing inscription should be conspicuously printed on the cover to the right and above the address, sufficient space being left for the address and any necessary postal endorsements.

(g) *When not issued regularly.* When a publication accorded the privileges of this section is not regularly issued 4 or more times a year, or when the copies of an issue do not contain 25 per centum or more of text, the postmaster shall so report to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail.

MATTER OF THE THIRD CLASS; DESCRIPTION; POSTAGE RATES

§ 34.65 *Third-class matter*—(a) *Definition.* Mail matter of the third class shall include books, circulars, and other matter wholly in print (except newspapers and other periodicals entered as second-class matter), proof sheets, corrected proof sheets, and manuscript copy accompanying same, merchandise (including farm and factory products) and all other mailable matter not included in the first or second class, or in the fourth class as defined in § 34.73, but bills or statements of account produced by any photographic or mechanical process shall not be accepted as mail matter of the third class unless presented in quantities of twenty or more identical copies. When such bills or statements are not identical or are presented in quantities of less than twenty identical copies, they shall be subject to postage at the first-class rate. (Sec. 206, 43 Stat. 1067, as amended; 39 U. S. C. 235)

NOTE: Third-class matter does not include any matter exceeding 8 ounces in weight.

(b) *Rate of postage.* (1) The rate of postage on third-class matter shall be 2 cents for the first two ounces or fraction thereof, and 1 cent for each additional ounce or fraction thereof up to and including eight ounces in weight, except that the rate of postage on books and catalogs of twenty-four pages or more, seeds, cuttings, bulbs, roots, scions, and plants not exceeding eight ounces in weight shall be 1½ cents for each two ounces or fraction thereof: *Provided,* That upon payment of a fee of $10 for each calendar year or portion thereof and under such regulations as the Postmaster General may establish for the collection of the lawful revenue and for facilitating the handling of such matter in the mails, it shall be lawful to accept for transmission in the mails, separately addressed identical pieces of third-class matter in quantities of not less than twenty pounds, or of not less than two hundred pieces, subject to pound rates of

postage applicable to the entire bulk mailed at one time: *Provided further*, That the rate of postage on third-class matter mailed in bulk under the foregoing provision shall be 14 cents for each pound or fraction thereof with a minimum charge per piece of 1 cent, except that in the case of books and catalogs of twenty-four pages or more, seeds, cuttings, bulbs, roots, scions, and plants the rate shall be 10 cents for each pound or fraction thereof with a minimum charge per piece of 1 cent: *And provided further*, That pieces or packages of such size or form as to prevent ready facing and tying in bundles and requiring individual distributing throughout shall be subject to a minimum charge of 3 cents each. (Sec. 202, 62 Stat. 1260; 39 U. S. C. 290a)

(2) *Minimum postage charge on third-class matter when applicable.* The minimum postage charge of three cents required by law on third-class matter of such form or size as to prevent ready facing, typing and handling in the mails applies to bulk mailings of third-class matter as well as regular matter of the third class. In any instance where the regular postage or the bulk rate of postage per piece exceeds three cents, the minimum charge will not be applicable. Large circulars, folders, etc., of third-class matter when folded flat to a size of 9 by 12 inches or less will be acceptable at the regular or bulk third-class rate. For small articles if they have flat surfaces and are either four inches long (parallel with line of address) or three inches wide (perpendicular to line of address) the regular or bulk third-class rate will be chargeable. In other words, the three-cent minimum charge will apply if the piece is less than four inches long and also less than three inches wide. The three-cent minimum charge will apply to all round, cylindrical, or other irregularly shaped pieces or packages, as well as those forming a hump or which are otherwise so uneven as to prevent stacking or tying in packages including articles in bags or which are addressed by means of tags.

(c) *Articles of odd size or form.* Among the articles to which the 3-cent minimum charge shall apply are those exceeding 9 inches in width, or 12 inches in length, or less than 3 inches in width and 4 inches in length; round, cylindrical, or other irregular shaped pieces or packages, and those with contents forming a hump or which are otherwise so uneven as to prevent stacking or tying in packages; also articles in bags or addressed by means of tags.

(d) *Books, students' work books.* Books, permanently bound for preservation consisting wholly of reading matter or reading matter with incidental blank spaces for student's notations and containing no advertising matter other than incidental announcements of books and when in parcels not exceeding seventy pounds in weight, may be sent at the postage rate of 8 cents for the first pound or fraction thereof and 4 cents for each additional pound or fraction thereof. (Sec. 204, 62 Stat. 1260; 39 U. S. C. 292a)

(e) *Hotel and steamship room keys.* (1) On hotel and steamship room keys with metal or fiber tags securely attached thereto, there being indelibly stamped upon such tags explicit post-office address and instructions directing that key and tag be returned to the hotel or steamship of their origin, postage shall be charged at the rate of 5 cents for each two ounces or fraction thereof if postage be collected on delivery. (44 Stat. 890; 39 U. S. C. 302)

(2) When hotel or steamship room keys conforming to the conditions prescribed in paragraph (e) of this section are presented for mailing or deposited in the mails without prepayment of any postage, they shall be dispatched to the post office of address and delivered to the hotel or steamship of origin in accordance with the instructions on the tags attached to the keys on payment of postage thereon at the rate of 5 cents for each 2 ounces or fraction thereof. Postage-due stamps representing the amount of postage collected shall be affixed to the tags in accordance with the general procedure governing the collection of postage due set forth in §§ 43.8 and 43.11.

§ 34.66 *Pound rate for bulk mailings of third-class matter*—(a) *Authorization.* * * * Upon payment of a fee of $10 for each calendar year or portion thereof and under such regulations as the Postmaster General may establish for the collection of the lawful revenue and for facilitating the handling of such matter in the mails, it shall be lawful to accept for transmission in the mails separately addressed identical pieces of third-class matter in quantities of not less than twenty pounds, or of not less than two hundred pieces subject to pound rates of postage applicable to the entire bulk mailed at one time. * * * (Sec. 202, 62 Stat. 1260; 39 U. S. C. 290a)

(b) *Method of paying postage.* The postage on bulk mailings of third-class matter mailed under the provisions of this section must be prepaid in money as metered, nonmetered, or with precanceled stamps, or the matter enclosed in Government precanceled stamped envelopes.

(c) *Application for privilege*—(1) *Procedure.* Persons desiring the privilege of mailing third-class matter in bulk under the provisions of this section shall make application therefor to the postmaster, who shall transmit it to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, except when otherwise instructed by that office, and await the receipt of a permit and instructions as to procedure. Until such authority and instructions are received, no postmaster shall accept third-class matter for mailing under the provisions of this section.

(2) *Fee.* A fee of $10 for each calendar year or portion thereof is required for the privilege of making bulk mailings of separately addressed identical pieces of third-class matter in quantities of not less than 20 pounds or of not less than 200 pieces, regardless of whether the matter is mailed without stamps affixed as metered or nonmetered mail or the postage thereon is paid by precanceled stamps affixed. In addition, each application for a permit to mail third-class matter without stamps affixed as nonmetered mail under the provisions of this section shall be accompanied with the fee of $10 prescribed by § 35.4 (f) of this chapter. Both fees shall be accounted for in the manner prescribed in that paragraph.

(3) *Letter shops, etc.* In the case of printing firms, letter shops, etc., which print, prepare and mail or which merely address and mail third-class matter at bulk rates under their permits for others, a $10 fee will be required each calendar year for each customer for whom such a mailing is made.

If a firm makes bulk mailings of third-class matter for its branches, that is, if it prepares and presents the matter for mailing at one post office for all of the branches under one permit, only one $10 bulk mailing fee will be required annually. However, if each branch holds a permit and presents its own third-class matter for mailing in bulk, it will be necessary for each branch (individual permit holder) to pay an annual $10 bulk mailing fee.

(d) *Indicia.* (1) There shall be printed in the upper right corner of the address side of each separately addressed piece of third-class matter mailed under the provisions of this section without stamps affixed the words "U. S. Postage Paid," the name of the post office and State where mailed, and such other information as may be required in instructions issued by the Third Assistant Postmaster General. Matter mailed without stamps affixed under the provisions of this section shall not be postmarked.

(2) When the postage on third-class matter, mailed under the provisions of this section is paid by means of precanceled stamps, each separately addressed piece shall bear such printed indicia as may be prescribed by the Third Assistant Postmaster General to show that the matter is being so mailed.

(3) In the upper left corner of the address side of such matter should be placed the name and complete address of the sender.

(e) *Statement to accompany mailing.* Each mailing of third-class matter under the provisions of this section shall be accompanied with a statement on a form provided therefor, signed by the sender, showing such information as may be required. To facilitate the handling of such matter the mailer shall separate and securely "tie out" all mailings under this section, whether without stamps affixed or under precanceled stamps, into direct packages for post offices whenever there are as many as 10 pieces for any post office in any mailing, and the mailer shall separate and securely "tie out" the pieces or packages into properly labeled State packages whenever there are as many as 10 pieces or packages for any State. Mailers shall also make separations of such mail for post office stations and branches if the name of a post-office station or post-office branch forms a part of the address. Any mailings offered without the separations being made as outlined shall be refused.

(f) *Computation of postage.* (1) Postage on the entire quantity, except when prepaid by means of precanceled stamps, shall be paid at or before the time the matter is presented either in money or at the option of the postmaster and at

his risk by check drawn to his order. Such postage shall be collected at the rate of 14 cents a pound or 10 cents a pound, according to the character of the particular matter (see § 34.65), and shall be computed on each pound or fraction thereof unless the postage at the pound rate amounts to less than 1 cent for each piece, in which event postage at the latter rate shall be collected.

(2) *Postage paid by precanceled postage stamps or meter impressions.* When third-class matter is mailed at bulk rates and postage is paid by means of precanceled stamps or meter impressions the postage value affixed to each piece must be sufficient to prepay fully the amount chargeable thereon. Therefore, when postage on each piece computed at the bulk rate by the pound is not exactly equivalent to the denomination of a postage stamp or meter unit or combinations thereof, it will be necessary to affix to each piece a precanceled stamp or stamps or meter impression or impressions of the next higher denomination. The following table is provided for convenience in computing postage in such cases:

14 Cents a Pound Matter

Circulars, miscellaneous printed matter and merchandise.

Weight of each piece not exceeding (*ounces*)	*Amount of postage required on each piece if paid with precanceled stamps or meter impressions* (*cents*)
1⅛ (1.143)	1
1⅝ (1.714)	1½
2¼ (2.286)	2
2¾ (2.857)	2½
3⅜ (3.429)	3
4 (4.000)	3½
4½ (4.571)	4
5⅛ (5.143)	4½
5⅝ (5.714)	5
6¼ (6.286)	5½
6¾ (6.858)	6
7⅜ (7.429)	6½
8 (8.000)	7

(Intermediate weights require next higher rate)

10 Cents a Pound Matter

Books (including catalogs), of 24 pages or more, seeds, cuttings, bulbs, roots, scions and plants.

Weight of each piece not exceeding (*ounces*)	*Amount of postage required on each piece if paid with precanceled stamps or meter impressions* (*cents*)
1½ (1.6)	1
2⅜ (2.4)	1½
3⅛ (3.2)	2
4 (4.0)	2½
4¾ (4.8)	3
5½ (5.6)	3½
6⅜ (6.4)	4
7⅛ (7.2)	4½
8 (8.0)	5

(Intermediate weights require next higher rate)

NOTE: The fractional weights in column one are provided for use in readily ascertaining the per piece rate chargeable and can be used in most instances. In weighing a piece to determine the postage required, it will be necessary to estimate the fractional position of the poise in those cases where the scale does not balance at a marked one-half ounce unit. The weights by decimal fractions shown in parentheses are the actual maximum weights of individual pieces which may be accepted at the postage value listed opposite. These figures should be used in any instance where the scale weight for a single piece closely approximates one of the fractions shown in column one. Individual weights computed to the decimal fractions shown will, of course, have to be arrived at by determining the average weight of a single piece based upon the total weight of a number of pieces selected from the mailing.

(g) *Examination and verification of mailings.* (1) Except when the postage on third-class matter mailed under the provisions of this section is paid by means of precanceled stamps affixed, the mailings shall be examined, counted, weighed, and verified and receipts (Form 3603) issued therefor in the manner prescribed for matter mailed without stamps affixed under the provisions of § 35.4 insofar as they may be applicable, and in accordance with such further instructions as may be issued by the Third Assistant Postmaster General.

(2) When the postage on matter mailed under the provisions of this section is paid by means of precanceled stamps, each mailing shall be carefully examined to see that the proper amount of postage is affixed.

(h) *Accounting for postage.* The postage on mailings without stamps affixed under the provisions of this section shall be accounted for in the manner prescribed by § 35.4 (n) of this chapter.

(i) *Not to be registered, insured, or sent c. o. d.* Matter mailed under the provisions of this section shall be accepted only as ordinary mail, and cannot be registered or sent as insured or c. o. d. mail, since the pieces are not accepted and handled individually at the mailing office, but only in bulk.

§ 34.67 *Circulars — (a) Definition.* The term "circular" is defined to be a printed letter, which, according to internal evidence, is being sent in identical terms to several persons. A circular shall not lose its character as such, when the date and the name of the addressee and of the sender shall be written therein, nor by the correction of mere typographical errors in writing. (Sec. 18, 20 Stat. 360; 39 U. S. C. 236)

(b) *Written additions.* When a name (except that of the addressee or sender), date (other than that of the circular), or anything else is handwritten or typewritten in the body of a circular for any other reason than to correct a genuine typographical error, postage shall be charged at the first-class rate. (See § 34.8.)

§ 34.68 *Printed matter; definition.* "Printed matter" is defined to be the reproduction upon paper, by any process except that of handwriting, of any words, letters, characters, figures, or images, or of any combination thereof, not having the character of an actual and personal correspondence. (Sec. 19, 20 Stat. 360; 19 U. S. C. 237)

§ 34.69 *Typewritten matter; facsimile copies.* Typewriting and carbon and letter-press copies shall be accepted for mailing only as first-class matter. (See § 34.5.) Facsimile copies of handwriting or typewriting, produced by a mechanical process such as the printing press, mimeograph, multigraph, etc., shall be treated as matter of the third or fourth class according to weight, provided they are presented for mailing at the post-office windows, or other depositories designated by postmasters, in a minimum number of 20 identical unsealed copies. If mailed elsewhere, or in less number, payment of the first-class rate of postage shall be required.

§ 34.70 *Letters for the blind.* * * * All letters written in point print or raised characters or on sound-reproduction records used by the blind, when unsealed, shall be transmitted through the mails as third-class matter. (33 Stat. 313, as amended; 39 U. S. C. 331)

§ 34.71 *Transient copies of Congressional Record.* The postage, on each copy of the daily Congressional Record mailed from the city of Washington as transient matter shall be one cent. (Sec. 13, 18 Stat. 237, 39 U. S. C. 290)

PERMISSIBLE ADDITIONS ON THIRD-CLASS MATTER

§ 34.72 *Permissible additions on third-class matter—(a) Authority for.* * * * Upon matter of the third * * * [class] or upon the wrapper or envelope inclosing the same or the tag or label attached thereto, the sender may write his own name, occupation, and residence or business address, preceded by the word "From," and may make marks other than by written or printed words to call attention to any word or passage in the text, and may correct any typographical errors. There may be placed upon the blank leaves or cover of any book or printed matter of such * * * [class] a simple manuscript dedication or inscription not of the nature of a personal correspondence. Upon the wrapper or envelope or the tag or label attached thereto may be printed any matter mailable as third-class matter. * * * but there must be left on the address side * * * a space sufficient for a legible address and necessary stamps. * * * (Sec. 1, 25 Stat. 1, as amended; 39 U. S. C. 249)

(b) *"Please do not open until Christmas."* * * * There may be placed on third- * * * class mail matter, or on the package, wrapper, or envelope inclosing the same, or on a tag or label attached thereto, either in writing or otherwise, the words "Please do not open until Christmas," or words to that effect. * * * (Sec. 1, 25 Stat. 1, as amended; 39 U. S. C. 249)

(c) *Same as on fourth-class.* The written additions permissible on fourth-class matter are likewise permissible on matter of the third class.

(d) *Designation of contents; inscriptions.* It shall be permissible to place on third-class matter, or on a card inclosed therewith, a written designation of contents, a serial number, and such simple inscriptions as "Merry Christmas," "Happy New Year," "Dear Sir," "My Dear Friend," "Sincerely yours," "With best wishes."

(e) *Imprints by hand stamp.* Imprints by hand stamp upon printed matter of the third class shall not affect its classification except when the added print is in itself personal, or converts that to which it is added into a personal

communication; in the latter case, however, the mailing at one time at the post office window or other depository designated by the postmaster of not less than 20 identical unsealed copies shall be sufficient evidence of impersonal character to entitle such matter to the third-class rate of postage.

(f) *Hand-stamped, marked, or punched dates on cards.* Printed cards which do not conform to the requirements for post cards bearing a hand-stamped, marked, or punched date, giving information as to when the sender will call or deliver something, or when some event will occur, or some article was received, etc., mailed in a less number than 20 identical copies, shall be charged with postage at the letter rate; but when not less than 20 identical unsealed copies are mailed at the same time they shall be accepted at the third-class rate.

(g) *Corrections in proof sheets.* Include the alteration of the text and insertion of new matter, as well as the correction of typographical and other errors; include also marginal instructions to the printer necessary to the correction of the matter or its proper appearance in print. Part of an article may be entirely rewritten if that is necessary for correction. Corrections should be upon the margin of or attached to the proof sheets. Manuscript of one article may not be enclosed with proof sheets or corrected proof sheets of another except at the first-class rate.

CROSS REFERENCE: See § 34.67 as to definition of circular and additions thereto.

MATTER OF THE FOURTH CLASS: PARCEL POST; DESCRIPTION

§ 34.73 *Fourth-class matter*—(a) *Definition.* (1) Mail matter of the fourth class shall weigh in excess of 8 ounces, and shall include books, circulars, and other matter wholly in print (except newspapers and other periodicals entered as second-class matter), proof sheets, corrected proof sheets and manuscript copy accompanying same, merchandise (including farm and factory products), and all other mailable matter not included in the first or second class, or in the third class as defined in § 34.65, not exceeding 70 pounds in weight, nor greater in size than 100 inches in length and girth combined, nor in form or kind likely to injure the person of any postal employee or damage the mail equipment or other mail matter and not of a character perishable within a period reasonably required for transportation and delivery. (R. S. 3879, as amended; 39 U. S. C. 240)

(2) Such official matter exceeding 4 pounds in weight as is not mailable free under the penalty privilege shall be embraced in mail of the fourth class.

NOTE: The orders of the Postmaster General modifying the fourth-class limits of weight and size, rate, and classification, issued in pursuance of the authority contained in 39 U. S. C. 247 (see § 34.79), are as follows: Order No. 7349 of July 25, 1913, increasing the weight limit of fourth class from 11 pounds to 20 pounds in the first and second zones and reducing the rates of postage in these zones, effective August 15, 1913; Order No. 7705 of December 6, 1913, extending the classification of articles mailable as parcel post to include books, effective March 16, 1914; Order No. 7706 of December 6, 1913, increasing the limit of weight of fourth class for delivery within the first and second zones from 20 to 50 pounds and in the third, fourth, fifth, sixth, seventh, and eighth zones from 11 to 20 pounds, and reducing the rates of postage in the third, fourth, fifth, and sixth zones, effective January 1, 1914; Order No. 9005 of July 10, 1915, increasing the limit of size of parcels of fourth class from 72 inches to 84 inches in length and girth combined, effective July 10, 1915; Order No. 1140 of February 26, 1918, increasing weight limit from 50 pounds in first and second zones and 20 pounds in the third zone to 70 pounds, and in all other zones from 20 to 50 pounds, effective March 15, 1918; Order No. 3880 of February 4, 1926, extending the classification of articles mailable as fourth-class to embrace such official matter exceeding 4 pounds in weight as is not mailable free under the penalty privilege; Order No. 1416 of July 14, 1931, increasing the limit of weight of fourth-class matter in the fourth, fifth, sixth, seventh, and eighth zones from 50 to 70 pounds, and increasing the limit of size from 84 to 100 inches in length and girth combined; Order No. 2388, April 7, 1932, modifying the rates of postage in the eight zones, effective October 1, 1932.

(b) *Units of area; zones.* For fourth-class mail matter the United States and its several Territories and possessions shall be divided into units of area thirty minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude, represented on appropriate postal maps or plans, and such units of area shall be the basis of eight postal zones, as follows:

(1) *First zone.* The first zone shall include all territory within such quadrangle, in conjunction with every contiguous quadrangle, representing an area having a mean radial distance of approximately fifty miles from the center of any given unit of area.

(2) *Second zone.* The second zone shall include all units of area outside the first zone lying in whole or in part within a radius of approximately one hundred and fifty miles from the center of a given unit of area.

(3) *Third zone.* The third zone shall include all units of area outside the second zone lying in whole or in part within a radius of approximately three hundred miles from the center of a given unit of area.

(4) *Fourth zone.* The fourth zone shall include all units of area outside the third zone lying in whole or in part within a radius of approximately six hundred miles from the center of a given unit of area.

(5) *Fifth zone.* The fifth zone shall include all units of area outside the fourth zone lying in whole or in part within a radius of approximately one thousand miles from the center of a given unit of area.

(6) *Sixth zone.* The sixth zone shall include all units of area outside the fifth zone lying in whole or in part within a radius of approximately one thousand four hundred miles from the center of a given unit of area.

(7) *Seventh zone.* The seventh zone shall include all units of area outside the sixth zone lying in whole or in part within a radius of approximately one thousand eight hundred miles from the center of a given unit of area.

(8) *Eighth zone.* The eighth zone shall include all units of area outside the seventh zone. (Sec. 8, 37 Stat. 557; 39 U. S. C. 292)

§ 34.74 *Excess size*—(a) *Not acceptable.* If a parcel of fourth-class matter exceeds the size, in length and girth combined, or the weight, prescribed in § 34.73 (a), it shall not be accepted for mailing.

(b) *How measured.* In measuring a parcel the greatest distance in a straight line between its ends, but not around the parcel lengthwise, shall be taken as the length, while the distance around it at its thickest part shall be taken as the girth. For example, a parcel 10 inches wide, 5 inches high, and 35 inches long has a girth of 30 inches, its length and girth combined being 65 inches.

RATES OF POSTAGE ON FOURTH-CLASS MATTER

§ 34.75 *Pound basis of postage rates on fourth-class matter.* On fourth-class matter (limit of weight over eight ounces to seventy pounds) the rate of postage except as herein provided for catalogs (limit of weight over eight ounces up to and including ten pounds), books, and library books, shall be by the pound as hereinafter provided, the postage in all cases to be prepaid by stamps affixed thereto or as otherwise prescribed by the Postmaster General. (Sec. 204 (a), 62 Stat. 1260; 39 U. S. C. 292a)

§ 34.76 *Fourth-class postage rates by zones.* The rate of postage on matter of the fourth class shall be as follows:

(a) *Local.* On all matter mailed at the post office from which a rural route starts, for delivery on such route, or mailed at any point on such route for delivery at any other point thereon, or at the office from which the route starts, or on any rural route starting therefrom, and on all matter mailed at a city-carrier office, or at any point within its delivery limits, for delivery by carriers from that office, or at any office for local delivery, the postage shall be 10 cents for the first pound or fraction thereof, 1 cent for each additional pound or fraction thereof up to and including ten pounds, and ¾ cent for each pound or fraction thereof exceeding ten pounds.

(b) *First and second zones.* For delivery within the first and second zones, except as provided for in paragraph (1), and except when the distance by the shortest regular mail route from the office of origin to the office of delivery is three hundred miles or more in which case the rates of postage shall be the same as for delivery within the third zone, 12 cents for the first pound or fraction thereof, 2⅒ cents for each additional pound or fraction thereof up to and including ten pounds, and 2 cents for each pound or fraction thereof exceeding ten pounds.

(c) *Third zone.* For delivery within the third zone, 13 cents for the first pound or fraction thereof, 4½ cents for each additional pound or fraction thereof up to and including ten pounds, and 2⅘ cents for each pound or fraction thereof exceeding ten pounds.

(d) *Fourth zone.* For delivery within the fourth zone, 14 cents for the first pound or fraction thereof, 4½ cents for each additional pound or fraction there-

of up to and including ten pounds, and 4¼ cents for each pound or fraction thereof exceeding ten pounds.

(e) *Fifth zone.* For delivery within the fifth zone, 15 cents for the first pound or fraction thereof, 6 cents for each additional pound or fraction thereof up to and including ten pounds, and 5½ cents for each pound or fraction thereof exceeding ten pounds.

(f) *Sixth zone.* For delivery within the sixth zone, 16 cents for the first pound or fraction thereof, 9½ cents for each additional pound or fraction thereof up to and including ten pounds, and 7¼ cents for each pound or fraction thereof exceeding ten pounds.

(g) *Seventh zone.* For delivery within the seventh zone, 17 cents for the first pound or fraction thereof, 9½ cents for each additional pound or fraction thereof up to and including ten pounds, and 9¼ cents for each pound or fraction thereof exceeding ten pounds.

(h) *Eighth zone.* For delivery within the eighth zone, 18 cents for the first pound or fraction thereof, 11½ cents for each additional pound or fraction thereof up to and including ten pounds, and 11¼ cents for each pound or fraction thereof exceeding ten pounds.

(i) *Parcels over 84 inches.* On parcels measuring more than 84 inches but not more than one hundred inches in length and girth combined the minimum postage charge shall be the zone charge applicable to a ten-pound parcel. (Sec. 204 (b), 62 Stat. 1260; 39 U. S. C. 292a)

(j) *Table of rates.* In accordance with the foregoing, postage shall be charged on matter of the fourth class mailed for delivery within the several zones indicated in subparagraphs (a) to (i) hereof as follows:

POSTAGE RATES

Weight in pounds	Local	Zones 1 2 (Up to 150 miles)	3 (150–300 miles)	4 (300–600 miles)	5 (600–1,000 miles)	6 (1,000–1,400 miles)	7 (1,400–1,800 miles)	8 (Over 1,800 miles)
1	$0.10	$0.12	$0.13	$0.14	$0.15	$0.16	$0.17	$0.18
2	.11	.15	.16	.19	.21	.24	.27	.30
3	.12	.17	.19	.23	.27	.31	.36	.41
4	.13	.19	.22	.28	.33	.39	.46	.53
5	.14	.21	.25	.32	.39	.46	.55	.64
6	.15	.23	.28	.37	.45	.54	.65	.76
7	.16	.25	.31	.41	.51	.61	.74	.87
8	.17	.27	.34	.46	.57	.69	.84	.99
9	.18	.29	.37	.50	.63	.76	.93	1.10
10	.19	.31	.40	.55	.69	.83	1.03	1.22
11	.20	.33	.43	.59	.75	.91	1.12	1.33
12	.21	.35	.46	.63	.80	.98	1.21	1.44
13	.22	.37	.49	.68	.84	1.06	1.31	1.56
14	.22	.39	.52	.72	.91	1.13	1.40	1.67
15	.23	.41	.54	.76	.97	1.20	1.49	1.78
16	.24	.43	.57	.80	1.02	1.27	1.58	1.89
17	.25	.45	.60	.85	1.08	1.35	1.68	2.01
18	.25	.47	.63	.89	1.13	1.42	1.77	2.12
19	.26	.49	.66	.93	1.19	1.49	1.86	2.23
20	.27	.51	.68	.97	1.24	1.56	1.95	2.34
21	.28	.53	.71	1.02	1.30	1.64	2.05	2.46
22	.28	.55	.74	1.06	1.35	1.71	2.14	2.57
23	.29	.57	.77	1.10	1.41	1.78	2.23	2.68
24	.30	.59	.80	1.14	1.46	1.85	2.32	2.79
25	.31	.61	.82	1.19	1.52	1.93	2.42	2.91
26	.31	.63	.85	1.23	1.57	2.00	2.51	3.02
27	.32	.65	.88	1.27	1.63	2.07	2.60	3.13
28	.33	.67	.91	1.31	1.68	2.14	2.69	3.24
29	.34	.69	.94	1.36	1.74	2.22	2.79	3.36
30	.34	.71	.96	1.40	1.79	2.29	2.88	3.47
31	.35	.73	.99	1.44	1.85	2.36	2.97	3.58
32	.36	.75	1.02	1.48	1.90	2.43	3.06	3.69
33	.37	.77	1.05	1.53	1.96	2.51	3.16	3.81
34	.37	.79	1.08	1.57	2.01	2.58	3.25	3.92
35	.38	.81	1.10	1.61	2.07	2.65	3.34	4.03
36	.39	.83	1.13	1.65	2.12	2.72	3.43	4.14
37	.40	.85	1.16	1.70	2.18	2.80	3.53	4.26
38	.40	.87	1.19	1.74	2.23	2.87	3.62	4.37
39	.41	.89	1.22	1.78	2.29	2.94	3.71	4.48
40	.42	.91	1.24	1.82	2.34	3.01	3.80	4.59
41	.43	.93	1.27	1.87	2.40	3.09	3.90	4.71
42	.43	.95	1.30	1.91	2.45	3.16	3.99	4.82

POSTAGE RATES—Continued

Weight in pounds	Local	Zones 1-2 (Up to 150 miles)	3 (150–300 miles)	4 (300–600 miles)	5 (600–1,000 miles)	6 (1,000–1,400 miles)	7 (1,400–1,800 miles)	8 (Over 1,800 miles)
43	$0.44	$0.97	$1.33	$1.95	$2.51	$3.23	$4.08	$4.93
44	.45	.99	1.36	1.99	2.56	3.30	4.17	5.04
45	.46	1.01	1.38	2.04	2.62	3.38	4.27	5.16
46	.46	1.03	1.41	2.08	2.67	3.45	4.36	5.27
47	.47	1.05	1.44	2.12	2.73	3.52	4.45	5.38
48	.48	1.07	1.47	2.16	2.78	3.59	4.54	5.49
49	.49	1.09	1.50	2.21	2.84	3.67	4.64	5.61
50	.49	1.11	1.52	2.25	2.89	3.74	4.73	5.72
51	.50	1.13	1.55	2.29	2.95	3.81	4.82	5.83
52	.51	1.15	1.58	2.33	3.00	3.88	4.91	5.94
53	.52	1.17	1.61	2.38	3.06	3.96	5.01	6.06
54	.52	1.19	1.64	2.42	3.11	4.03	5.10	6.17
55	.53	1.21	1.66	2.46	3.17	4.10	5.19	6.28
56	.54	1.23	1.69	2.50	3.22	4.17	5.28	6.39
57	.55	1.25	1.72	2.55	3.28	4.25	5.38	6.51
58	.55	1.27	1.75	2.59	3.33	4.32	5.47	6.62
59	.56	1.29	1.78	2.63	3.39	4.39	5.56	6.73
60	.57	1.31	1.80	2.67	3.44	4.46	5.65	6.84
61	.58	1.33	1.83	2.72	3.50	4.54	5.75	6.96
62	.58	1.35	1.86	2.76	3.55	4.61	5.84	7.07
63	.59	1.37	1.89	2.80	3.61	4.68	5.93	7.18
64	.60	1.39	1.92	2.84	3.66	4.75	6.02	7.29
65	.61	1.41	1.94	2.89	3.72	4.83	6.12	7.41
66	.61	1.43	1.97	2.93	3.77	4.90	6.21	7.52
67	.62	1.45	2.00	2.97	3.83	4.97	6.30	7.63
68	.63	1.47	2.03	3.01	3.88	5.04	6.39	7.74
69	.64	1.49	2.06	3.06	3.94	5.12	6.49	7.86
70	.64	1.51	2.08	3.10	3.99	5.19	6.58	7.97

§ 34.77 *Postage rates on individually addressed catalogs* — (a) *Parcel-post zone basis.* Catalogs and similar printed advertising matter in bound form weighing more than eight ounces but not exceeding ten pounds shall be subject to postage rates based on the eight parcel-post zones as follows:

(1) When mailed at the post office from which a rural route starts, for delivery on such route, or mailed at any point on such route for delivery at any other point thereon, or at the office from which the route starts, or on any rural route starting therefrom, and when mailed at a city-carrier office, or at any point within its delivery limits, for delivery by carriers from that office, or at any office for local delivery, the postage shall be 7½ cents for the first pound or fraction thereof and 1 cent for each additional pound.

(2) For delivery within the first and second zones, except as provided for in paragraph (1), and except when the distance by the shortest regular mail route from the office of origin to the office of delivery is three hundred miles or more in which case the rates of postage shall be the same as for delivery within the third zone, 8 cents for the first pound or fraction thereof and 1½ cents for each additional pound or fraction thereof.

(3) For delivery within the third zone, 9 cents for the first pound or fraction thereof and 2 cents for each additional pound or fraction thereof.

(4) For delivery within the fourth zone, 10 cents for the first pound or fraction thereof and 2½ cents for each additional pound or fraction thereof.

(5) For delivery within the fifth zone, 12 cents for the first pound or fraction thereof and 3 cents for each additional pound or fraction thereof.

(6) For delivery within the sixth zone, 13 cents for the first pound or fraction thereof and 4 cents for each additional pound or fraction thereof.

(7) For delivery within the seventh zone, 14 cents for the first pound or fraction thereof and 5 cents for each additional pound or fraction thereof.

(8) For delivery within the eighth zone, 15 cents for the first pound or fraction thereof and 6 cents for each additional pound or fraction thereof. (Sec. 204 (c), 62 Stat. 1260; 39 U. S. C. 292a)

(b) *Table of rates.* In accordance with the foregoing, postage shall be

charged on catalogs and similar printed advertising matter of the fourth class in bound form having 24 or more pages and weighing more than 8 ounces but not exceeding 10 pounds, and individually addressed, as follows:

Pounds	Zones							
	Local	First and second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
	Cents	*Cents*	*Cents*	*Cents*	*Cents*	*Cents*	*Cents*	*Cents*
1	7½	8	9	10	12	13	14	15
2	8½	9½	11	12½	15	17	19	21
3	9½	11	13	15	18	21	24	27
4	10½	12½	15	17½	21	25	29	33
5	11½	14	17	20	24	29	34	39
6	12½	15½	19	22½	27	33	39	45
7	13½	17	21	25	30	37	44	51
8	14½	18½	23	27½	33	41	49	57
9	15½	20	25	30	36	45	54	63
10	16½	21½	27	32½	39	49	59	69

(c) *Exception.* In the first or second zone, where the distance by the shortest regular practicable mail route is 300 miles or more, the rate is the same as for the third zone.

§ 34.78 *Special handling of fourth-class matter.*—(a) *Special-handling stamps.* To procure the most expeditious handling and transportation practicable of mail matter of the fourth class, special-handling stamps shall be affixed thereto, in addition to the regular postage, in accordance with the following schedule: Matter weighing not more than two pounds, 15 cents; matter weighing more than two, but not more than ten pounds, 20 cents; matter weighing more than ten pounds, 25 cents: *Provided,* That, under such regulations as the Postmaster General may prescribe, ordinary stamps of equivalent value may be accepted in lieu of the special-handling stamps herein specified. (Sec. 204 (f), 62 Stat. 1260; 39 U. S. C. 292a)

(b) *Dispatch of special-handling mail; baby chicks.* Fourth-class mail matter with the required special-handling stamps affixed thereto, other than baby chicks, shall be dispatched and handled in transit in the same manner as special-delivery mail (see § 53.6), but the dispatch and handling of baby chicks shall, so far as may be practicable, be confined to the routes (rail, electric, or star) which will involve the least exposure to severe weather conditions in transit and in transfer at connecting points.

(c) *Endorsement.* All fourth-class mail on which the special-handling charge is prepaid, whether by means of special-handling postage stamps or ordinary postage stamps, shall be endorsed "Special Handling," preferably in the space immediately below the postage stamps and above the address. Postmasters shall request mailers to place the endorsement on the articles involved, but if any such articles not so endorsed are deposited in the mails, the required endorsement shall be placed thereon by the postmaster or other postal employee.

§ 34.79 *Authority to reclassify articles, weights, rates, zones, and other conditions of mailability.* The classification of articles mailable, as well as the weight limit, the rates of postage, zone or zones, and other conditions of mailability under sections 240, 293, and 294 of this title [fourth-class matter], if the Postmaster General shall find on experience that they or any of them are such as to prevent the shipment of articles desirable, or to permanently render the cost of the service greater than the receipts of the revenue therefrom, he is hereby directed, subject to the consent of the Interstate Commerce Commission after investigation, to re-form from time to time such classifications, weight limit, rates, zone or zones or conditions, or either, in order to promote the service to the public or to insure the receipt of revenue from such service adequate to pay the cost thereof. (Sec. 207, 43 Stat. 1067, as amended; 39 U. S. C. 247)

§ 34.80 *Fourth-class rates to Alaska, Hawaiian Islands, and Canal Zone.* The eighth-zone rates of postage shall apply to fourth-class mail transported between Alaska and the United States proper or its possessions; between the Hawaiian Islands and the United States proper or its possessions; between Alaska and the Hawaiian Islands; between the Canal Zone and the United States (including Alaska and Hawaii) or its other possessions. (See § 34.2.)

§ 34.81 *Fourth-class rates to naval vessels.* The eighth-zone rate of postage shall apply to parcels of fourth-class mail, subject to the pound rates, exchanged between the United States, or any of its possessions, and United States naval vessels stationed in foreign waters where the foreign port appears as part of the address. When such vessels are stationed in a port of the United States or any of its possessions, or mail intended for them is addressed in care of a continental fleet post office, the rates applicable to or from the post office at such port shall be charged.

§ 34.82 *Rate of postage on shipments of gold.* The rate of postage on gold coin, gold bullion, and gold dust offered for mailing between any two points in Alaska, or between any point in Alaska and any point in the United States or its possessions, shall be 2 cents an ounce or fraction thereof, regardless of distance. Such gold coin, gold bullion, or gold dust shall be inclosed in sealed packages not exceeding 50 pounds in weight and sent by registered mail.

§ 34.83 *Rates of postage on library books.*—(a) *Provisions.* Books, consisting wholly of reading matter and containing no advertising matter other than incidental announcements of books, when sent by public libraries, organizations, or associations not organized for profit and none of the net income of which inures to the benefit of any private stockholder or individual, as a service to county or other unit libraries or as a loan to readers or when returned by the latter libraries or readers to such public libraries, organizations, or associations shall be charged with postage at the rate of 4 cents for the first pound or fraction thereof and 1 cent for each additional pound or fraction thereof, except, that the rates now or hereafter prescribed for third- or fourth-class matter shall apply in every case where such rate is lower than the rate prescribed in this subsection for books under this classification: *Provided,* That this rate shall apply only to such books as are addressed for local delivery, for delivery in the first, second, or third zone, or within the State in which mailed. Public libraries, organizations, or associations before being entitled to the foregoing rates shall furnish to the Postmaster General, under such regulations as he may prescribe, satisfactory evidence that none of their net income inures to the benefit of any private stockholder or individual. (Sec. 204 (e), 62 Stat. 1260; 39 U. S. C. 292a)

(b) *Request to mail at library book rate.* When any public library, organization, or association desires to mail books to county or other unit libraries or as a loan to readers at the rate of postage provided in this section, such library, organization, or association shall first submit to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, through the postmaster at the office where it is desired to mail the books, a request for such privilege, together with satisfactory evidence, such as its articles of incorporation, constitution, by-laws, etc., to establish that the library, organization, or association is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual. No books shall be accepted for mailing under the provisions of this section until such evidence has been furnished and the Third Assistant Postmaster General has approved the request of the applicant.

(c) *Definition; indorsement.* Books mailed under the provisions of this section shall consist wholly of reading matter and contain no advertising matter other than incidental announcements of books. Parcels of such books when mailed by or returned to an authorized library, organization, or association, shall bear over the return card of the sender in the upper left corner of the address side, an indorsement reading "Contents: Library Books. Mailed under § 34.83, P. L. and R."

(d) *Further conditions.* Books to be entitled to be mailed by an authorized library, organization, or association at the reduced rates prescribed in this section shall be sent as a service to a county or other unit library or as a loan to readers. Books may be returned to an authorized library, organization, or association at the rates prescribed in this section only by a county or other unit library, or by a reader to whom the books have been sent as a loan.

§ 34.84 *Rates of postage on other books.*—(a) *Computation of.* Books,

permanently bound for preservation consisting wholly of reading matter or reading matter with incidental blank spaces for student's notations and containing no advertising matter other than incidental announcements of books and when in parcels not exceeding seventy pounds in weight, may be sent at the postage rate of 8 cents for the first pound or fraction thereof and 4 cents for each additional pound or fraction thereof. (Sec. 204 (d), 62 Stat. 1260; 39 U. S. C. 292a)

(b) *Definition of "book."* A book, within the contemplation of paragraph (a), shall be a volume permanently bound in cloth or paper having 24 or more pages, of which at least 22 are printed, and with the exception of textbooks containing incidental spaces for students' notations, shall not contain ruled or blank pages intended for records or memoranda purposes.

(c) *Students' work books.* The provision for the acceptance at the rate stated in paragraph (a) of books with incidental blank spaces applies only to textbooks which are intended for students and which do not have more than one-half, preferably less than half, of the total number of pages prepared with blank spaces or ruled lines for the insertion of students' notations. This rate does not apply after such notations are made in the books.

(d) *Indorsement.* All parcels of books mailed at this rate should be indorsed by the mailers "Book" or "Books."

(e) *No special permit necessary.* No special permit is necessary to mail books at this rate. Books mailed at this rate are subject to the same rate when forwarded to the addressee or returned to the sender.

(f) *Rate not applicable to foreign mailings.* The special book rate applies to books for delivery in the United States and its possessions but does not apply to books mailed to foreign countries.

(g) *Inclosures*—(1) *What are permissible.* The following are permissible inclosures with books mailed at this rate:

A reply envelope, post card, a single order form, and a single sheet not larger than approximately the size of a page, relating exclusively to the book with which inclosed. An invoice showing the price, etc., of the book may also be inclosed, as provided in § 34.85.

(2) *Loose inclosures.* Since the law provides that books mailed at the special pound rate may contain incidental announcements of books, such announcements, whether appearing in the books themselves or in the form of loose circular inclosures not weighing in excess of one and one-third ounces, will be permissible in addition to the inclosures described in the preceding paragraph, without affecting the postage chargeable at that rate, such postage, of course, to be computed on the full weight of each parcel. However, loose inclosures of this kind weighing in excess of one and one-third ounces and other circulars or printed matter such as folders, pamphlets, calendars, catalogs, etc., which would not otherwise be permissible, may be inclosed in parcels of books, provided a permit is obtained and postage on such inclosures is paid at the third-class rate of 1½ cents for each two ounces or fraction thereof in addition to the regular postage on the books themselves. In authorizing these inclosures, it is contemplated that they shall be merely incidental, in no case exceeding eight ounces. The wrapper of the parcel in such case should bear a printed or hand stamped indorsement in the following form:

Additional Postage at the Third-Class Rate Paid for Inclosures.
New York, N. Y., Permit No. 1.

(3) *Permit necessary to mail inclosures.* Each patron desiring to mail such inclosures with books should obtain a permit from his postmaster for this privilege, the permits being numbered consecutively, for which no fee shall be charged, unless it is desired to mail the matter under a nonmetered permit under § 35.4 and the patron has no such permit, in which event the regular $10 application fee and $10 annual fee (§ 34.66) will be necessary.

(4) *Further permissible additions.* The permissible additions to and enclosures with fourth-class matter as set forth in § 34.85 shall also be permissible in the case of books mailed under the provisions of paragraph (a).

PERMISSIBLE ADDITIONS ON FOURTH-CLASS MATTER

§ 34.85 *Permissible additions on fourth-class matter*—(a) *Authority for.* * * * Upon matter of the * * * (fourth class) or upon the wrapper or envelope inclosing the same or the tag or label attached thereto, the sender may write his own name, occupation, and residence or business address, preceded by the word "From," and * * * any marks, numbers, names, or letters for purpose of description, or may print thereon the same, and any printed matter not in the nature of a personal correspondence, but there must be left on the address side or face of the package a space sufficient for a legible address and necessary stamps. (Sec. 1, 25 Stat. 1, as amended; 39 U. S. C. 249)

(b) *"Please do not open until Christmas."* * * * There may be placed on * * * fourth-class mail matter, or on the package, wrapper, or envelope inclosing the same, or on a tag or label attached thereto, either in writing or otherwise, the words "Please do not open until Christmas," or words to that effect. (Sec. 1, 25 Stat. 1, as amended; 39 U. S. C. 249)

(c) *Further additions.* The written additions permissible on third-class matter are likewise permissible on matter of the fourth class. (See § 34.72.)

(d) *Tag or label.* The tag or label, with the printing or writing authorized thereon; may be attached to the whole parcel or separate tags or labels, bearing the same, may be attached to each of one or more articles contained in the parcel.

(e) *Inscriptions.* Inscriptions such as "Merry Christmas," "Happy New Year," "With best wishes," and the like, may be placed on matter of the fourth class or on a card inclosed therewith.

(f) *Inclosure of invoice.* There may be inclosed with matter of the fourth class an invoice showing, in writing or printing, the name and address of the sender and of the addressee; the names and quantities of articles inclosed, together with inscriptions indicating, "for purpose of description," the price, style, stock number, size, and quality of the articles; the order or file number, date of order, and date and manner of shipment; and the initials or name of the salesman or of the person by whom the articles were packed or checked.

AIR MAIL

§ 34.86 *Postage rates for air mail (except postal cards) weighing eight ounces or less.* The rate of postage on domestic air mail [as defined in Public Law 730, Seventy-ninth Congress (see § 34.89)] weighing eight ounces or less [except in the case of postal cards and private mailing or post cards] shall be 6 cents for each ounce or fraction thereof: *Provided*, That the rate of postage on air mail of the first class weighing in excess of eight ounces shall be the rate provided for air parcels but in no case shall be less than 3 cents an ounce or fraction thereof. (Sec. 3, Pub. Law 819, approved June 29, 1948, 62 Stat. 1097, 39 U. S. C. 436 as amended by sec. 201, Pub. Law 900, approved July 3, 1948, 62 Stat. 1260, 39 U. S. C. 463a)

NOTE: See Decision B-78348 of Comptroller General, dated August 9, 1948.

§ 34.87 *Postage rates for postal and post cards sent by air mail.* The rate of postage on postal cards and private mailing or post cards (conforming to the conditions prescribed by the act entitled "An act to amend the postal laws relating to use of postal cards," approved May 19, 1898, see § 34.7, when sent by air mail, shall be 4 cents each. (Sec. 201, 62 Stat. 1260; 39 U. S. C. 463a)

§ 34.88 *Postage rates for air parcel post*—(a) *Law.* The rate of postage on mailable matter exceeding eight ounces in weight, but not weighing more than seventy pounds nor measuring more than one hundred inches in length and girth combined, when carried by air and including other transportation to and from air-mail routes, shall, except as otherwise herein provided, be determined on the basis of the eight postal zones established for fourth-class matter, as follows:

(1) *First or second zones.* For delivery within the first or second zones, 55 cents for the first pound, or fraction of a pound in excess of eight ounces, plus 4 cents for each additional pound or fraction thereof.

(2) *Third zone.* For delivery within the third zone, 60 cents for the first pound, or fraction of a pound in excess of eight ounces, plus 8 cents for each additional pound or fraction thereof.

(3) *Fourth zone.* For delivery within the fourth zone, 65 cents for the first pound, or fraction of a pound in excess of eight ounces, plus 14 cents for each additional pound or fraction thereof.

(4) *Fifth zone.* For delivery within the fifth zone, 70 cents for the first pound, or fraction of a pound in excess of eight ounces, plus 24 cents for each additional pound or fraction thereof.

(5) *Sixth zone.* For delivery within the sixth zone, 75 cents for the first pound, or fraction of a pound in excess

of eight ounces, plus 33 cents for each additional pound or fraction thereof.

(6) *Seventh zone.* For delivery within the seventh zone, 75 cents for the first pound, or fraction of a pound in excess of eight ounces, plus 45 cents for each additional pound or fraction thereof.

(7) *Eighth zone.* For delivery within the eighth zone, which, with respect to air parcel post, shall include all offices located in continental United States beyond the seventh zone, 80 cents for the first pound or fraction thereof over eight ounces, plus 65 cents for each additional pound or fraction thereof.

(8) *Territories and possessions.* For air parcels exchanged between offices in continental United States and offices in Territories and possessions of the United States, in either direction, and between offices within such Territories and possessions, the applicable zone rate shown in subparagraphs (1) to (6) of this paragraph shall apply to and including the seventh zone: *Provided*, That for offices falling in the eighth zone the rate of postage for air parcels weighing in excess of eight ounces shall be 80 cents for each pound or fraction thereof.

(9) *Surcharge for size.* Mailable matter of light weight in relation to size shall be subject to such surcharge as may be determined by the Postmaster General to be warranted by reason of the extra space and care required in handling and transporting such mail matter.

(10) *Rules and regulations for transportation.* The Postmaster General is authorized and directed to make such rules and regulations, not inconsistent with the Civil Aeronautics Act of 1938 (52 Stat. 973), as amended, or any order, rule, or regulation made by the Civil Aeronautics Board thereunder, as may be necessary for the safe and expeditious transportation by air of mail matter weighing in excess of eight ounces.

(11) *Adjustment of rates and requirements.* The Postmaster General is further authorized and directed for the period of two years, notwithstanding the provisions of subparagraphs (1) to (9) of this paragraph to adjust from time to time the weight limit, size, rate of postage, zone or zones or conditions, or either, in order to promote the service to the public and assure the receipt of revenue from such service adequate to pay the cost thereof. (Sec. 1, 62 Stat. 1097, 39 U. S. C. 475)

(b) *Regulations*—(1) *Conditions.* The zone rates prescribed for parcels carried by air (including other transportation to and from air-mail routes) shall apply to mailable matter of any class weighing over 8 ounces but not more than 70 pounds nor exceeding 100 inches in length and girth combined, including written and other matter of the first class, whether sealed or unsealed, except that in the case of mail of the first class the rate shall not be less than 3 cents an ounce or fraction thereof.

(2) *Domestic.* The rate of 6 cents an ounce or fraction of an ounce will apply to all domestic air mail weighing up to and including 8 ounces, regardless of distance or zone; the zone rates prescribed by Public Law 819 will apply to such mail weighing over 8 ounces, fractions of a pound being charged as a full pound (provided that on air mail of the first class the rate shall not be less than 3 cents an ounce or fraction thereof).

(3) *Zone basis.* The air-zone rates provided by this law shall be based on the eight postal zones applicable to fourth-class (parcel post) mail, such zones being described in § 34.73.

(4) *Rate tables.* The zone rates for parcels carried by air are shown in the following tables:

AIR PARCEL-POST ZONE RATES

Zones	First pound over 8 ounces	Additional pounds
	Cents	*Cents*
1 and 2	55	4
3	60	8
4	65	14
5	70	24
6	75	33
7	75	45
8	80	65

TABLE OF RATES

Weight	Zones 1 and 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
Over 8 ounces to—							
1 pound	$0.55	$0.60	$0.65	$0.70	$0.75	$0.75	$0.80
2 pounds	.59	.68	.79	.94	1.08	1.20	1.45
3 pounds	.63	.76	.93	1.18	1.41	1.65	2.10
4 pounds	.67	.84	1.07	1.42	1.74	2.10	2.75
5 pounds	.71	.92	1.21	1.66	2.07	2.55	3.40
6 pounds	.75	1.00	1.35	1.90	2.40	3.00	4.05
7 pounds	.79	1.08	1.49	2.14	2.73	3.45	4.70
8 pounds	.83	1.16	1.63	2.38	3.06	3.90	5.35
9 pounds	.87	1.24	1.77	2.62	3.39	4.35	6.00
10 pounds	.91	1.32	1.91	2.86	3.72	4.80	6.65
11 pounds	.95	1.40	2.05	3.10	4.05	5.25	7.30
12 pounds	.99	1.48	2.19	3.34	4.38	5.70	7.95
13 pounds	1.03	1.56	2.33	3.58	4.71	6.15	8.60
14 pounds	1.07	1.64	2.47	3.82	5.04	6.60	9.25
15 pounds	1.11	1.72	2.61	4.06	5.37	7.05	9.90
16 pounds	1.15	1.80	2.75	4.30	5.70	7.50	10.55
17 pounds	1.19	1.88	2.89	4.54	6.03	7.95	11.20
18 pounds	1.23	1.96	3.03	4.78	6.36	8.40	11.85
19 pounds	1.27	2.04	3.17	5.02	6.69	8.85	12.50
20 pounds	1.31	2.12	3.31	5.26	7.02	9.30	13.15
21 pounds	1.35	2.20	3.45	5.50	7.35	9.75	13.80
22 pounds	1.39	2.28	3.59	5.74	7.68	10.20	14.45
23 pounds	1.43	2.36	3.73	5.98	8.01	10.65	15.10
24 pounds	1.47	2.44	3.87	6.22	8.34	11.10	15.75
25 pounds	1.51	2.52	4.01	6.46	8.67	11.55	16.40
26 pounds	1.55	2.60	4.15	6.70	9.00	12.00	17.05
27 pounds	1.59	2.68	4.29	6.94	9.33	12.45	17.70
28 pounds	1.63	2.76	4.43	7.18	9.66	12.90	18.35
29 pounds	1.67	2.84	4.57	7.42	9.99	13.35	19.00
30 pounds	1.71	2.92	4.71	7.66	10.32	13.80	19.65
31 pounds	1.75	3.00	4.85	7.90	10.65	14.25	20.30
32 pounds	1.79	3.08	4.99	8.14	10.98	14.70	20.95
33 pounds	1.83	3.16	5.13	8.38	11.31	15.15	21.60
34 pounds	1.87	3.24	5.27	8.62	11.64	15.60	22.25
35 pounds	1.91	3.32	5.41	8.86	11.97	16.05	22.90
36 pounds	1.95	3.40	5.55	9.10	12.30	16.50	23.55
37 pounds	1.99	3.48	5.69	9.34	12.63	16.95	24.20
38 pounds	2.03	3.56	5.83	9.58	12.96	17.40	24.85
39 pounds	2.07	3.64	5.97	9.82	13.29	17.85	25.50
40 pounds	2.11	3.72	6.11	10.06	13.62	18.30	26.15
41 pounds	2.15	3.80	6.25	10.30	13.95	18.75	26.80
42 pounds	2.19	3.88	6.39	10.54	14.28	19.20	27.45
43 pounds	2.23	3.96	6.53	10.78	14.61	19.65	28.10
44 pounds	2.27	4.04	6.67	11.02	14.94	20.10	28.75
45 pounds	2.31	4.12	6.81	11.26	15.27	20.55	29.40
46 pounds	2.35	4.20	6.95	11.50	15.60	21.00	30.05
47 pounds	2.39	4.28	7.09	11.74	15.93	21.45	30.70
48 pounds	2.43	4.36	7.23	11.98	16.26	21.90	31.35
49 pounds	2.47	4.44	7.37	12.22	16.59	22.35	32.00
50 pounds	2.51	4.52	7.51	12.46	16.92	22.80	32.65
51 pounds	2.55	4.60	7.65	12.70	17.25	23.25	33.30
52 pounds	2.59	4.68	7.79	12.94	17.58	23.70	33.95
53 pounds	2.63	4.76	7.93	13.18	17.91	24.15	34.60
54 pounds	2.67	4.84	8.07	13.42	18.24	24.60	35.25
55 pounds	2.71	4.92	8.21	13.66	18.57	25.05	35.90
56 pounds	2.75	5.00	8.35	13.90	18.90	25.50	36.55
57 pounds	2.79	5.08	8.49	14.14	19.23	25.95	37.20
58 pounds	2.83	5.16	8.63	14.38	19.56	26.40	37.85
59 pounds	2.87	5.24	8.77	14.62	19.89	26.85	38.50
60 pounds	2.91	5.32	8.91	14.86	20.22	27.30	39.15
61 pounds	2.95	5.40	9.05	15.10	20.55	27.75	39.80
62 pounds	2.99	5.48	9.19	15.34	20.88	28.20	40.45
63 pounds	3.03	5.56	9.33	15.58	21.21	28.65	41.10
64 pounds	3.07	5.64	9.47	15.82	21.54	29.10	41.75
65 pounds	3.11	5.72	9.61	16.06	21.87	29.55	42.40
66 pounds	3.15	5.80	9.75	16.30	22.20	30.00	43.05
67 pounds	3.19	5.88	9.89	16.54	22.53	30.45	43.70
68 pounds	3.23	5.96	10.03	16.78	22.86	30.90	44.35
69 pounds	3.27	6.04	10.17	17.02	23.19	31.35	45.00
70 pounds	3.31	6.12	10.31	17.26	23.52	31.80	45.65

(5) *Exceptions.* The rate of 80 cents for the first pound (over 8 ounces to 1 pound) and 80 cents for each additional pound or fraction thereof shall be charged on parcels transported by air as follows:

(i) Between any point in continental United States and any point in its Territories and possessions falling in the eighth delivery zone, namely, Hawaii, Alaska, Guam, etc.

(ii) Between or within Territories and possessions of the United States where the eighth zone is applicable.

(iii) Between continental United States or its Territories and possessions and the Canal Zone.

(iv) Between United States or its Territories and possessions and overseas A. P. O.'s and Fleet Post Offices, as well as naval vessels and commands afloat addressed in care of Fleet Post Offices, New York, N. Y., or San Francisco, Calif.

(v) Between United States or its Territories and possessions and United States naval vessels stationed in foreign waters if foreign port is used as part of address.

In the case of first-class matter weighing 8 ounces transported by air, the rate of 3 cents an ounce or fraction is applicable to parcels of the weights and in the zones indicated below:

Zones 1 and 2: All parcels weighing over 1 pound 3 ounces.

Zone 3: All parcels weighing over 1 pound 6 ounces.

Zone 4: All parcels weighing over 1 pound 10 ounces.

Zone 5: Parcels weighing over 1 pound 15 ounces, but not more than 2 pounds. All parcels weighing over 2 pounds 7 ounces.

Zone 6: Parcels weighing over 2 pounds 15 ounces, but not over 3 pounds. Parcels weighing over 3 pounds 10 ounces, but not over 4 pounds. All parcels weighing over 4 pounds 5 ounces.

Zone 7: Parcels weighing over 10 pounds 15 ounces, but not over 11 pounds. Parcels weighing over 11 pounds 14 ounces, but not over 12 pounds. Parcels weighing over 12 pounds 13 ounces, but not over 13 pounds. Parcels weighing over 13 pounds 12 ounces, but over 14 pounds. Parcels weighing over 14 pounds 11 ounces, but not over 15 pounds. Parcels weighing over 15 pounds 10 ounces, but not over 16 pounds. Parcels weighing over 16 pounds 9 ounces, but not over 17 pounds. Parcels weighing over 17 pounds 8 ounces, but not over 18 pounds. Parcels weighing over 18 pounds 7 ounces, but not over 19 pounds. Parcels weighing over 19 pounds 6 ounces, but not over 20 pounds. Parcels weighing over 20 pounds 5 ounces, but not over 21 pounds. Parcels weighing over 21 pounds 4 ounces, but not over 22 pounds. Parcels weighing over 22 pounds 3 ounces, but not over 23 pounds. Parcels weighing over 23 pounds 2 ounces, but not over 24 pounds. All parcels weighing over 24 pounds 1 ounce.

Parcels weighing less than 10 pounds but exceeding 84 inches in length and girth combined shall be subject to the 10-pound rate.

(6) *Special delivery; inclusion of writing or printing in parcels.* Parcels on which postage is prepaid at the rates prescribed by Public Law 819 are entitled to the most expeditious handling, transportation (by surface or air), and delivery practicable, but not special delivery. If special delivery at the office of address is desired the regular special delivery fees according to the class of matter are applicable. The rate of postage or fees otherwise chargeable on air parcels will not be affected by the inclusion of such written, printed or other matter as lawfully may be enclosed in mail of the second, third or fourth class sent by surface transportation.

(7) *Marking of parcels.* All parcels sent via Air Parcel Post should be prominently endorsed "Via Air Mail," or "Via Air Parcel Post," not only on the address side but on each end and side. When available, printed labels bearing these words should be affixed to parcels. All parcels must bear the name and address of the sender.

(8) *Forwarding or return.* Air parcel post undeliverable as addressed, whether prepaid at zone rate or 3 cents an ounce rate, is subject to forwarding and return postage. If it bears pledge to pay such postage without instructions as to whether by air or surface, it shall be sent by air, properly rated up. If sender requests forwarding or return by surface, it shall be rated and transmitted accordingly. This also applies to registered, insured, and c. o. d. matter sent via air parcel post, which is accepted with the understanding that forwarding and return postage is guaranteed. In case of other than registered, insured, and c. o. d. matter, if air parcels bear no pledge to pay forwarding or return postage, they should be held and sender notified with information as to amount required for both surface and air transportation.

(9) *Domestic registered, insured, and c. o. d.* Domestic registered, insured, and c. o. d. mail may be sent by air parcel post upon payment of the prescribed fees, which are in addition to the air zone postage, and surcharges when required on registered mail. All domestic registered mail sent by air parcel post must be securely sealed and postage must be prepaid thereon at the zone rates but in no case less than 3 cents an ounce or fraction thereof. First-class matter sent c. o. d. by air parcel post must also be sealed and be prepaid at the zone rates but not less than 3 cents an ounce or fraction thereof. Indemnity for insured mail sent at the air zone rates will be payable only for fourth-class matter. All domestic registered, insured, and c. o. d. mail prepaid at the air parcel post rates will be accepted with the understanding that the senders guarantee any return or forwarding postage which may be necessary.

(10) *Matter acceptable for air mail.* Any mailable matter, except that liable to damage from freezing, may be sent by air mail at the applicable rates of postage including sealed parcels not exceeding 70 pounds in weight and not exceeding 100 inches in length and girth combined. This includes harmless live animals, queen bees and cut flowers. Day-old chicks, day-old ducks, etc., and honey bees are prohibited.

§ 34.89 *Definition of "domestic air mail"*—(a) *Proviso.* As used in this part, "domestic air mail" shall embrace all mailable matter being transported as mail by air within the continental United States, within any Territory or possession of the United States, within any geographical area which is a protectorate of the United States, or between any of the aforesaid: *Provided*, That with respect to mail transported under authority of 39 U. S. C. 488a, the postage rate of 5 cents for each ounce or fraction of an ounce shall be applicable only to mail of the first class, and for all other classes the rates shall be as prescribed by 39 U. S. C. 488a. (Sec. 2, 60 Stat. 1062; 39 U. S. C. 462a)

(b) *Alaska.* Paragraph (a) of this section relates to mail carried by aircraft to, from, or within Alaska and authorizes the Postmaster General to fix the postage rate thereon. Accordingly the rate of 6 cents for each ounce or fraction thereof on air mail weighing eight ounces or less, and the zone rate for air mail exceeding eight ounces in weight, shall be applicable to all classes of mail carried to, from, or within that territory which the sender designates for transportation by air, except that postage at the eighth zone rate of 80 cents for the first pound or fraction thereof in excess of eight ounces and 80 cents for each additional pound or fraction thereof shall be chargeable on parcels transported by air between points within Alaska and points outside of that Territory to which the domestic rates and conditions are applicable. Mail of any class on which postage at the regular rates only is prepaid and which is not designated by the sender for transmission by air when carried to, from, or within Alaska shall continue to be handled as heretofore, that is, transported by surface means except where otherwise specifically directed.

§ 34.90 *Official penalty or franked matter.* Official matter in penalty or franked envelopes may not be sent free by air mail, but shall be chargeable with postage at the air-mail rate, except in the case of urgent official communications of the Post Office Department only, when their prompt dispatch is desirable.

§ 34.91 *Air-mail stamps and envelopes.* Special air-mail stamps should be used for the payment of postage on air mail, but ordinary postage stamps may be used. Air-mail stamps may not be used on other than air mail. All mail intended to be carried by airplane should be plainly marked "Via air mail" in the space immediately below the stamps and above the address. Envelopes of distinctive design approved by the department for air mail may be used for air mail only.

§ 34.92 *Prepayment of postage.* The postage on air mail should be fully prepaid in order to expedite its handling, and postmasters shall make every effort to have patrons prepay the full amount of such matter. Nevertheless, shortpaid mail weighing 8 ounces or less intended to be carried by airplaines shall, if it bears at least one full rate (that is, 6 cents), be rated with the deficiency and dispatched as intended by the sender. The amount shall be collected upon delivery of the matter.

MISCELLANEOUS PROVISIONS

§ 34.93 *Supplies for parcel post system.* The Postmaster General may provide by purchase, rental, or otherwise, such equipment and supplies, including vehicles, maps, stamps, directories, and printed instructions, as may be necessary, to carry out the provisions of this chapter with reference to fourth-class mail matter, and appoint and compensate such employees as may be required. (Sec. 8, 37 Stat. 558, as amended; 39 U. S. C. 242)

§ 34.94 *Customs declarations required on parcels addressed to Navy No. 214.* (a) The French Government will assess duties and taxes on various articles imported into French Morocco through the mails by Navy personnel (including dependents and civilian employees) in French Morocco, such mail being handled through Navy 214. No parcel addressed for delivery through Navy 214, c/o Fleet Post Office, New York, New York, will be accepted for mailing unless it is accompanied with Form 2966 listing the nature

of the articles enclosed and value of contents.

(b) Sealed first-class packages, and sealed air mail packages, containing merchandise must have Form 2976 (C 1) affixed or be endorsed for opening for customs purposes. Customs declaration Form 2976–A, or an invoice properly completed by the sender, must also be enclosed therein. Customs inspection will not be made while the mail is in Navy mail service channels, but after its delivery to the addressee or his representative. Articles prohibited importation into French territory are also prohibited entry into French Morocco through Navy mail service channels.

§ 34.95 *Mailing of cigarettes and tobacco products to A. P. O.'s 124 and 125 prohibited.* The transmission of cigarettes and tobacco products for delivery through A. P. O.'s 124 and 125, which are located in England, c/o Postmaster, New York, N. Y., has been prohibited. Postmasters are, therefore, directed to question the mailers as to the contents of parcels addressed for delivery through the A. P. O.'s above mentioned, and shall refuse to accept for mailing any containing cigarettes or other tobacco products.

PART 35—PROVISIONS APPLICABLE TO THE SEVERAL CLASSES OF MAIL MATTER

RECEIPTS OR CERTIFICATES OF MAILING

Sec.
35.1 Receipt or certificate of mailing.

LIMIT OF WEIGHT AND SIZE OF MAIL MATTER

35.2 Limit of weight and size of mail matter.
35.3 When weight limit not applicable.

MAILING OF MATTER WITHOUT POSTAGE STAMPS AFFIXED

35.4 Mailing of matter without stamps affixed.

USE OF PRECANCELED GOVERNMENT-STAMPED ENVELOPES AND PRECANCELED STAMPS

35.5 Precanceled Government-stamped envelopes and postal cards.

MISCELLANEOUS PROVISIONS

35.6 Wrapping of packages to permit examination.
35.7 Higher class matter inclosed with lower class.
35.8 Attachment of first-class letter to matter of other class.
35.9 Overcharges on mail matter.
35.10 Address of mail matter.
35.11 Weight limit of fourth-class matter to one addressee.

MATTER LIABLE TO DAMAGE THE MAILS OR INJURE THE PERSON; PREPARATION AND PACKING WHERE ADMISSIBLE; PLANT QUARANTINE

35.12 Matter liable to damage mail or injure person.
35.13 Nonmailable articles and compositions.
35.14 Inflammable substances.
35.15 Mailable nonintoxicating, noninflammable, and noninjurious matter.
35.16 Motion-picture films.
35.17 Diseased tissues and other specimens.
35.18 Special packing of certain matter.
35.19 Perishable articles.
35.20 Meats and meat products.
35.21 Dead bodies of wild animals or birds.
35.22 Bees.
35.23 Other live insects; dried insects and reptiles.
35.24 Live day-old chicks.
35.25 Harmless live creatures.
35.26 Insurance and c. o. d. of fowl, bees, and animals.
35.27 Plant quarantine.
35.28 Terminal inspection of plans and plant products by States.

AUTHORITY: §§ 35.1 to 35.28 (except for authority cited in text) issued under R. S. 161, 396, 3921, sec. 24, 20 Stat. 361, sec. 2, 33 Stat. 440, secs. 12, 13, 39 Stat. 162, sec. 5, 41 Stat. 583, secs. 304, 309, 42 Stat. 24, 25, sec. 206, 43 Stat. 1067, sec. 6, 45 Stat. 941, 46 Stat. 264, 526, 62 Stat. 781; 5 U. S. C. 22, 369, 18 U. S. C. 1716, 39 U. S. C. 250, 273, 291, 291a, 295, 365, 370.

RECEIPTS OR CERTIFICATES OF MAILING

§ 35.1 *Receipt or certificate of mailing.* Upon request and the payment of the fee prescribed therefor a receipt or certificate, as evidence of mailing only, and as many additional copies thereof as may be desired, shall be issued to the sender of any domestic ordinary mail of any class, and as many additional receipts or certificates, as evidence of mailing only, as may be desired for registered, insured, and collect-on-delivery mail, in accordance with the provisions of § 63.18, but such receipt or certificate of mailing for ordinary mail shall not include any reference to the postage paid.

LIMIT OF WEIGHT AND SIZE OF MAIL MATTER

§ 35.2 *Limit of weight and size of mail matter*—(a) *Provisions.* * * * [The weight (of mail matter) is hereby declared to be not exceeding 4 pounds for each package thereof except in case of single books weighing in excess of that amount (fourth-class mail matter not exceeding 70 pounds in weight, nor greater in size than 100 inches in length and girth combined), and] except for books and documents published or circulated by order of Congress * * * when mailed by the Superintendent of Public Documents or under the franking privilege. (Sec. 3, 58 Stat. 394; 39 U. S. C. 321e)

NOTE: The words inserted within parentheses in above paragraph placing books in fourth-class matter and increasing the weight limits and size of fourth-class or parcel-post matter, are based upon orders of the Postmaster General issued in pursuance of the authority conferred upon him by law. (See § 34.79.)

(b) *First-class matter.* The limit of weight of mail matter of the first class shall be the same as is applicable to mail of the fourth class. (See § 34.73.) (Sec. 11, 39 Stat. 162; 39 U. S. C. 223)

(c) *Matter for the blind.* Parcels of books, pamphlets, and other reading matter for the blind, either in raised characters or in the form of sound-reproduction records, when mailed free of postage under the conditions prescribed in § 37.22 of this chapter, shall not exceed fifteen pounds in weight.

(d) *Refusal of matter over weight limit.* Postmasters shall decline to accept for mailing packages offered to them weighing in excess of the limit provided by law, whether such packages are presented as free matter by officers of the Government, under the penalty label (see § 37.14), or under prepaid postage, except as provided herein and in the following section.

(e) *Air mail.* Mail carried by airplane shall not exceed 70 pounds in weight and shall not exceed 100 inches in length and girth combined.

No limit of size is prescribed for mail other than that of the fourth class (see § 34.73) air mail, and post cards (see § 3.47).

§ 35.3 *When weight limit not applicable*—(a) *Second-class matter.* Mail matter of the second class prepaid at either the publishers' second-class pound rates or the transient second-class rate shall be accepted for mailing regardless of the weight thereof.

(b) *Public documents.* Books and documents published or circulated by order of Congress when mailed by the Superintendent of Public Documents or under the franking privilege shall be accepted for mailing at any post office, without regard to their weight and whether wrapped separately or not.

(c) *Official matter.* Official matter weighing more than 4 pounds, but not exceeding the limit of weight prescribed by § 35.2 may be accepted for mailing only when postage is prepaid thereon. (For further information with respect to the acceptance of official matter see § 37.14.)

(d) *Matter relating to postal service.* The weight of official matter relating to the postal service, including postal supplies and equipment, sent in the mails from any post office shall not exceed the maximum weight limit for fourth-class mail (see § 34.73) except in special cases where specific instructions are issued.

(e) *Postage stamps and stamped paper; copyright matter.* Packages of postage stamps, stamped envelopes, newspaper wrappers, postal cards, internal-revenue stamps, and copyright matter in its simplest mailable form addressed to the Register of Copyrights, Washington, D. C., shall be accepted at any post office regardless of the weight thereof. (See §§ 37.14 and 37.21.)

MAILING OF MATTER WITHOUT POSTAGE STAMPS AFFIXED

§ 35.4 *Mailing of matter without stamps affixed*—(a) *First-class matter.* The Postmaster General, under such regulations as he may prescribe for the collection of such postage, is hereby authorized to accept for delivery and deliver, without postage stamps affixed thereto, mail matter of the first class on which the postage has been fully prepaid at the rate provided by law: *Provided*, That such first-class matter on which the postage is paid in connection with a metered device set by the postmaster for a given number of impressions paid for at the time of setting and which automatically locks upon the exhaustion of such impressions may, if through inadvertence it is not fully prepaid but is prepaid at least * * * [one full rate], be accorded the same treatment as is provided for such short-paid first-class matter mailed with postage stamps affixed. (Sec. 5, 41 Stat. 583, as amended; 39 U. S. C. 273)

(b) *Third-class matter*—(1) *Bulk mailings.* * * * Under such regulations as the Postmaster General may establish for the collection of the lawful revenue and for facilitating the handling

of such matter in the mails, it shall be lawful to accept for transmission in the mails, without postage stamps affixed, separately addressed identical pieces of third-class matter in quantities of not less than twenty pounds, or of not less than two hundred pieces subject to pound rates of postage applicable to the entire bulk mailed at one time. * * * (Sec. 206, 43 Stat. 1067, as amended; 39 U. S. C. 291)

(2) *Metered mailings.* (i) Metered permit matter of the third class, except bulk mailings of such matter under the provisions of section 291 of this title, may be mailed in such quantities as the Postmaster General may prescribe. (Sec. 5, 41 Stat. 583, as amended; 39 U. S. C. 291a)

(ii) Metered third-class matter without stamps affixed, except bulk mailings under the provisions of § 34.66 of this chapter, may be accepted for mailing in any quantity, irrespective of whether the pieces are identical.

(c) *Fourth-class matter.* (1) On fourth-class matter * * * postage * * * shall * * * be prepaid by stamps affixed thereto or as otherwise prescribed by the Postmaster General. (Sec. 8, 37 Stat. 557, as amended; 39 U. S. C. 293)

(2) Metered fourth-class matter mailed without stamps affixed—that is, such matter on which the required indicia are printed by means of a device having recording mechanism set by the postmaster for a given number of impressions or amount of postage and which automatically locks when such impressions or amounts have been exhausted—may be accepted for mailing in any quantity, irrespective of whether the pieces are identical, and bulk mailings of large quantities of nonidentical parcels of fourth-class matter may be accepted without stamps affixed, under conditions prescribed by the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

(d) *Bulk mailings of second- and fourth-class matter; mailings of currency and securities by Treasury Department.* Under such regulations as the Postmaster General may establish for the collection of the lawful revenue and for facilitating the handling of such matter in the mails it shall be lawful to accept for transmission in the mails, without postage stamps affixed, quantities not less than 300 identical pieces * * * of second-class matter and 250 identical pieces of fourth-class matter, and packages of money and securities mailed under postage at the first- or fourth-class rate by the Treasury Department: *Provided*, That postage shall be fully prepaid thereon at the rate required by law for a single piece of such matter. (Sec. 2, 33 Stat. 440, as amended; 39 U. S. C. 295)

NOTE: The omitted portion of the law quoted above relating to third-class mailings appears to be superseded by § 34.66 and par. (b) of this section.

(e) *Permit for nonmetered mailing—*(1) *Provisions.* Each application for a permit to mail matter without stamps affixed as provided by 39 U. S. C. 221a, 273 and 291a and paragraph (d) of this section, and the regulations made pursuant thereto by the Postmaster General, shall be accompanied with a fee of $10: *Provided*, That no fee shall be required to accompany applications for permits to mail matter without stamps affixed as metered mail. (47 Stat. 647; 39 U. S. C. 273a)

(2) *Fee.* Each application for a permit to mail matter of any class without stamps affixed as nonmetered mail shall be accompanied with the fee of $10 prescribed by subparagraph (1) of this paragraph.

(3) *When postmaster previously authorized to issue permits.* When the fee is collected, postmasters who have already been authorized by the Third Assistant Postmaster General to do so, may issue the permit and accept nonmetered matter for mailing without stamps affixed thereunder. A receipt shall be issued promptly on Form 3603 for the $10 fee, which shall be endorsed "Nonmetered Application Fee." The total amount of such fees shall be accounted for separately in the quarterly postal account under account No. 21, nonmetered application fees. (See paragraph (n) of this section.) Each such application shall be endorsed by the postmaster to show the permit number assigned, the date issued, and the quarter in which the $10 fee is accounted for. The applications shall be retained in the files of the post office permanently.

(4) *When postmaster not previously authorized to issue permits.* Postmasters who have not been authorized to issue permits and accept nonmetered matter for mailing without stamps affixed shall send the first application, endorsed to show that the $10 has been collected, to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail. The $10 shall not be sent with the application but shall be held in trust pending receipt of authority and instructions from the Third Assistant.

(5) *Fees not affecting compensation and allowances.* In determining the compensation and allowances at post offices, credit shall not be allowed for the application fees received under the provisions of this paragraph and § 34.66 (b) (2) of this chapter.

(f) *Postmaster to apply for authority to receive mailings.* Postmasters at whose offices patrons desire to avail themselves of the privilege of this section shall apply to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, for authority to receive such mailings and instructions as to procedure. Until such authority and instructions are received no postmaster shall receive matter of any class for mailing under this section without stamps affixed. Only such second-class matter may be accepted under the provisions of this section as is chargeable with the transient second-class rate of postage (see § 34.42) or the per copy rates prescribed by § 34.41 (b) (i), and (j) of this chapter. Controlled circulation publications chargeable with the rate of postage prescribed by § 34.64 of this chapter may be accepted under the provisions of this section.

(g) *Application for mailing privilege.* Persons desiring the privilege of mailing matter of any class without stamps affixed, under the provisions of this section, shall make application therefor on Form 3612 to the postmaster, who shall after he has been properly authorized, as provided in the foregoing paragraph, issue a permit on the prescribed form (3601 for nonmetered matter of the second, third, and fourth classes, 3601–A for metered matter of any class, and 3601–B for nonmetered first-class matter), which shall contain the regulations, so far as they affect the sender of such matter, and those regulations shall in every case be strictly complied with, or the postmaster shall refuse so to receive the matter in the mails. Such permit shall be issued in triplicate, the original to be handed to the prospective mailer, the duplicate to be given to the superintendent of mails or superintendent of second-class matter, as the case may be, and the triplicate sent to the cashier.

(h) *Indicia.* In the upper right corner of the address side of the envelope, wrapper, address label, or tag of each separately addressed piece of such matter shall be printed by means of a printing press or other device a statement showing the amount of postage paid on the piece, the word "Paid," the name of the post office and State where mailed, the permit number, and, in the case of first-class matter, such other information as may be required, all in the form and in the size of type prescribed in instructions issued by the Third Assistant Postmaster General. Matter mailed without stamps affixed under the provisions of this section shall not be postmarked.

(i) *Statement to accompany mailings; separations required.* Except as otherwise provided in instructions issued by the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, each mailing shall be accompanied with a statement on a form provided therefor, signed by the sender, and showing such information as may be required. To facilitate the handling of such matter in the mails, the mailer shall comply with all reasonable requests of the postmaster for the separation thereof into States, cities, etc. Postage on the entire quantity shall be paid at or before the time the matter is presented for mailing, either in money or, at the option of the postmaster and at his risk, by check drawn to his order. When the mailing of matter of the second, third, or fourth class extends over two or more consecutive days, and the number of pieces presented on the last day to complete the mailing is less than that prescribed, such number shall be accepted and an indorsement made on receipt Form 3603, as follows:

This is the remainder of mailing of _____ (Give _____ date of preceding mailing)

(j) *Receipts*—(1) *For nonmetered mailings.* A receipt (Form 3603) for each mailing of nonmetered matter shall be issued by the postmaster to the sender. This receipt shall show the class of matter mailed, the permit number, the total number of pieces in the mailing, the amount of postage chargeable on a single

piece, and the total amount paid. Such receipt shall be issued in triplicate by manifold process; the original to be delivered to the mailer, the duplicate to be sent with the quarterly postal account at the end of the quarter as stated in paragraph (n), and the triplicate retained in the post office.

(2) *For collection when setting meter.* A receipt on Form 3603–A for the amount collected at the time of setting a meter device shall be issued in triplicate as above indicated instead of a receipt for each mailing as presented.

(k) *Procedure for acceptance of metered and nonmetered matter.* Postmasters shall follow such special instructions as may be given by the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, with respect to the procedure governing the acceptance of metered and nonmetered permit matter for mailing and the accounting for the postage thereon.

(l) *Verification of mailer's statement of mailing.* Postmasters shall require each mailing of nonmetered matter to be verified with the statement on Form 3602 referred to in paragraph (i) of this section in the manner prescribed by the instructions on the front cover of receipt book (Form 3603 L or S) after which the employees making such verification shall indorse that fact on the back of Form 3602, and promptly make a record of the mailing on Form 3609. At third- or fourth-class offices the same employees shall sign each copy of the receipt, which is issued in triplicate. Such verification shall be done by two employees in all instances at offices of the first and second classes and at all other offices where two or more employees, including the postmaster, are on duty, but when only one is available this duty may be performed by him. In all cases the employees concerned shall be given due notice that the performance of this duty in a careless or perfunctory manner will result in the administering of severe disciplinary action. At the larger offices, the superintendent of mails, or the employee in charge of the mailing division, shall be held responsible for the strict enforcement of this regulation.

(m) *Monthly statement of mailing furnished to mailer.* At the expiration of each month, or as soon thereafter as possible, the postmaster (or Superintendent of Postal Finance at two-division plan offices) shall send to every permit holder desiring the same, a statement of mailings (Form 3613). In the event that there have been no mailings, a statement to that effect may be sent.

(n) *Quarterly statement of postage collected.* At the close of each quarter the postmaster shall send with the quarterly postal account the duplicate receipts on Form 3603 and Form 3603–A and a certificate (Form 3604 for presidential offices, or Form 3605 for fourth-class offices, showing the total amount of postage collected during the quarter on matter mailed under the provisions of this section, and the total amount of "nonmetered application fees," which amount shall be charged in separate items in the quarterly postal account.

(o) *Matter mailed by U. S. Treasury.* The envelope, wrapper, or label of matter mailed by the United States Treasury Department under the provisions of this section shall bear in the upper right corner the words "_____ cents paid, Washington, D. C.," followed by the permit number.

(p) *Employment security and veterans' readjustment allowance mail*—(1) *Provisions for.* * * * the Social Security Board is hereby authorized to certify to the Secretary of the Treasury for payments to the Postmaster General for postage, out of the amount herein appropriated, such amounts as may be necessary and at such intervals as shall be determined by the Board, under a procedure to be prescribed and agreed upon by and between the Board and the Postmaster General, for the transmission of official mail matter heretofore transmitted free, pursuant to the provisions of section 13 of the act entitled "An act to provide for the establishment of a national employment system and for cooperation with the States in the promotion of such system, and for other purposes," approved June 6, 1933 (29 U. S. C. 491), and for the transmission of official mail matter in connection with the unemployment compensation administration of States receiving grants out of the funds herein appropriated; the Postmaster General is hereby authorized and directed to extend to the States receiving such grants the privilege of transmission without prepayment of postage of official mail of the class upon which the Board is hereinabove authorized to certify amounts for payments of postage (54 Stat. 589).

(2) *Indicia.* The envelope, wrapper, or label of matter mailed by State Employment Security offices cooperating with the Social Security Board shall, under the provisions of this section, bear in the upper left corner the name and address of the agency by which it is mailed over the words "Official Business" and in the upper right corner the words "Employment Security Mail—United States Postage Accounted for under act of Congress (§ 35.4 (p) (1), P. L. & R.)."

NOTE: Pursuant to the enactment of the Servicemen's Readjustment Act of 1944 (Public 346, 78th Cong.), the arrangement in effect with respect to the collection of postage on State employment security mail was extended to veterans' readjustment allowance mail.

USE OF PRECANCELED GOVERNMENT-STAMPED ENVELOPES AND PRECANCELED STAMPS

§ 35.5 *Precanceled Government-stamped envelopes and postal cards*—(a) *Authorization.* The Postmaster General is authorized, under such regulations as he may prescribe, to issue a permit to persons using Government-stamped envelopes and to persons using Government postal cards to deface the postage stamps thereon in connection with the placing on the envelopes and postal cards of the name of the post office and State of mailing, together with such other indicia as may be prescribed. (46 Stat. 264; 39 U. S. C. 370.) * * * When practicable postage stamps may be furnished to postmasters precanceled by printing on them the name of the post office at which they are to be used—under such regulations as the Postmaster General may prescribe. (R. S. 3921, as amended; 39 U. S. C. 365)

(b) *Postmaster to apply for authority to issue permits.* Postmasters at whose offices patrons desire to avail themselves of the privilege of this section shall apply to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, for authority to issue permits therefor and instructions as to the procedure. Until such authority and instructions are received no postmaster shall issue permits for the privilege of using Government stamped envelopes and Government postal cards precanceled by the mailer.

(c) *Application for privilege.* Persons desiring the privilege of using Government stamped envelopes and Government postal cards precanceled by themselves shall make application therefor to the postmaster, who shall follow the instructions as to procedure given by the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

(d) *Indicia.* The name of the post office and State, the permit number, and, in the case of first-class mail, the date of mailing, together with such order indicia as may be required, shall be placed on the envelopes and cards by the mailer in such form as may be prescribed. The return card of the mailer should appear in the upper left corner of the address side of the envelopes.

(e) *Mailer to face and separate mailings.* To facilitate the handling of matter mailed in Government stamped envelopes and Government postal cards precanceled by the mailer, persons and concerns accorded this privilege will be expected to face their mailings, and also to separate them according to States and cities when in sufficient quantity to make it advantageous to the mailer and the Postal Service to do so.

(f) *Permit issued only on authorization of Department.* Precanceled postage stamps may be used only by persons or concerns to whom they have been furnished by a postmaster after special authority in each case has been obtained from the Department. Any person desiring to use such stamps should file an application with the postmaster at the post office of mailing, showing:

(1) The class and character of the matter to be mailed.

(2) The approximate total number of pieces to be mailed.

(3) Business in which applicant is engaged.

The application, together with the postmaster's recommendation thereon, shall be forwarded to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, except where otherwise specifically authorized. All applications for permits from persons or concerns engaged in the selling, trading, or collection of precanceled stamps must be submitted to the Department.

(g) *Issuance of permit; conditions.* On receipt of the Department's authorization the postmaster will issue a permit to the applicant and furnish precanceled stamps and accept mailings bearing them under the following conditions:

(1) The name of the post office and States shall be printed between two parallel heavy black lines across the face of

each stamp, ink furnished by the Department to be used for that purpose.

(2) Stamps may be precanceled only under the supervision of the postmaster or a sworn employee of the post office.

(3) Precanceled stamps are good for the payment of postage on matter of the third and fourth classes, and second-class matter mailed at the transient rate or the rates applicable at city delivery offices, and, when specially authorized, on first-class matter, presented at the office where precanceled. Precanceled stamps above the 6-cent denomination may be used only in accordance with special instructions issued by the Third Assistant Postmaster General.

(4) The date of mailing in connection with lines similar to those used in a cancellation postmark shall be placed by the mailer on each piece of first-class matter.

(5) Any number of pieces may be mailed at one time, regardless of whether they are identical, except in the case of third-class matter mailed under § 34.66, when each mailing must consist of not less than 20 pounds or 200 pieces and be accompanied with a statement of mailing on Form 3602–PC.

(6) Matter bearing precanceled stamps shall be presented in such manner as to permit of easy examination and facilitate its handling in the mails. It is expected that the mailer will comply with all reasonable requests of the postmaster for the separation of the matter into States, cities, etc.

(7) Precanceled postage stamps may not be used for the payment of postage on matter mailed in boxes, cases, bags, or other containers specially designed to be reused for mailing purposes.

(h) *Provisions of law; penalties.* If two or more persons conspire either to commit any offense against the United States, or to defraud the United States, or any agency thereof in any manner or for any purpose, and one or more of such persons do any act to effect the object of the conspiracy, each shall be fined not more than $10,000 or imprisoned not more than five years, or both.

If, however, the offense, the commission of which is the object of the conspiracy, is a misdemeanor only, the punishment for such conspiracy shall not exceed the maximum punishment provided for such misdemeanor. (62 Stat. 701; 18 U. S. C. 371)

(i) *Withdrawal of permit.* The permit to use precanceled postage stamps, issued to any person or concern, will be withdrawn by the Department if such person or concern should not comply strictly with the foregoing conditions, or should sell precanceled stamps either before or after they have been used. This includes the sale of such stamps affixed to wrappers of parcels returned to the sender and disposed of as waste paper.

(j) *Report of irregularities.* Postmasters should carefully observe the use of precanceled stamps and promptly report to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, any irregularity in connection with the use of such stamps coming to their attention, whether occurring at their offices or elsewhere.

NOTE: For conditions under which mailers may affix precanceled stamps to first-class matter apply to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

MISCELLANEOUS PROVISIONS

§ 35.6 *Wrapping of packages to permit examination*—(a) *First class otherwise.* The Postmaster General may prescribe, by regulation, the manner of wrapping and securing for the mails all packages of matter not charged with first-class postage, so that the contents of such packages may be easily examined; and no package the contents of which cannot be easily examined shall pass in the mails, or be delivered at a less rate than for matter of the first class. (Sec. 24, 20 Stat. 361; 39 U. S. C. 250)

(b) *Second- and third-class matter.* Matter of the second and third classes should be inclosed in an unsealed envelope or wrapped in such manner that the contents of the package can be easily examined. (See § 34.62.) Unfolded cards and double advertising cards with detachable parts for reply may be mailed without cover. In all cases the matter should be prepared in such form as to facilitate its handling in the mails.

(c) *Fourth-class matter.* Parcels of fourth-class matter shall not be accepted for mailing unless packed so as to assure safe shipment and permit the contents to be easily examined. (See § 35.18.) Such matter inclosed in boxes to which the lids are mailed or screwed may be accepted for mailing at the fourth-class rates of postage if, with reasonable effort, the lids can be removed by the use of a chisel, screw driver, or other suitable instrument for the purpose of permitting examination of the contents. When a postmaster to whom is presented for mailing a bag which is sewed up is satisfied from an examination of it that it contains only fourth-class mail, he shall accept it at the fourth-class rates of postage and mark it "Examined at mailing office; contains only fourth-class mail."

(d) *Two or more pieces mailed as single parcel.* Two or more pieces or packages of fourth-class matter shall, in order to be mailable as a single parcel, be of approximately the same size or shape or constitute parts of one article, and be securely tied, wrapped, or otherwise firmly fastened together.

(e) *Seeds and other articles in sealed transparent envelopes.* Seeds or other articles not prohibited, which are liable from their form or nature to loss or damage unless specially protected, shall, if not labeled as is provided in paragraph (f), be put up in sealed envelopes made of material sufficiently transparent to show the contents clearly without opening, and accepted as third- or fourth-class mail, according to the weight of the parcels.

(f) *Proprietary articles; farm and factory products.* Proprietary articles of merchandise not in themselves unmailable (see §§ 34.73, 35.13, and 36.2), such as fancy soaps, tobacco, harmless medicinal preparations, fruits, nuts, and other farm and factory products, put up in fixed quantities by the manufacturer, producer, or shipper, for sale by himself and others, which may be sealed in such manner as properly to protect the articles, but to allow examination of such package in its simplest mercantile form, shall be accepted for mailing at the third- or fourth-class rates of postage, according to the weight of the parcels, provided the parcels are labeled in printing to show the specific nature and quantity of contents, together with the name of the manufacturer, producer, or shipper.

(g) *Merchandise in sealed parcels; printed inscription required.* Articles of merchandise or other articles embraced in mail of the third or fourth class (except circulars and miscellaneous printed matter in parcels weighing 8 ounces or less), which are not in themselves unmailable (see §§ 34.73, 35.13, and 36.2), when inclosed in sealed parcels labeled in printing to show the nature of contents as, for example, "Contents: Merchandise—fourth-class mail," together with the printed inscription "Postmaster: This parcel may be opened for postal inspection if necessary," in connection with the printed, hand-stamped, or written name and address of the sender, shall be accepted for mailing at the third- or fourth-class rates of postage, according to the weight of the parcels.

(h) *Parcels closed against inspection.* When any matter offered for mailing is sealed against inspection, except as provided in paragraphs (e) and (f) of this section, or contains or bears writing not permissible (see §§ 34.56, 34.72, and 34.85), it shall be charged with postage at the first-class rate and treated as first-class matter (see §§ 34.12 and 42.16). When in doubt as to classification, postmasters shall submit samples to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

(i) *Examination.* Postmasters shall examine parcels when presented for mailing to ascertain that the postage is fully prepaid. (See §§ 34.56, 34.58, 34.59, 34.72 and 34.85.)

(j) *Window envelopes.* So-called "window" envelopes, having an opening or a transparent panel in the front, through which the address upon the inclosure is disclosed, may be accepted for mailing under conditions prescribed by the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, if domestic ordinary mail is concerned, or by the Division of Registered Mails, if domestic registered mail is concerned. (See Manual of Instructions for Postal Personnel, or Official Postal Guide.)

§ 35.7 *Higher class matter inclosed with lower class*—(a) *Treatment and penalty.* Matter of the second, third, or fourth class containing any writing or printing in addition to the original matter, other than as authorized by law, shall not be admitted to the mails, nor delivered, except upon payment of postage for matter of the first class, deducting therefrom any amount which may have been prepaid by stamps affixed, unless by direction of the Postmaster General such postage shall be remitted.

Whoever knowingly conceals or incloses any matter of a higher class in that of a lower class, and deposits the same for conveyance by mail, at a less rate than would be charged for such higher class matter, shall be fined not

more than $100.00. (62 Stat. 784; 18 U. S. C. 1723)

(b) *Report of violations to Department.* When the postmaster at the office of mailing is satisfied that the sender of a piece of mail matter has knowingly concealed or inclosed matter of a higher class in that of a lower, in violation of this section, he shall report the case to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, on Form 3595, giving all the facts and circumstances, including the name of the sender, if known, addressee, office and date of mailing, and a description of the package and of the matter inclosed or concealed therein.

(c) *When violation noted at office of address.* When the postmaster at the office of address is satisfied that there has been a violation of this section, he shall deliver the package to the addressee on payment of the proper postage and report the facts to the Third Assistant Postmaster General, on Form 3595, as above set forth. If the proper postage is not paid, the package shall be retained by the postmaster to be used as evidence, and he should be able to establish its identity.

§ 35.8 *Attachment of first-class letter to matter of other class.* When the sender desires that a parcel of third- or fourth-class matter on which the postage is fully prepaid at the rate for the respective class, or a package of second-class matter prepaid at the rates prescribed in § 34.42 (a), or at publishers' second-class rates, be accompanied with a communication, or other matter of the first class, which is not a permissible inclosure at the lower rate, the communication may be placed in an envelope, and after the full amount of postage at the first-class rate is affixed to the envelope it may be tied to or otherwise securely attached to the outside of the parcel or package in such manner as to prevent its separation therefrom and not to interfere with the address thereon. The envelope shall be addressed to correspond with the address on the parcel. Combination envelopes or containers having separate portions for a letter and matter of a lower class may be used for mailing together two classes of matter. Parcels or packages with which communications are mailed in this manner shall be treated as second-, third-, or fourth-class matter, as the case may be. When second-class matter accompanied with a communication under the provisions of this section is prepaid at publishers' second-class rates, a notice of entry as second-class matter shall be placed in the upper right corner of the address side of the package. Properly prepaid third-class matter inclosed in unsealed envelopes indorsed "Third class" may be mailed with fully prepaid packages of second-, third-, or fourth-class matter under these conditions.

§ 35.9 *Overcharges on mail matter*—(a) *Refunds.* Whenever it shall be shown to the satisfaction of the Postmaster General that any postage is paid on any mail matter for which service is not rendered, or is collected in excess of the lawful rate, he may, in his discretion, authorize the postmaster at the office where paid to refund the proper amount out of the postal receipts in the possession of the postmaster. (Sec. 2, 33 Stat. 1091; 39 U. S. C. 300)

(b) *Application for refund.* Applications for refunds under the provisions of this section should be addressed to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, if they relate to refunds on domestic ordinary mail of the first, third, and fourth classes; or to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, if they relate to refunds on second-class matter; or to the Third Assistant Postmaster General, Division of Registered Mail, if they relate to refunds on domestic registered, insured, or c. o. d. mail. Applications for refunds shall be combined with a full statement of facts, and, when possible, the envelope or wrapper in which the matter was mailed. Postmasters shall not make refunds under this section until instructed by the Department.

§ 35.10 *Address of mail matter*—(a) *Inclusions.* (1) * * * In all cases directions for transmission, delivery, forwarding, or return shall be deemed part of the address; * * *. (Sec. 1, 25 Stat. 1, as amended; 39 U. S. C. 249)

(2) The words "personal," or "to be called for," and return requests and other directions as to delivery, forwarding, or return, shall be deemed part of the address, and permissible.

(b) *Space for address.* (1) Space must be left on the address side of all mail for a complete and legible address and for all directions permissible thereon, for postage stamps, postmarking, rating, and any words necessary for forwarding or return. Not less than 3½ inches of clear space should be left for such purposes at the right end of the address side of all envelopes, folders, or wrappers of mail matter, but a plain narrow border not exceeding approximately five-thirty-seconds of an inch in width may be placed around the outer edges thereof.

(2) Write plainly the name of the person addressed, street and number, number of rural route, or post office box and the name of the post office, including postal delivery zone number, if any and State in full. Do not use lead pencil. Use abbreviations only when they cannot be misunderstood.

(c) *Return card required on fourth-class matter.* A parcel of fourth-class matter shall not be accepted for mailing unless it bears the name and address of the sender, which should be preceded by the word "From." When a parcel of fourth-class matter which does not bear the name and address of the sender is deposited for mailing, and the sender is known or can be ascertained from the contents of the parcel, it shall be returned to him with the information that his name and address must be placed on it. If the sender is not known, or cannot be ascertained, the parcel shall be marked "Sender unknown" and dispatched.

(d) *Completeness and arrangement of address.* All mail shall bear a complete, definite, and legible address, and, when intended for delivery at a letter-carrier office, the address should include the street and number or post-office box number of the addressee, and the postal delivery zone number. The address should be placed in the lower right portion of the face or address side of envelopes, cards, or wrappers, the postage stamps or permit indicia (see §§ 34.66 and 35.4) indicating amount of postage paid being placed in the upper right corner, and the return card of the sender in the upper left corner of the side used for the address. Unaddressed matter and matter bearing dual addresses shall not be accepted for mailing. Names of more than one post office shall not appear in the address on any mail.

(e) *Addressed to "box holder"*—(1) *Requirements.* When it is desired to send a piece of advertising or other matter (see § 34.52 (h)) as ordinary mail to (1) every rural or star-route box holder served from any post office having rural or star-route delivery, or (2) every post-office box holder at post offices, not having city letter carrier service, the name, box, and route numbers or local street address may be omitted from the matter, provided each piece is definitely addressed in the following manner, respectively:

(1) Rural or star-route box holder,

_____
(Post office and State)

(2) Post-office box holder,

_____
(Post office and State)

Provided further, That postage at the proper rate is fully prepaid on the matter, preferably in money under permit in accordance with §§ 34.66 or 35.4, or by means of precanceled stamps under the conditions governing their use, and all the pieces for the same post office are put up by the mailer, so far as may be practicable, in packages of 50, each package to be labeled, preferably by means of a facing slip, as follows, according to the distribution desired:

(1) For distribution to rural or star-route box holders,

_____
(Post office and State)

(2) For distribution to post-office box holders,

_____
(Post office and State)

(2) *Name of post office and State or "local."* It is preferable that the names of the post office and State be included in the address on each piece of matter mailed under this regulation, but, when the sender so desires, such names may also be omitted, provided the word "Local" be used in lieu thereof; provided further, the packages in which the pieces are put up and labeled as prescribed in the preceding subparagraph (a) are securely tied or otherwise prepared so that there will be no likelihood of the packages breaking open and the pieces scattered in the mails.

(3) *Number of boxes.* The total number of boxes served by rural and star-route carriers from each office having rural or star-route delivery service, irrespective of the number of routes served from the respective post offices, shall be

shown in the county list of post offices in the Official Postal Guide. The number of post-office box holders at offices not having city letter-carrier service shall also be shown in such list.

(f) *Addressed to "occupant" or "householder."* When it is desired to reach all families in a house-to-house manner through the medium of advertising or other matter, this may be accomplished by addressing the matter to the occupants of particular houses or premises in places having city or village letter-carrier service, without addressing the occupants by name, by using the following form of address:

Occupant,
1001 Main Street,

(Post office and State)

or

Householder,
Main Street,
Local.

(g) *Return card.* The sender's name and complete address shall be placed on all window envelopes, on all fourth-class mail and on all registered mail and should be placed on all other mail, in the upper left corner of the address side.

(h) *Postal delivery zone numbering system.* (1) The postal delivery zone numbering method of addressing mail is applicable only at the post offices named in this article.

(2) The purpose of the system is to permit the distribution of incoming mail by inexperienced clerks who do not have a thorough working knowledge of primary distribution schemes.

(3) In addressing mail, the postal delivery zone number should appear in the address immediately after the name of the city.

(4) The number indicates the main post office unit, station, or branch from which delivery is made.

(5) The success of this plan depends not only upon the cooperation of mailers and addressees, but upon the interest and enthusiasm of postmasters at all post offices in continuing a vigorous campaign through newspapers, radio, chambers of commerce, business houses, churches, schools, and other institutions.

(6) All patrons at the offices named in this article have been requested to notify their correspondents of their postal delivery zone numbers, and to include the numbers in addresses, on letterheads, and in return card requests.

(7) Postmasters and employees are requested to instruct post office patrons in the use of the Postal Delivery Zone Numbering System.

(8) It is desired that postmasters of offices where the plan is not applicable, cooperate by requesting their patrons, including business houses, organizations, and publishers of magazines, newspapers, and periodicals to include the postal delivery zone numbers in the addresses on all matter mailed to the post offices where the system is applicable.

(9) Patrons should obtain the delivery zone number from their correspondents in the offices listed below. Large firms such as publishers who have mailing lists may forward them to the offices listed, where they will be corrected without charge by including the delivery zone number.

Birmingham, Ala.
Mobile, Ala.
Montgomery, Ala.
Berkeley, Calif.
Fresno, Calif.
Glendale, Calif.
Long Beach, Calif.
Los Angeles, Calif.
Oakland, Calif.
Pasadena, Calif.
Sacramento, Calif.
San Diego, Calif.
San Francisco, Calif.
San Jose, Calif.
Stockton, Calif.
Denver, Colo.
Bridgeport, Conn.
Hartford, Conn.
New Haven, Conn.
Waterbury, Conn.
Wilmington, Del.
Washington, D. C.
Jacksonville, Fla.
Miami, Fla.
Saint Petersburg, Fla.
Tampa, Fla.
Atlanta, Ga.
Honolulu, T. H.
Chicago, Ill.
Decatur, Ill.
Peoria, Ill.
Evansville, Ind.
Fort Wayne, Ind.
Indianapolis, Ind.
South Bend, Ind.
Des Moines, Iowa
Sioux City, Iowa
Kansas City, Kans.
Wichita, Kans.
Lexington, Ky.
Louisville, Ky.
Alexandria, La.
Baton Rouge, La.
New Orleans, La.
Shreveport, La.
Portland, Maine
Baltimore, Md.
Boston, Mass.
Brockton, Mass.
Springfield, Mass.
Worcester, Mass.
Detroit, Mich.
Flint, Mich.
Grand Rapids, Mich.
Kalamazoo, Mich.
Lansing, Mich.
Pontiac, Mich.
Duluth, Minn.
Minneapolis, Minn.
Saint Paul, Minn.
Jackson, Miss.
Kansas City, Mo.
Saint Joseph, Mo.
Saint Louis, Mo.
Lincoln, Nebr.
Omaha, Nebr.
Elizabeth, N. J.
Jersey City, N. J.
Newark, N. J.
Paterson, N. J.
Trenton, N. J.
Albany, N. Y.
Brooklyn, N. Y.
Buffalo, N. Y.
Jamaica, N. Y.
Long Island City, N. Y.
New York, N. Y.
Rochester, N. Y.
Schenectady, N. Y.
Staten Island, N. Y.
Syracuse, N. Y.
Yonkers, N. Y.
Utica, N. Y.
Charlotte, N. C.
Winston-Salem, N. C.
Akron, Ohio
Canton, Ohio
Cincinnati, Ohio
Cleveland, Ohio
Columbus, Ohio
Dayton, Ohio
Toledo, Ohio
Youngstown, Ohio
Oklahoma City, Okla.
Tulsa, Okla.
Portland, Oreg.
Philadelphia, Pa.
Pittsburgh, Pa.
Scranton, Pa.
Williamsport, Pa.
San Juan, P. R.
Providence, R. I.
Charleston, S. C.
Columbia, S. C.
Chattanooga, Tenn.
Knoxville, Tenn.
Memphis, Tenn.
Nashville, Tenn.
Austin, Tex.
Dallas, Tex.
Fort Worth, Tex.
Houston, Tex.
San Antonio, Tex.
Salt Lake City, Utah
Norfolk, Va.
Richmond, Va.
Roanoke, Va.
Seattle, Wash.
Spokane, Wash.
Tacoma, Wash.
Charleston, W. Va.
Huntington, W. Va.
Madison, Wis.
Milwaukee, Wis.

(10) At post offices where the volume warrants and where it is practicable to do so without causing radical changes and requiring additional equipment, separation should be made of letters bearing postal delivery zone numbers from unzoned letters in outgoing dispatches. Zoned letters should be tied out under labels indicating that the package contains letters bearing zone numbers. At any office where the volume warrants, separate pouches of zoned and unzoned letters should be made up. For the purpose of uniformity, all post offices dispatching packages of letters containing mail bearing zone numbers should conspicuously label such packages "Zoned." First- and second-class offices in the vicinity of large post offices using the zone number system should make separate tie-outs of zoned and unzoned letter packages to such offices when the volume warrants.

§ 35.11 *Weight limit of fourth-class matter to one addressee.* When more than 200 pounds of parcel post, other than perishable matter, is offered for mailing by one sender to one addressee on the same day, and the delivery thereof to destination will involve its transportation over a star route, the postmaster shall apply to the Second Assistant Postmaster General, Surface Postal Transport, for special authorization before accepting such shipment.

MATTER LIABLE TO DAMAGE THE MAILS OR INJURE THE PERSON; PREPARATION AND PACKING WHERE ADMISSIBLE; PLANT QUARANTINE

§ 35.12 *Matter liable to damage mail or injure person*—(a) *Determination of.* The Second Assistant Postmaster General shall determine, subject to the laws and regulations, what matter shall be absolutely excluded from the mails, as liable to destroy, deface, or otherwise damage the contents of the mail bags or harm the person of anyone engaged in the Postal Service (see §§ 34.73 and 35.13), and what precautions shall be observed as to preparation and packing where such matter is admitted to the mails. (See § 35.6 and §§ 35.13 to 35.19.)

(b) *Submission of questions.* Postmasters shall submit questions of this character to the Second Assistant Postmaster General, Surface Postal Transport, with a full statement of the facts necessary to a proper decision.

(c) *Report to Department of improper admission of matter.* General superintendents shall report to the Second Assistant Postmaster General, Surface Postal Transport, if, in their judgment, any matter is admitted to the mails which should be excluded therefrom. Such report shall be accompanied with a statement of any injury to the mails caused by the admission of such matter, and the reasons which lead them to anticipate any damage from the continued admission thereof.

(d) *Sample of doubtful matter.* Inquiries regarding doubtful matter shall, where possible, be accompanied with a sample of the same.

§ 35.13 *Nonmailable articles and compositions*—(a) *Provisions of law.* All kinds of poison, and all articles and compositions containing poison, and all poisonous animals, insects, reptiles, and all explosives, inflammable materials, infernal machines, and mechanical, chemical, or other devices or compositions which may ignite or explode, and all disease germs or scabs, and all other natural or artificial articles, compositions, or material which may kill or injure another, or injure the mails or other property, whether or not sealed as first-class matter, are nonmailable matter and shall not be conveyed in the mails or delivered from any post office or station thereof, nor by any letter carrier.

The Postmaster General may permit the transmission in the mails, under such rules and regulations as he shall prescribe as to preparation and packing, of any such articles which are not outward-

ly or of their own force dangerous or injurious to life, health, or property.

The transmission in the mails of poisonous drugs and medicines may be limited by the Postmaster General to shipments of such articles from the manufacturer thereof or dealer therein to licensed physicians, surgeons, dentists, pharmacists, druggists, cosmetologists, barbers, and veterinarians, under such rules and regulations as he shall prescribe.

All spirituous, vinous, malted, fermented, or other intoxicating liquors of any kind are nonmailable and shall not be deposited in or carried through the mails.

Whoever knowingly deposits for mailing or delivery, or knowingly causes to be delivered by mail, according to the direction thereon, or at any place at which it is directed to be delivered by the person to whom it is addressed, anything declared nonmailable by this section, unless in accordance with the rules and regulations authorized to be prescribed by the Postmaster General, shall be fined not more than $1,000 or imprisoned not more than two years, or both.

Whoever knowingly deposits for mailing or delivery, or knowingly causes to be delivered by mail, according to the direction thereon or at any place to which it is directed to be delivered by the person to whom it is addressed, anything declared nonmailable by this section, whether or not transmitted in accordance with the rules and regulations authorized to be prescribed by the Postmaster General, with intent to kill or injure another, or injure the mails or other property, shall be fined not more than $10,000 or imprisoned not more than ten years, or both. (62 Stat. 781; 18 U. S. C. 1716)

(b) *Intoxicating liquors, poisons, explosives, and other nonmailable materials*—(1) *Characteristics.* Spirituous, vinous, malted, fermented, or other intoxicating liquors of any kind, poisons of every kind, and articles, preparations, compounds, and mixtures which are poison (except as prescribed in § 35.15), and poisonous animals, insects, and reptiles, corrosive materials, fireworks, matches, except as prescribed in § 35.14 (f), and explosives of every kind, and inflammable materials liable to cause fire by self-ignition through friction, through absorption of moisture, or through spontaneous chemical changes, and infernal machines, and mechanical, chemical, or other devices or compositions which may ignite or explode, and disease germs or scabs (except as prescribed in § 35.17, and other natural or artificial articles, compositions, or materials of whatever kind which may kill or in any wise hurt, harm, or injure a person or damage, deface, or otherwise injure the mail or other property, live animals, insects, birds or fowls (except as prescribed in §§ 35.22 to 35.26, inclusive), fresh hides or pelts, or any articles exhaling bad odor, whether sealed as first-class matter or not, shall not be admitted to the mails.

(2) *Definition of "intoxicating."* Beverages containing not more than 3.2 percent of alcohol by weight, when addressed for delivery within any State, Territory, or District of the United States, the laws of which do not prohibit the manufacture or sale therein of beverages containing an alcoholic content of not more than 3.2 percent by weight, do not come within the term "intoxicating" as used in this section.

(3) *Sale of intoxicating liquors to Indians prohibited.* Any person who shall sell, give away, dispose of, exchange, or barter any malt, spirituous, or vinous liquor, including beer, ale, and wine, or any ardent or other intoxicating liquor of any kind whatsoever, or any essence, extract, bitters, preparation, compound, composition, or any article whatsoever, under any name, label, or brand, which produces intoxication to any Indian to whom an allotment of land has been made while the title to the same shall be held in trust by the Government, or to any Indian who is a ward of the Government under charge of any Indian superintendent or agent, or to any Indian, including mixed bloods, over whom the Government, through its departments, exercises guardianship, and any person who shall introduce or attempt to introduce any malt, spirituous, or vinous liquor, including beer, ale, and wine, or any ardent or intoxicating liquor of any kind whatsoever into the Indian country, which term shall include any Indian allotment while the title to the same shall be held in trust by the Government, or while the same shall remain inalienable by the allottee without the consent of the United States, shall be punished for the first offense by imprisonment for not more than one year, and by a fine of not more than $500, and for the second offense and each offense thereafter by imprisonment for not more than five years, and by a fine of not more than $2,000: *Provided, however,* That the person convicted shall be committed until fine and costs are paid: *And provided further,* That first offenses under this section may be prosecuted by information, but no person convicted of a first offense under this section shall be sentenced to imprisonment in a penitentiary or required to perform hard labor. It shall be a sufficient defense to any charge of introducing or attempting to introduce ardent spirits, ale, beer, wine, or intoxicating liquors into the Indian country that the acts charged were done under authority, in writing, from the War Department or any officer duly authorized thereunto by the War Department. All complaints for the arrest of any person or persons made for violation of any of the provisions of this section shall be made in the county where the offense shall have been committed, or if committed upon or within any reservation not included in any county, then in any county adjoining such reservation; but in all cases such arrests shall be made before any United States court commissioner residing in such adjoining county, or before any magistrate or judicial officer authorized by the laws of the State in which such reservation is located to issue warrants for the arrest and examination of offenders by section 3041 of Title 18. And all persons so arrested shall, unless discharged upon examination, be held to answer and stand trial before the court of the United States having jurisdiction of the offense. (R. S. 2139, as amended; 25 U. S. C. 241)

(4) *Liquors not to be mailed to Indian wards.* Beer, lager beer, ale, porter, wine, or other liquors, regardless of alcoholic content, may not be mailed to Indian wards anywhere or into any present Indian reservation or to those parts of opened Indian reservations which are still reserved for Government or tribal use or which are held in trust for individual Indians prior to their request for fee patents for such lands.

§ 35.14 *Inflammable substances*—(a) *When mailable.* Inflammable liquids and substances having a flash point by the closed cup test between 80° and 20° F., such as paints, varnishes, automobile tire-repair outfits containing rubber cement, etc., that are not liable to cause fire by self-ignition through friction, through absorption of moisture, or through spontaneous chemical changes, and are not poisonous or explosive or unmailable for reasons other than their inflammability, shall be accepted for transmission in the domestic mails except the Air Mail Service when in quantities of not more than 4 ounces and when contained in tightly closed metal boxes or cans and packed in strong papier-mâché tubes or in boxes made of good quality double-faced corrugated pasteboard. The word "inflammable" and the proper name of the article shall be plainly marked on the outside of the package. Articles having a flash point by the closed cup test below 20° F. are held to be explosive and shall not be accepted for mailing.

(b) *Packing and marking.* Substances mentioned in the preceding paragraph (a) when in larger quantities shall be accepted for transmission in the domestic mails except the Air Mail Service, when in tight and strong metal containers inclosed in tight and strong outside wooden or fiber board boxes or cases: *Provided,* That the maximum quantity of any inflammable liquid packed in one outside container shall not exceed 5 gallons and the containers shall not be entirely filled—not less than 2 percent of their capacity to be left vacant. The proper name of the inflammable substance contained therein shall be plainly marked on the outside of the package and caution labels (red for liquid and yellow for solids) shall be attached thereto by the shipper. These caution labels shall be diamond shaped, each side 4 inches long, with the wording printed in black letters inside of a black-lined border measuring 3½ inches on each side. The wording on the red labels shall be:

Notice to postal employees. Caution. Do not drop. Keep away from fires, stoves, radiators, lighted matches, lanterns, and direct sunlight. Any leaking package shall be removed to a safe place. This is to certify that the contents of this package are properly described by name and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Post Office Department.

(Shipper's name)

The wording on the yellow labels shall be:

Notice to postal employees. Caution. Do not drop. Keep fire and lights away. Sweep

up and remove carefully contents of broken packages. This is to certify that the contents of this package are properly described by name and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Post Office Department.

(Shipper's name)

All such parcels shall be handled outside of mail bags.

(c) *Specifications of containers.* Substances mentioned in the preceding paragraphs (a) and (b) shall be accepted for transmission in the domestic mails except the Air Mail Service, when in quantities not exceeding 1 gallon in any one outside container in inside containers of glass or earthenware cushioned with cells of air at least three-fourths of an inch deep formed by extended tips of each compartment or partition, or with excelsior or other effective cushioning material, or in fiberboard cans at least 0.120 of an inch thick with metal top and bottom, the top being of the friction type which must be fastened on with six equally spaced single indentations at least 0.050 of an inch deep, or six double indentations equally spaced, the indentations being 0.034 of an inch deep on each of the opposite sides of the friction ring. The interior of the fiberboard container must be so lined or treated as to prevent penetration by the material with which the can is filled. The fiberboard can requires no cushioning.

The inside containers, whether of glass, earthenware or fiberboard must then be enclosed in a wooden, solid fiberboard or double-faced corrugated fiberboard box testing at least 200 pounds per squire inch, all seams to be sealed with kraft 2½-inch gummed paper tape. When the quantity in any one parcel exceeds 4 ounces the parcel must bear the proper red caution label and shall be handled outside of mail bags.

(d) *In overseas mails.* (1) Inflammable liquids having a flash point by the closed cup test of 80° F. or lower; inflammable solids which are liable, under conditions incident to transportation, to cause fires through friction, through absorption of moisture, or through spontaneous chemical changes; oxidizing materials such as chlorates, permanganates, peroxides; or nitrates, which yield oxygen readily to stimulate the combustion of organic matter; poisonous articles or substances; are prohibited in the overseas mails.

(2) Combustible liquids having a flash point by the closed cup test of 150° or lower, but above 80° F. shall be accepted for transmission in the overseas mails when in quantities not exceeding 1 quart (except in the case of paint, enamel, lacquer, stain, shellac, varnish, aluminum, bronze, gold, wood filler liquid and lacquer base liquid, and thinning, reducing and removing compounds, and driers liquid therefor, when the quantity shall be less than 1 gallon). (See Official Postal Guide, Part II, as to packing.)

(e) *Nitrate of soda and nitrate of potassium.* Nitrate of soda and nitrate of potassium in packages not exceeding 25 pounds shall be accepted for transmission in the domestic mail when prepared as provided in paragraph (b) of this section or when packed in strong cotton bags lined with two thicknesses of kraft paper, cemented together with asphaltum and cemented to the outside cotton bags. Care shall be taken to avoid any of the product getting on the outside of the parcels, and the package shall be capable of withstanding a drop of 4 feet without any escaping of contents. Each package shall bear the yellow caution label referred to in paragraph (b) of this section.

(f) *Matches.* (1) Safety matches (strike-only-on-box-or-book variety) shall be accepted for transmission in the domestic mails when packed in tightly closed metal containers, or in strong containers of other nonfragile material having a securely glued inside lining consisting of either aluminum foil 0.0004 inch thick, or long fiber asbestos paper 0.006 inch thick. The aluminum foil or asbestos lined containers must be completely filled with safety matches and the flaps reinforced with strong gummed paper tape.

(2) Pull-and-light types of safety matches tested and approved by the proper Government agency, shall be accepted for transmission in the domestic mails when packed in completely filled, tightly closed strong cardboard containers. A small number of cards of these matches may be accepted for mailing in a strong securely fastened mailing envelope.

(3) No matches of any kind shall be accepted in the mails for transmission between continental United States and the overseas possessions and Territories of the United States, including Alaska, or for transmission between any such possession or Territory and any other such possession or Territory.

NOTE: For detailed instructions for packing see Manual of Instructions for Postal Personnel and Official Postal Guide.

(g) *Mercury.* Mercury in quantities not exceeding 15 pounds shall be accepted for transmission in the domestic mails when in a tightly closed container of glass or earthenware, securely cushioned in a double-faced corrugated fiberboard box. This box shall then be cushioned in a larger double-faced corrugated fiberboard box, tightly closed and securely fastened. Both fiberboard boxes must be of at least 175-pound test board. Mercury in small quantities such as contained in switches used to make and break an electric current may also be packed in approved mailing tubes when the glass tube of mercury is completely surrounded with at least one-half inch of soft cushioning material.

(h) *Certain proprietary products used as disinfectants and germicides such as CN, Creolin, Lysol, and Saponated Solution Cresol Compound which contain 5% or more of cresylic acid prohibited in the mails.* (1) In view of reported widespread mailing of disinfectants, germicides and deodorants containing 5% or more of cresylic acid, (CN Creolin, Lysol, and saponated solution cresol compound which contain 5% or more of cresylic acid) postmasters will bring this matter to attention of mail order concerns, and others with a view to prohibiting further mailings (see exception in subparagraph (2)) which are in violation of § 35.13.

(2) As an exceptiton to subparagraph (1), mail order concerns which stocked these preparations through misunderstanding as to mailability thereof may be permitted to continue mailings properly packaged addressed to individuals, but not to manufacturers or dealers, until March 31, 1949, after which date all further mailings are prohibited.

(3) Also included as non-mailable matter but not limited are creolin, creosote, coal tar (creosote oil; liquid pitch oil), cresol, and solutions thereof or other preparations containing 5% or more of cresylic acid.

§ 35.15 *Mailable nonintoxicating, noninflammable, and noninjurious matter*—(a) *Conditions.* Liquids not spirituous, vinous, malted, fermented, or otherwise intoxicating, and not liable to explosion or spontaneous combustion or ignition by shock or jar, and not inflammable, fruits or vegetable matter liable to decomposition, comb honey, soft soap, pastes or confections, ointments, salves, and articles of similar consistency, shall be admitted to the mails for transmission in the domestic mails when inclosed in packages in conformity with the conditions prescribed in §§ 35.18 and 35.19.

(b) *Medicines.* Medicines which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not in themselves unmailable (see §§ 34.73 and 36.2), shall be admitted to the mails for transmission in the domestic mails when inclosed in packages in conformity with the conditions prescribed in § 35.18: *Provided,* That the term "medicines" shall not be construed to mean poisons: *Provided further,* That the article mailed bears the label or superscription of the manufacturer thereof or dealer therein, or of the licensed physician, surgeon, dentist, pharmacist, druggist, or veterinarian preparing or prescribing the same.

(c) *Insecticides, fungicides, and germicides.* Insecticides, fungicides, and germicides not outwardly or of their own force dangerous or injurious to life, health, or property, and not in themselves unmailable (see §§ 34.73 and 36.2), shall be admitted to the mails for transmission in the domestic mails when securely packed for safe transmission: *Provided,* That the container of the article mailed is plainly labeled to show its contents, is also marked "Poisonous Composition," and bears the label or superscription of the manufacturer thereof. (See § 35.18 (d) (7) as to packing.)

(d) *Preparations not mailable.* Poisonous preparations, such as raticides, for the extermination of rodents and other destructive mammals are not included in the above classification and are not mailable.

(e) *Poisonous drugs and anesthetic agents.* Poisonous drugs and medicines and anesthetic agents which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not otherwise unmailable (see §§ 34.73 and 36.2), when securely packed for safe transmission shall be admitted to the mails for transmission in the do-

mestic mails when sent by the manufacturer thereof or dealer therein to licensed physicians, surgeons, dentists, pharmacists, druggists, cosmetologists, barbers, and veterinarians, when addressed as such: *Provided*, That the container of the article mailed is plainly labeled to show its contents, is marked "Poison," and bears the label or superscription of the manufacturer thereof.

(f) *Lightweight (premium) knives; packing of.* (1) Lightweight knives usually weighing between ½ and 4 ounces with blades not over 10 inches in length nor 1½ inches in width may be accepted for mailing if packed in the following manner:

(2) When blade is not over 3¼ inches in length and ¾ inch in width, a close fitting sheath of 0.018 chipboard or equivalent material longer than blade shall be used together with kraft envelope or equivalent testing not less than 60 points (Mullen or Cady Tester), and not more than ½ inch longer than the knife.

(3) When blade is over 3¼ inches in length but not over 6 inches and not over 1 inch in width, a close fitting sheath of 0.022 kraftboard or equivalent material longer than blade shall be used together with kraft envelope or equivalent testing not less than 60 points and not more than ½ inch longer than knife.

(4) When blade is over 6 inches in length but not over 10 inches and not over 1½ inches in width, a close fitting sheath of 0.028 kraftboard or equivalent material longer than blade shall be used together with kraft envelope or equivalent testing not less than 64 points and not more than ½ inch longer than knife.

(5) The sheaths previously mentioned must be of such a snug fit that they can be removed only with some effort. A sheath that slides off readily is not approved unless it is affixed to the knife blade by means of cement or glue or is securely taped to the knife handle. The envelopes must be securely sealed.

(6) Kitchen Set with 2 knives with blades not over 6 inches in length securely fastened by good quality cellulose tape or equivalent to a die cut card of 0.036 chipboard or equivalent larger than the knives and enclosed in a close fitting fiber carton of 0.024 kraftboard or equivalent securely fastened.

(7) Carving set composed of knife and fork taped together with blade not over 9 inches in length with close fitting sheaths of 0.018 chipboard protecting both blade and tines and enclosed in a close fitting fiber carton of 0.034 kraftboard or equivalent securely fastened.

(8) More substantial packing is required for larger knives. They should be cushioned in a strong fiberboard, wooden or metal box with the blades properly encased so that they cannot cut through their covering.

(g) *Fire extinguishers and other cylinders containing compressed gas or acid not mailable with exceptions as noted herein.* (1) Any cylinder or fire extinguisher containing more than 10 ounces of carbon dioxide liquefied, or requiring a caution label under I. C. C. regulations (except as provided in paragraph (b) herein) is nonmailable.

(2) Fire extinguishers of the soda-acid type containing the acid charge (usually 4-ounces of surfuric acid with sodium bicarbonate) are nonmailable by reason of the acid, regardless of the manner in which it is packed.

(3) The small cylinders of compressed gas which are mailable and specifications therefor are as follows:

(i) Compressed gas (any material or mixture having in the container either an absolute pressure exceeding 40 pounds per square inch at 70° F. or an absolute pressure exceeding 104 pounds per square inch at 130° F., or both), of the nonexplosive, noninflammable, nonpoisonous types in nonshattering steel containers complying with Interstate Commerce Commission specifications therefor, and filled and charged in accordance with I. C. C. regulations, may be admitted to the mails if individually cushioned in suitable, securely fastened outside boxes such as double-faced corrugated fiberboard boxes testing not less than 175 pounds per square inch (Mullen or Cady tester) for cartons not over 5 pounds in weight and testing not less than 200 pounds for heavier cartons, with an inner liner of the same material or the equivalent in other suitable cushioning material, said cylinders to have release mechanism properly protected against damage or accidental discharge in the postal service, with following further specifications as to size of cylinder, safety devices and labeling. These parcels shall be handled as inside matter.

(ii) Sparklet type containing not over 8½ grams (3/10 ounce) of carbon dioxide liquefied, helium, or other gas approved for mailing. Safety device not required. The words "Compressed Gas" and proper name of article shall be plainly marked on the outside of the parcel.

(iii) Fire extinguisher or tire inflator type not exceeding 2 inches in outside diameter nor 12 inches in length and containing not to exceed 10 ounces of carbon dioxide liquefied gas or other gas approved for mailing and equipped with a frangible disk type safety device approved by the Bureau of Explosives both as to type and location which will fracture before pressure in the cylinder reaches 3,000 pounds per square inch and release the contents, and which will prevent explosion of the charged cylinder when placed in a fire. The words "Compressed Gas" and proper name of the article contained therein shall be plainly marked on the outside of the parcel. Limit one cylinder to a parcel.

(iv) Hand fire extinguisher type not exceeding 32-fluid-ounce capacity filled to not over 90-percent capacity at 70° F.; charged with a gas approved for mailing to not over 170 pounds per square inch at 70° F., and equipped with a safety device approved by the Bureau of Explosives which will prevent explosion of the charged cylinder when placed in a fire. Approved fire extinguishing agent must be used. The words "Compressed Gas" and proper name of article shall be plainly marked on the outside of the parcel. Limit one cylinder to a parcel.

(h) *Flexible phonograph records.* Flexible vinyl type records not in excess of seven in number nor more than 16 inches in diameter may be mailed if packed in a good quality, heavy-kraft envelope with a pad of double-faced corrugated fiber-board testing not less than 200 pounds per square inch (Mullen or Cody Tester) with cross dimensions the same or slightly larger than the diameter of the records, on top and bottom of the records, the corrugations in the pads to run at right angles to each other. The flap end of the envelope shall be reinforced with a strip of three inch kraft gummed paper tape of good quality extending at least two inches on each side of the front of the envelope.

These envelopes shall not be marked "Fragile", and shall be handled inside of mail bags.

Larger quantities of these flexible records shall be cushioned in good quality corrugated folders or cartons securely fastened.

§ 35.16 *Motion-picture films*—(a) *Packing and marking.* Motion-picture films shall be packed in spark-proof metal boxes or cans, complying with specification No. 32 of the Interstate Commerce Commission regulations for the shipment of dangerous articles. Case and cover shall be lined throughout with hard fiberboard at least one-eighth inch thick. Each outside metal case shall be plainly and permanently marked in the metal by embossing the following symbol, consisting of a rectangle and the following mark:

I. C. C.—32 A

The letters and figures in this symbol shall be at least one-half inch high, and the final letter may be either A, B, C, D, E, F, or G.

(b) *Further packing provisions.* Motion-picture films may also be packed in outside wooden boxes complying with Specification No. 15C of the Interstate Commerce Commission regulations for the transportation of dangerous articles, provided each reel is placed in a tightly closed inside metal container. Marking on boxes to indicate compliance with the specification is

I. C. C.—15C***

the stars being replaced by figures indicating the maximum gross weight for which the box is authorized. The letters and figures in this symbol shall be at least one-half inch high. Boxes marked I. C. C.—19 as previously authorized may be accepted if made prior to October 1, 1930.

(c) *Short films.* Short motion-picture films (not exceeding 25 feet in length) shall be accepted when placed in tightly closed metal cans and in outside containers of corrugated strawboard or other suitable material. Motion-picture films not exceeding 1,000 feet in length shall be accepted for mailing when placed in tightly closed metal cans lined with asbestos, in outside fiberboard or corrugated fiberboard containers, securely sealed, without the yellow caution label, to be dispatched inside of mail bags. Such films also shall be accepted for mailing when placed in tightly closed metal cans without lining, in outside fiberboard or corrugated fiberboard con-

tainers, securely sealed, with the yellow caution label, to be dispatched outside of mail bags.

(d) *Use of fiberboard boxes.* Motion-picture films referred to in paragraphs (a), (b), and (c) of this section may also be packed in one-piece fiberboard boxes complying with I. C. C. Specification 12B (paragraph 30 (b)) when each film is in a tightly closed metal-film-reel can or strong cardboard or fiberboard box with cover held in place by adhesive tape or paper, containing not over 2,000 feet (approximately) of film; cans or boxes to be adequately braced in center of box by fiberboard, at least 175-pound test, extending full depth of box. Gross weight not over 65 pounds. Closing of box must be effected by coating entire contact surfaces of flaps with efficient adhesive; stitched closure not authorized. Boxes that have been filled, shipped, and opened are not authorized for reuse.

(e) *Noninflammable films.* Noninflammable motion-picture films shall be accepted without other restriction when packed in sufficiently strong containers; each outside container shall be plainly marked "Motion-picture films—Not dangerous."

(f) *Pyroxylin plastics; packing of.* Pyroxylin plastics (celluloid, fiberoid, pyralin, viscoloid, zylonite, etc.) in sheets, rolls, or tubes, shall be packed in strong spark-proof wooden boxes, or sheet pyroxylin may also be packed flat in double-faced corrugated strawboard packages, provided that the total thickness of sheet material in one package does not exceed one-half inch in thickness. The pyroxylin plastic shall be wrapped in paper and the box shall not be less than two thicknesses of double-faced corrugated strawboard at all points. When material is in rolls, it shall be placed in fiber or strawboard cylinders with walls not less than 0.045 inch thick, for a net weight of 6 pounds or less or 0.115 inch thick for a net weight of 15 pounds or less, and the cylinders shall be lined with single-faced corrugated strawboard two-tenths inch thick.

(g) *Inflammable films or pyroxylin plastics; caution label.* All packages containing inflammable motion-picture films (except short lengths) or pyroxylin plastics (except manufactured articles) shall have attached thereto by the shipper a diamond-shaped yellow label, each side 4 inches long, with the wording printed in black letters inside of a black line border measuring 3½ inches on each side, reading as follows:

Caution. Keep away from fire, heat, and open-flame lights. Sweep up and remove carefully contents of broken packages. This is to certify that the contents of this package are properly described by name and are packed and marked and are in proper condition for transportation, according to the regulations prescribed by the Post Office Department.

(Shipper's name)

All such parcels shall be handled outside of mail bags.

(h) *Examination of shipments.* Postmasters shall exercise special care in accepting motion-picture films and pyroxylin plastics for shipment and see that containers are in good condition and have attached thereto the required caution label.

(i) *Address labels.* The address labels shall be plain, with the name of the shipper shown in the upper left corner less conspicuously than the name and address of the addressee, which shall appear on the lower half of the label, and all old labels and postage stamps shall be removed.

(j) *Size and weight limit.* Packages of motion-picture films shall not exceed the size and weight limit for parcel-post mail.

(k) *Loading of motion-picture film.* Motion-picture films with yellow caution label and other material with approved caution label shall be loaded in cars occupied by a postal or railroad employee and in a place that will permit of their ready removal in case of fire. They shall not be loaded in cars nor stored in stations or offices in contact with steam pipes or other sources of heat. Motion-picture films with yellow caution label may be accepted for transmission in the domestic air-mail service to be carried in the regular mail compartment outside of mail bags.

§ 35.17 *Diseased tissues and other specimens*—(a) *When mailable*—(1) *Conditions.* Specimens of diseased tissues, blood, serum, and cultures of pathogenic microorganisms may be admitted to the mail for transmission to United States, State, municipal, or other laboratories in possession of permits referred to in paragraph (b) of this section only when enclosed in mailing cases constructed in accordance with this regulation, provided that bacteriologic or unfixed pathologic specimens of plague and cholera shall not be admitted to the mails except when prepared as hereinafter specifically provided.

(2) *Pathologic specimens of plague and cholera.* Pathologic specimens of plague and cholera which have been immersed for at least 72 hours in four times their volume of 4 percent formaldehyde gas in water, or other fluid of equal or superior disinfecting power for a period sufficient to fix or harden the central portions of the specimen, may be admitted to the mails if packed in the same manner as herein prescribed for other unfixed pathologic tissues (paragraph (c) (1), (2), (3) of this section).

(3) *Cultures and infectious material.* Cultures and infectious material of plague, cholera, anthrax, undulant fever and tularaemia may be admitted to the mails if enclosed in stout glass tubes sealed by fusion of the glass and packed in a larger stout glass container with a layer of absorbent cotton soaked in 4 percent formaldehyde surrounding the inner container. The outer glass container shall be closed with a rubber stopper or cork of good quality or by fusion of the glass. This double glass container shall then be packed in accordance with the provisions of paragraph (c) (2) and (3) of this section.

(b) *Permit from Postmaster General before delivery.* No package containing diseased tissue, blood, serum, or cultures of pathogenic microorganisms shall be delivered to any representative of any of the said laboratories until a permit shall have first been issued by the Postmaster General, certifying that said laboratory has been found to be entitled, in accordance with the requirements of this regulation, to receive such specimens.

(c) *Specimens of sputum or other infectious materials*—(1) *Packing.* Specimens of sputum, feces, pus, unfixed diseased tissue, or other infectious material fluid in nature or shipped with nondisinfecting fluid shall be placed in stout glass containers of suitable size (but not more than 3 inches in diameter) closed with a metal cover with a rubber, cork, or paraffined paper leakproof washer or with a cork or rubber stopper of good quality or by fusing the glass, provided that large fixed specimens of diseased tissue may be prepared for shipment outside of mail bags when packed in accordance with the provisions of subparagraph (2).

(2) *Specifications of container.* The aforesaid glass container shall then be placed in (i) a cylindrical sheet-metal box, with soldered joints, closed by a metal screw cover, or (ii) a paraffin impregnated heavy cardboard container with ends made of metal, or a suitable substitute for metal and/or cardboard. A sleeve type of closure may be employed provided that the overlap is at least one-third the length of the cylinder and in any case at least two inches. The closure shall be sealed with tape. Or, (iii) a one-piece bored wooden cylinder at least three-sixteenths of an inch thick in its thinnest part with a threaded screw top.

The screw top covers shall be provided with rubber or felt washers and shall be threaded with sufficient screw threads to require at least one and one-half full turns before they will come off.

The vial or test tube in the above containers shall be completely and evenly surrounded by absorbent cotton or other suitable absorbent in quantity sufficient to absorb the contents of the glass container, should it be broken.

(3) *Sheet-metal box to be enclosed.* The sheet-metal box with its contents shall then be enclosed in a closely fitting wooden or papier-mâché box or tube, at least three-sixteenths of an inch thick in its thinnest part or in a sheet-metal box or tube of sufficient strength to resist rough handling and support the weight of the mails piled in bags. This tube shall be tightly closed with a screw-top cover with sufficient screw threads to require at least one and one-half full turns before it will come off.

(4) *Further provisions for mailing.* Cultures in solid media, blood, serum, spinal fluid, fixed and completely disinfected diseased tissue and infectious materials on swabs shall be transmitted in a stout glass container of suitable size (but not more than 3 inches in diameter) closed with a metal cover with a rubber, cork, or paraffined paper washer or with a stopper of rubber, paraffined cork, or cotton, the last sealed with paraffin or covered with a tightly fitting rubber cap. The tube shall then be packed in a single wooden or papier-maché cylindrical box or tube, at least three-sixteenths of an inch thick in its thinnest part or in a sheet-metal box or tube, of sufficient strength to resist rough handling and

support the weight of the mails piled in bags. The glass container in this box or tube shall be completely and evenly surrounded by absorbent cotton or other suitable absorbent packing material. Cultures in media that are fluid at the ordinary temperature (below 45° C. or 113° F.) may be mailed if packed in stout glass vials closed by fusing the glass and enclosed as in subparagraphs (2) and (3).

(5) *Blood specimens.* Specimens of blood dried on glass microscopic slides for the diagnosis of malaria or typhoid fever by the Widal test or of other conditions shall be sent in any strong mailing case which is not liable to breakage or loss of the specimen in transit.

(6) *Large shipments of pathological specimens.* Large pathological specimens of fixed diseased tissue and shipments of large numbers of small specimens may be prepared for shipment outside of mail bags. Small specimens of sputum, blood, serum, spinal fluid, pus, feces, fixed or unfixed diseased tissue or other material fluid in nature or shipped with fluid, forming part of such a shipment shall be placed in stout glass containers as in subparagraph (1) of this paragraph and individually evenly wrapped in absorbent cotton or other suitable absorbent material in sufficient quantity to absorb all the fluid in case of breakage. Large specimens of fixed diseased tissue shall be placed in securely sealed glass containers or in securely closed (hermetically sealed or screw-top or approved patent-top) metal containers with the necessary preservative fluid. The container shall be surrounded by sawdust or other suitable absorbent material to protect against breakage or leakage. Small and large specimens so prepared shall be shipped in a strong securely closed box marked "Fragile—Liquid. This Side Up," or with similar inscription, and be transported outside of mail bags.

(d) *Indorsement on packages.* Upon the outside of every package of diseased tissue, blood, serum, or cultures of pathogenic microoganisms admitted to the mails shall be written or printed the words "Specimen for bacteriological examination. This package shall be pouched with letter mail." Except that large specimens or shipments prepared under paragraph (c) (6) of this section, shall be marked "Specimen for bacteriologic examination."

§ 35.18 *Special packing of certain matter*—(a) *Requirements.* Admissible articles which, from their form or nature, might damage other mail matter or equipment or injure the person of any postal employee shall be accepted when packed in accordance with the following conditions:

(b) *When fragile.* In case of articles liable to break, the inner bag, box, envelope, or wrapping shall be surrounded by sawdust, excelsior, cotton, or other similar substance.

(c) *Liquids and oils for local delivery.* Admissible liquids and oils (see § 35.13) in packages not exceeding the limit of weight of fourth-class matter (see § 34.-73) shall be accepted for mailing when intended for delivery at the office of mailing or on a rural route starting therefrom when inclosed in strong and securely closed containers, provided it is not necessary to transport them over steam or electric railways.

(d) *Liquids and oils for nonlocal delivery*—(1) *Conditions.* Admissible liquids and oils, pastes, salves, or other articles easily liquefiable shall be accepted for mailing, regardless of distance, when they conform to the following conditions:

(2) *In bottles of 4 ounces or less.* When in strong glass bottles holding 4 ounces or less, the total quantity sent in one parcel shall not exceed 24 ounces, liquid measure. Each bottle shall be wrapped in absorbent material and then all placed in a box made of cardboard or other suitable material and packed in a container made of double-faced corrugated fiberboard or solid fiberboard or wood. The corners of the container shall fit tightly and be reinforced with tape, so as to prevent the escape of any liquid if the inside container should be broken, and the whole parcel shall be securely wrapped with strong paper and tied with twine. Such parcels shall be indorsed "Fragile—Liquid," and be dispatched inside of mail bags. Single bottles of liquid holding 4 ounces or less may also be packed as prescribed in the subparagraphs (3) and (4) of this paragraph:

(3) *In bottles of more than 4 and not more than 16 ounces.* When in glass bottles holding more than 4 and not more than 16 ounces, the bottle shall be very strong and shall be inclosed in a block or tube of metal, wood, papier-mâché or similar material, and there shall be provided between the bottle and the block or tube a cushion of cotton, felt, or other absorbent. The block or tube, if of wood or papier-mâché, shall be of sufficient strength to afford proper protection to contents, and withstand handling in the mails, and shall be rendered watertight by an application on the inside of paraffin or other suitable substance, and shall be closed by a screw-top cover with sufficient screw threads to require at least one and one-half complete turns before it will come off. The cover of the block or tube shall be provided with a washer so that no liquid could escape if the bottle should be broken. Such bottles may also be packed in strong and tight receptacles of wood, metal, or solid fiberboard or waterproof double-faced corrugated fiberboard if surrounded with bran, sawdust, or other absorbent material in sufficient quantity to absorb all the liquid if the bottle should be broken. Parcels prepared in this manner shall be indorsed "Fragile—Liquid" and be dispatched inside of mail bags.

(4) *In bottles of more than 16 ounces.* Mailable liquids, in quantities of more than 16 ounces, when in securely sealed glass bottles, shall be accepted for mailing when packed in strong boxes and surrounded with sawdust or other suitable substance to protect the contents from breakage. All such packages shall be marked "Fragile—Liquid. This Side Up," or with similar inscription, and be transported outside of mail bags.

(5) *In metal containers.* Mailable liquids in securely closed (hermetically sealed or screw top or approved patented top) metal containers, when in quantities of less than 1 gallon and inclosed in double-faced corrugated fiberboard or solid fiberboard or wooden boxes for shipment inside of mail bags, shall be accepted for mailing, but when in friction-top cans the tops shall be securely soldered on or so fastened by effective indentations at not less than six places, or the cans be surrounded with sawdust, bran, or other suitable absorbent material in sufficient quantity to absorb all the liquid if the top of the can should come off. Such parcels shall be marked "Fragile—Liquid."

(6) *To be marked "Fragile."* Mailable liquids in tightly closed metal containers in quantities of 1 gallon or more shall be accepted for mailing when suitably boxed or crated to be dispatched outside of mail bags and labeled "Fragile—Liquid. This Side Up," but when in extra strong metal containers, such as heavy milk cans, the boxing or crating may be omitted.

(7) *Insecticides, fungicides, and germicides.* Insecticides, fungicides, and germicides, when accepted for mailing, must be in inside containers of metal, glass or fiber cans or boxes and in outside containers of metal, wood, or fiberboard, tightly closed and securely fastened. When in liquid form, the inside container must not only be surrounded with sufficient absorbent material to absorb all the liquid should the container be broken but packed in cushioning material. (Excelsior is not considered as absorbent.) When in solid or powdered form, the inside container must be surrounded with cushioning material.

(e) *Pastes and salves.* Pastes, salves, etc., not easily liquefiable shall be accepted for mailing when inclosed in watertight containers and cushioned in a double-faced corrugated fiberboard or solid fiberboard or wooden box.

(f) *Samples to be submitted.* Manufacturers or dealers intending to transmit articles in considerable quantities should submit to the postmaster at the mailing office for approval a specimen parcel showing the manner of packing.

(g) *Sharp instruments or tools.* Sharp-pointed or sharp-edged instruments or tools shall be capped or incased so that they cannot cut through their covering. Blades shall be bound so that they will remain firmly attached to each other or within their handles or sockets. Plowshares, stove castings, pieces of machinery, etc., shall have all points, edges, and corners thoroughly protected with excelsior or similar material and be wrapped in burlap, cloth, or tough paper, or be properly boxed to prevent damage to mail or equipment, when intended for other than local delivery.

(h) *Powders.* Ink powders, pepper, snuff, or other similar powders not explosive, or any similar pulverized dry substance not poisonous, shall be accepted when inclosed in the manner prescribed herein for liquids, or when inclosed in cases made of metal, wood, papier-mâché, or similar material, in such manner as to render impossible the escape of any of the contents.

(i) *Candles, confections, yeast cakes, soaps.* Candles, confectionery, yeast cakes, soap in hard cakes, etc., shall be

inclosed in boxes and so wrapped as to prevent damage to other mail matter.

(j) *Hides and pelts.* Mailable hides and pelts which are thoroughly dried or cured (§§ 35.13 and 35.21) shall be so wrapped as to prevent grease soaking through the package and damaging other mail matter.

(k) *Ammunition; guns.* Cartridges and loaded shells shall not be accepted for mailing. (See § 35.13.) Unloaded guns, other than firearms that can be concealed on the person (see § 36.12) may be sent in the mails, but the postmaster shall carefully examine such packages and shall receive them only when sure they are harmless. In no case shall a loaded firearm be accepted for mailing.

(l) *Fragile articles.* Fragile articles, such as millinery, toys, musical instruments, etc., and articles consisting wholly or in part of glass, or contained in glass, shall be securely packed and cushioned in strong double-faced corrugated fiberboard or solid fiberboard or wooden boxes and the parcel stamped or labeled "Fragile." Parcels so labeled shall be handled with the greatest possible care. Parcels which do not contain fragile articles shall not be marked "Fragile."

§ 35.19 *Perishable articles*—(a) *Acceptance and marking.* Postmasters and other employees shall endorse all parcels containing perishable articles with the word "Perishable" on the wrapper directly above the name of the addressee. Articles likely to spoil within the time reasonably required for transportation and delivery shall not be accepted for mailing.

(b) *When acceptable.* Butter, lard, and perishable articles, such as fish, fresh meats, dressed fowls, vegetables, fruits, berries, and articles of a similar nature, which decay quickly, shall be accepted for mailing to any office which in the ordinary course of mail they can reach without spoiling, when inclosed in crates, boxes, baskets, or other suitable containers, so constructed as properly to protect the contents and prevent the escape of anything therefrom. Such parcels shall be labeled "Perishable," and, if necessary for safe shipment, shall be transported outside of mail bags. Berries, fruits, and vegetables shall not be accepted for mailing unless they are in good dry shipping condition.

(c) *Eggs*—(1) *Containers.* Eggs shall be accepted for mailing when packed in crates, boxes, baskets, or other suitable containers, so constructed as properly to protect the contents. Such packages shall be transported outside of mail bags. All parcels containing eggs shall be plainly marked "Eggs." When necessary, they should be marked "This side up."

(2) *For hatching.* Eggs for hatching shall be accepted for mailing, when each egg is wrapped separately and surrounded with excelsior, woodwool, or other suitable material and packed in a basket, preferably with a handle, or other suitable container, lined with paper, fiberboard, or corrugated pasteboard. Such parcels shall be labeled "Eggs for hatching," "Keep from heat and cold," "Please handle with care," or other suitable words, and shall be handled outside of mail sacks.

§ 35.20 *Meats and meat products*—(a) *When acceptable.* Fresh, salted, dried, smoked, or cured meats and other meat products may be admitted to the mails and may be transported, regardless of distance, from one State or Territory or the District of Columbia, to another State or Territory or the District of Columbia when the provisions of the act of March 4, 1907, as amended and extended, and the regulations promulgated thereunder by the Department of Agriculture have been complied with: *Provided, however,* That fresh meat in any form shall be accepted for mailing only to post offices to which, in the ordinary course of mail, it can be sent without spoiling. (See § 35.19.)

(b) *Regulations of Department of Agriculture.* The regulations promulgated by the Department of Agriculture, referred to in paragraph (a) of this section, provide as follows:

(1) *Certificate required before transport.* No carrier or other person shall transport or receive for transportation from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia, or to any place under the jurisdiction of the United States, or to a foreign country, any article derived wholly or in part from cattle, sheep, swine, or goats unless and until a certificate is made and furnished to him in one of the following forms prescribed for the purpose showing that such meat or meat-food product has been either inspected and passed or exempted from inspection according to act of Congress of March 4, 1907, as amended and extended.

(2) *Certificate of inspection.* When any meat or product which has been inspected and passed and bears the inspection legend is offered to any carrier for transportation from one State or Territory or the District of Columbia, to or through another State or Territory or the District of Columbia, or to any place under the jurisdiction of the United States, or to a foreign country, the carrier shall require, and the shipper shall make and deliver to the carrier, a certificate in the following form:

Date _____, 19____
Name of common carrier _____
Shipper _____
Point of shipment _____
Consignee _____
Destination _____

I hereby certify that the following described meat or meat-food products which are offered for shipment in interstate or foreign commerce, have been U. S. inspected and passed by Department of Agriculture, are so marked, and at this date are sound, healthful, wholesome, and fit for human food.

Kind of product	*Amount and weight*
_____	_____
_____	_____

_____
(Signature of shipper)

_____
(Address of shipper)

The signature of the shipper or of his agent shall be written in full. This certificate may be stamped upon or incorporated in any form which is ordinarily used in the transportation of meat and products. Certificates of this form or copies thereof need not be forwarded to the Meat Inspection Division at Washington.

(3) *Certificate of exemption by retail butchers or dealers.* When any meat or product which has not been inspected and passed under these regulations is offered for transportation from one State or Territory or the District of Columbia to or through another State or Territory or the District of Columbia, or to any place under the jurisdiction of the United States, or to a foreign country, by any retail butcher or retail dealer who holds a certificate of exemption issued by the Secretary of Agriculture, the carrier shall require, and such retail butcher or retail dealer shall make and deliver to the carrier, a certificate in duplicate in the following form:

Date _____, 19____
Name of common carrier _____
Shipper _____
Point of shipment _____
Consignee _____
Destination _____
Number of exemption certificate _____

I hereby certify that I am a retail butcher or a retail dealer in meat or meat-food products; that the following-described meat or meat-food products are offered for shipment in interstate or foreign commerce under a certificate of exemption issued to me by the United States Department of Agriculture, and that at this date they are sound, healthful, wholesome, and fit for human food, and contain no preservative or coloring matter or other substance prohibited by the Federal meat inspection regulations.

Kind of product	*Amount and weight*
_____	_____
_____	_____

_____
(Signature of shipper)

_____
(Address of shipper)

The signature of the shipper or of his agent shall be written in full, and each certificate shall show the exemption number of the shipper. This certificate shall be separate and apart from any waybill, bill of lading, or other form ordinarily used in the transportation of meat. The duplicate certificate shall be forwarded immediately by the initial carrier (Postmaster) to the Chief of Meat Inspection Division, Washington 25, D. C.

(4) *Certificate of exemption as to animals slaughtered on farms.* When cattle, sheep, swine, or goats have been slaughtered by a farmer on the farm and any meat or product derived therefrom which has been marked by him with his name and address is offered to a carrier for transportation from one State or Territory or the District of Columbia to or through another State or Territory or the District of Columbia, or to any place under the jurisdiction of the United States, or to a foreign country, the carrier may so transport such meat or product which is identified as derived from any of such animals slaughtered by a farmer on the farm.

The carrier shall require, and the shipper shall make and deliver to the carrier, a certificate in duplicate in the following form:

Date _____, 19____.
Name of common carrier _____
Shipper _____
Point of shipment _____
Consignee _____
Destination _____

I hereby certify that the following-described uninspected meat or meat-food products are from animals slaughtered by a farmer on the farm, and are offered for transportation in interstate or foreign commerce as exempted from inspection according to the Meat Inspection Act of March 4, 1907, as amended and extended, and that at this date they are sound, healthful, wholesome, and fit for human food, and contain no preservative or coloring matter or other substance prohibited by the Federal Meat Inspection Regulations.

Kind of product	Amount and weight
_____	_____
_____	_____

_____
(Signature of shipper)

_____
(Address of shipper)

The signature of the shipper or of his agent shall be written in full. This certificate shall be separate and apart from any waybill, bill of lading, or other form ordinarily used in the transportation of meat. The duplicate certificate shall be forwarded immediately by the initial carrier (Postmaster) to the Chief of Meat Inspection Division, Washington 25, D. C.

NOTE: The exemption set forth in paragraphs (b) (4) and (5) of this section, applying to animals slaughtered by any farmer on a farm and to retail butchers and retail dealers in meat-food products do not apply to meat or meat-food products of horses slaughtered or handled by farmers or retail butchers or dealers. See paragraph (g) of this section.

(c) *Parcel unaccompanied with proper certificate not to be accepted.* Postmasters shall not accept for mailing any parcel containing any carcass, part of carcass, or meat-food product of cattle, sheep, swine, or goats offered for transportation from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia, or for foreign shipment, unless and until the person offering the parcel for mailing shall furnish the certificate applicable in the particular case under the requirements of the regulations issued by the Department of Agriculture embodied in the preceding paragraph.

(d) *Instructions for making out certificate.* In making out of the certificate the sender or shipper shall give the United States mails as the carrier, the post office of mailing as the point of shipment, the name of the addressee as the consignee, and the post office of address as the destination.

(e) *Duplicate certificates required.* Paragraphs (b) (4) (5) of this section require the certificate to be made in duplicate. Postmasters shall promptly send the duplicates to the Chief of Meat Inspection Division, Washington 25, D. C. The originals required by these paragraphs, as well as the certificate required by paragraph (b) (3), shall be retained in the files of the post office for one year.

(f) *Forms to be furnished by sender.* The required certificates shall be prepared by the sender or shipper. (Form 3583–B for retail butcher shipments and Form 3583–F for farmer's shipments may be used.)

(g) *Horse meat and products thereof.* Under the act of July 24, 1919, providing for the inspection of horse meat and products thereof and the regulations promulgated in connection therewith by the Department of Agriculture, horse meat and food products thereof may be accepted for mailing from one State or Territory or the District of Columbia to another State, Territory, or the District of Columbia, or to any place under the jurisdiction of the United States, or to any foreign country, only when labeled or marked "Horse meat" or "Horse-meat products" and each shipment is accompanied with a certificate in the form indicated in paragraph (b) (3) of this section, changed to read "Horse meat or horse-meat products" instead of "Meat or meat-food products."

NOTE: The regulations of the Department of Agriculture provide that the domestic meat labels for horse meat or meat-food products thereof shall be printed on paper light green in color. The legend composing the body of each label shall be as follows: "The horse meat or meat-food product thereof contained herein has been United States inspected and passed by the Department of Agriculture," and in lieu of the phrase "domestic meat label" there shall be printed thereon the phrase "domestic horse meat or horse-meat product."

§ 35.21 *Dead bodies of wild animals or birds*—(a) *When mailable.* Postmasters shall not accept for mailing any parcel containing the dead bodies, or parts thereof, of any wild animals or birds, or the eggs of any such birds, which have been killed or taken or are offered for shipment contrary to any law of the United States or of any State, Territory, District of Columbia, or foreign country or State, Province, or other subdivision thereof: *Provided, however,* That the foregoing shall not be construed to prevent the acceptance for mailing of the dead bodies, or parts thereof, of any wild animals or birds, or the eggs of any wild birds, killed or taken during the season when the same may be lawfully killed or taken and the shipment of which is not prohibited by law in the State, Territory, District, or foreign country, in which the same are killed or taken or offered for shipment.

(b) *Marking.* Parcels containing the dead bodies of any wild animals, or birds, or parts thereof (except furs, hides, or skins of such animals, for which provision is hereinafter made), or the eggs of such birds, may be admitted to the mails only when plainly and clearly marked, labeled, or tagged on the outside thereof with the names and addresses of the shipper and consignee (addressee), and with an accurate statement showing by number and kind the contents thereof: *Provided, however,* That fresh game in any form may be accepted for transmission only to post offices to which, in the ordinary course of mail, it can be sent without spoiling. (See § 35.19)

(c) *Furs, hides, or skins of wild animals.* Parcels containing furs, hides, or skins of wild animals may be accepted for mailing only when properly dried, and plainly and clearly marked, labeled, or tagged on the outside thereof with the names and addresses of the shipper and consignee (addressee), together with such other indorsement, if any, as may be required by the game laws of the State, Territory, or District in which mailed.

NOTE: Sections 43, 44 of revised title 18, United States Code, make it unlawful to ship the dead bodies, or parts thereof, of any wild animals or birds, or the eggs of any such birds, contrary to the laws of the United States or of any State, Territory, District, or foreign country, and prescribe how parcels containing the same lawfully shipped shall be marked or labeled.

§ 35.22 *Bees*—(a) *Queen bees.* Queen bees and their attendant bees, when accompanied with a copy of a certificate of the current year from a State or Government apiary inspector to the effect that the apiary from which said queen bees are shipped is free from disease or by a copy of a statement by the beekeeper made before a notary public or other officer having a seal that the honey used in making the candy used in the queen mailing cage has been diluted and boiled in a closed vessel may be sent in the mails when so put up as to render it practically impossible that the package shall be broken in transit, or the persons handling the same be injured, or the mail bags or their contents soiled.

(b) *Honey bees.* Honey bees in quantities may be sent in the mails under the same conditions as are prescribed for queen bees and their attendant bees when delivery can be made to the addressee within a period of 5 days. If the cages are wooden, the material of which they are constructed shall not be less than three-eighths of an inch thick and the saw cuts therein or space between slats shall not be over one-eighth of an inch wide; if wire screen is used for the sides of the cages the screen may be of one thickness. Semiliquid food consisting of sugar sirup inclosed in a tin can with small holes in the bottom of the can to permit of a proper leakage of the food supply may be placed in the cages. The food can shall be securely suspended in the cage with the top of the can wedged against the top of the cage. Cleats approximately 1 inch high shall be securely fastened on the bottom of the cages to prevent the escape therefrom of any sirup that the bees may fail to consume. Each cage shall be provided with a suitable handle and be marked on the top with the words "This side up." Such parcels shall be transported outside of mail bags.

§ 35.23 *Other live insects; dried insects and reptiles.* Other live nonpoisonous or disease-conveying insects when addressed to the Bureau of Entomology and Plant Quarantine, U. S. Department of Agriculture, or to departments or divisions of entomology in State agriculture colleges, or experiment stations, or to persons holding official entomology positions, or when accompanied by a permit issued by the Bureau of Entomology and Plant Quarantine, U. S. Department of Agriculture, authorizing their interstate movement; and dried insects and reptiles may be sent in the mails when so put up as to render it practically impossible that the package shall be broken in transit, or

the persons handling the same be injured, or the mail bags or their contents soiled.

§ 35.24 *Live day-old chicks.* Live day-old chicks, day-old ducks, day-old geese, day-old guinea fowl, and day-old turkeys shall be accepted for mailing when the package in which they are contained is properly prepared and can be delivered to the addressee within 72 hours from the time they are hatched. Shipments of day-old chicks and other live day-old poultry shall not be forwarded to the addressee from the office of original address nor returned to the sender if delivery cannot be made to either the addressee or sender within the 72-hour period from the time of hatching.

§ 35.25 *Harmless live creatures.* Baby alligators not exceeding 20 inches in length, baby terrapin, baby turtles, bloodworms, chameleons, earthworms, frogs, goldfish packed in moss, hellgrammites, horned toads, hydras, leeches, lizards, meal worms, newts, planaria, salamanders, shellfish, snails, soft crabs, soft crawfish and tadpoles may be sent in the mails to points they may reasonably be expected to reach in good condition. They shall be properly prepared for safe transmission, and containers shall be labeled "Perishable" and the nature of the contents marked thereon.

§ 35.26 *Insurance and c. o. d. of fowl, bees, and animals.* Live day-old chicks, day-old ducks, day-old geese, day-old guinea fowl, day-old turkeys, queen bees and their attendant bees, honey bees, and harmless live animals, mailed under the conditions set forth in the preceding paragraphs of this section, may be accepted for insurance or collection-on-delivery, and indemnity in connection therewith will be paid in accordance with the provisions of §§ 64.37 to 64.40, inclusive, and § 119.1.

§ 35.27 *Plant quarantine*—(a) *Mailing restricted by.* When any State, Territory, or District of the United States, or any portion thereof, is quarantined by order of the Secretary of Agriculture, with respect to a plant disease or insect infestation, under the provisions of the plant quarantine act of August 20, 1912 (37 Stat. 315; 7 U. S. C. 154), or acts amendatory thereof, the acceptance for mailing from such quarantined State, Territory, or District, or any portion thereof, into or through any other State, Territory, or District, of any class of nursery stock, plants, or plant products, covered by such quarantine order, shall be subject to the restrictions of that order.

(b) *Nursery stock; certificate of inspection.* Nursery stock, including all field-grown florists' stock, trees, shrubs, vines, cuttings, grafts, scions, buds, fruit pits and other seeds of fruit and ornamental trees or shrubs, and other plants and plant products for propagation, except field, vegetable, and flower seeds, bedding plants and other herbaceous plants, bulbs, and roots, may be admitted to the mails only when accompanied with a certificate from a State or Government inspector to the effect that the nursery or premises from which such nursery stock is shipped has been inspected within a year and found free from injurious insects and plant diseases, and the parcel containing such nursery stock is plainly marked to show the nature of the contents and the name and address of the sender.

§ 35.28 *Terminal inspection of plants and plant products by States*—(a) *Operation of*—(1) *Postal procedure.* When any State shall provide for terminal inspection of plants and plant products, and shall establish and maintain, at the sole expense of the State, such inspection at one or more places therein, the proper officials of said State may submit to the Secretary of Agriculture a list of plants and plant products and the plant pests transmitted thereby, that in the opinion of said officials should be subject to terminal inspection in order to prevent the introduction or dissemination in said State of pests injurious to agriculture. Upon his approval of said list, in whole or in part, the Secretary of Agriculture shall transmit the same to the Postmaster General, and thereafter all packages containing any plants or plant products named in said approved lists shall, upon payment of postage therefor, be forwarded by the postmaster at the destination of said package to the proper State official at the nearest place where inspection is maintained. If the plants or plant products (including seed) are found upon inspection to be free from injurious pests and not in violation of a plant-quarantine law or plant-quarantine regulation of the United States Department of Agriculture or of the State of destination pertaining to such injurious pests, or if infected shall be disinfected by said official, they shall upon payment of postage therefor be returned to the postmaster at the place of inspection to be forward[ed] to the person to whom they are addressed; but if found to be infected with injurious pests and incapable of satisfactory disinfection or in violation of a plant-quarantine law or plant-quarantine regulation of the United States Department of Agriculture or of the State of destination pertaining to such injurious pests, the State inspector shall so notify the postmaster at the place of inspection who shall promptly notify the sender of said plants or plant products that they will be returned to him upon his request and at his expense, or in default of such request that they will be turned over to the State authorities for destruction. (38 Stat. 1113, as amended; 7 U. S. C. 166)

(2) *Marking of packages.* It shall be unlawful for any person, firm, or corporation to deposit in the United States mails any package containing any plant or plant product addressed to any place within a State maintaining inspection thereof, as herein defined, without plainly marking the package so that its contents may be readily ascertained by an inspection of the outside thereof. Whoever shall fail to so mark said packages shall be punished by a fine of not more than $100. (38 Stat. 1113, as amended; 7 U. S. C. 166)

(3) *Regulations.* The Postmaster General is hereby authorized and directed to make all needful rules and regulations for carrying out the purposes hereof. (38 Stat. 1113, as amended; 7 U. S. C. 166)

(b) *Instructions to postmasters.* (1) When the Secretary of Agriculture furnishes the Postmaster General a list of plants and plant products subject to terminal inspection under the provisions of the preceding paragraph, appropriate instructions in regard thereto shall be issued to postmasters by the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

(2) Any State which has established terminal inspection under the provisions of paragraph (a) of this section should submit through the United States Department of Agriculture a list of plants and plant products and the plant pests transmitted thereby, the shipment of which to or within the State is prohibited or regulated by State plant-quarantine laws or plant-quarantine regulations pertaining to injurious pests. Upon receipt of notice from the Secretary of Agriculture of the approval of such list of plants or plant products by the United States Department of Agriculture, appropriate instructions shall be issued to postmasters by the Third Assistant Postmaster General, Division of Letter and Miscelaneous Mail, to prevent the acceptance of such plants or plant products when presented for mailing in violation of State plant-quarantine laws or regulations pertaining to injurious pests.

(c) *Postage for forwarding package to place of inspection and return.* When a package containing plants or plant products subject to terminal inspection is received at the post office of address, the postmaster shall at once notify the addressee of the required amount of postage for forwarding it to the place of inspection and return. Upon payment of the required amount, the postmaster shall affix to the parcel stamps sufficient to cover the postage from his office to the place of inspection, and place in an official envelope, to be attached to the parcel and addressed to the postmaster at the place of inspection, the stamps representing the amount of postage furnished by the addressee for its return. The postmaster shall then indorse on the wrapper of the parcel the words—

Forward to _____ for inspection,
(Give post office of inspection)

and transmit the parcel to the postmaster at the place of inspection.

(d) *Treatment of parcel at post office of inspection*—(1) *Procedure.* On receipt of the parcel at the post office of inspection the postmaster shall deliver it to the proper State official, and if such official shall return it to him marked to show that it has been inspected and passed, the postmaster shall affix to the parcel the postage furnished for returning it to the post office of address and promptly transmit it to that office. It shall then be delivered to the addressee.

(2) *Disposition of infected products.* If the State official to whom a parcel containing plants or plant products has been sent for inspection shall inform the postmaster at the place of inspection that such plants or plant products are infected with injurious pests and incapable of satisfactory disinfection, or are in violation of a plant-quarantine law or plant-quarantine regulation of the

United States Department of Agriculture or of the State of destination pertaining to such injurious pests, the postmaster shall promptly notify the sender that the parcel is undeliverable, giving the reason therefor, together with the name and address of the addressee, and stating the amount of postage required for its return, and that if the postage is not promptly furnished the parcel will be turned over to the State authorities for destruction. After the sending of such notice the postmaster shall wait the length of time prescribed in § 43.48 (h) of this chapter, when, if postage be not received by that time, he shall inform the State authorities that the parcel may be destroyed by them.

(e) *Return of unused postage stamps.* When a parcel containing plants or plant products is returned to the sender or destroyed under the provisions of the preceding paragraph, the postage stamps representing the amount of postage furnished by the addressee for the return of such parcel from the post office of inspection to the office of address shall be sent by the postmaster at the former office to the addressee, together with a letter of information as to the disposition of the parcel.

(f) *State inspector to be notified if addressee fails to furnish postage.* If the addressee, after having been notified, as prescribed in paragraph (c) of this section, fails to furnish the required postage for sending the parcel to the place of inspection and return, the postmaster shall so notify the State inspector at that place and advise him of the amount of postage required for sending the parcel to him. If such official furnishes the postage the postmaster shall, after affixing the necessary stamps, indorse on the wrapper of the parcel the words:

Forward to _____ for inspection,
(Give post office of inspection)

together with the words "Postage paid by State," and transmit it to the postmaster at the place of inspection. If the State inspector shall return the parcel to the postmaster at the point of inspection, marked to show that it has been inspected and passed, and having postage properly prepaid, it shall be transmitted to the office of address and delivered to addressee. Should the State inspector fail to furnish the postage for sending the parcel to him for inspection, the parcel shall be treated as other undeliverable fourth-class matter, as prescribed in § 43.48.

(g) *Parcel addressed in care of State plant inspector.* When desired, in order to simplify and expedite the handling of parcels of plant material subject to terminal inspection, the addressee may have the parcels addressed to himself in care of a State plant inspector at an inspection point and arrange with the inspector, to have the latter forward the parcels to the addressee, after inspection and passing, upon payment of the forwarding postage which shall be furnished to the inspector by the addressee, or the addressee may have the sender place a pledge to pay the forwarding postage on the parcels, in which case they shall, after being inspected and passed, be forwarded, rated with the forwarding postage, such postage to be collected upon delivery as provided by § 43.12 (d) of this chapter. In following the latter procedure the parcels shall be labeled as follows:

Shipped for (or on a/c)
W. H. Jones.
Garfield, Utah.
From:
John Doe Nurseries,
Shenandoah, Iowa.
Forwarding Postage Guaranteed
Contents:
_____
_____
To:
W. H. Jones,
% State Plant Inspector,
Salt Lake City, Utah.

When forwarding parcels under the foregoing arrangement, the inspector shall first cross out "% State Plant Inspector," and the name of the post office at the point of inspection appearing in the original address, and insert the name of the post office to which the parcels are to be forwarded for delivery to the addressee upon payment of forwarding postage.

Part 36—Unmailable Matter

Sec.
36.1 Unmailable matter; definition and classification.
36.2 Obscene matter unmailable; scope and penalty.
36.3 Threat to harm the President.
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36.9 Delivery of mail to persons or concerns conducting lotteries or fraudulent enterprises.
36.10 Fictitious matter.
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36.12 Mailing of pistols, revolvers, and other firearms.
36.13 Mailing of dentures.

Authority: §§ 36.1 to 36.13 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 36.1 *Unmailable matter; definition and classification.* Unmailable matter shall include all matter which is by law, regulation, or treaty stipulation prohibited from being transmitted in the mails, or which by reason of illegible, incorrect, or insufficient address it is found impossible to forward to destination and is classified as follows:

(a) Matter which is insufficiently prepaid to entitle it to be dispatched in the mail.

(b) Matter without address or so incorrectly, insufficiently, or illegibly addressed that it cannot be transmitted to its destination.

(c) Matter which from its harmful nature is forbidden in the mails. (See §§ 35.13 to 35.18, inclusive.)

(d) Matter so damaged in transit that it cannot be forwarded to its destination, matter of value found loose in the mails without address so that the destination cannot be known, and all matter recovered after depredations in the mails, which shall be forwarded to the department for disposition. (See §§ 43.48, 45.5, and 20.5.)

(e) Packages exceeding the limit of weight or size allowed. (See §§ 34.73, 35.2, and 35.3.)

(f) Obscene matter. (See § 36.2.)

(g) Libelous and indecent matter on outside of mail. (See § 36.4.)

(h) Treasonable matter. (See § 36.5.)

(i) Lottery matter. (See § 36.6.)

(j) Fraudulent matter. (See § 36.8.)

(k) Publications which violate copyrights granted by the United States. (See § 34.23.)

(l) Firearms capable of being concealed on the person. (See § 36.12.)

(m) Mail matter addressed to foreign countries, posted in violation of law or treaty stipulations. (See § 43.48.)

(n) Matter soliciting the procurement of divorces in foreign countries. (See § 36.11.)

§ 36.2 *Obscene matter unmailable; scope and penalty.* Every obscene, lewd, lascivious, or filthy book, pamphlet, picture, paper, letter, writing, print, or other publication of an indecent character; and:

Every article or thing designed, adapted, or intended for preventing conception or producing abortion, or for any indecent or immoral use; and

Every article, instrument, substance, drugs, medicine, or thing which is advertised or described in a manner calculated to lead another to use or apply it for preventing conception or producing abortion, or for any indecent or immoral purpose; and

Every written or printed card, letter, circular, book, pamphlet, advertisement, or notice of any kind giving information, directly or indirectly, where, or how, or from whom, or by what means any of such mentioned matters, articles, or things may be obtained or made, or where or by whom any act or operation of any kind for the procuring or producing of abortion will be done or performed, or how or by what means conception may be prevented or abortion produced, whether sealed or unsealed; and

Every letter, packet, or package, or other mail matter containing any filthy, vile, or indecent thing, device, or substance; and

Every paper, writing, advertisement, or representation that any article, instrument, substance, drug, medicine, or thing may, or can, be used or applied for preventing conception or producing abortion, or for any indecent or immoral purpose; and

Every description calculated to induce or incite a person to so use or apply any such article, instrument, substance, drug, medicine, or thing

Is declared to be nonmailable matter and shall not be conveyed in the mails or delivered from any post office or by any letter carrier.

Whoever knowingly deposits for mailing or delivery, anything declared by this section to be nonmailable, or knowingly takes the same from the mails for the purpose of circulating or disposing thereof, or of aiding in the circulation or disposition thereof, shall be fined not more than $5,000 or imprisoned not more than five years, or both.

The term "indecent", as used in this section includes matter of a character tending to incite arson, murder, or assassination. (62 Stat. 769; 18 U. S. C. 1461)

§ 36.3 *Threat to harm the President.* Whoever knowingly and willfully deposits for conveyance in the mail or for delivery from any post office or by any letter carrier any letter, paper, writing, print, missive, or document containing any threat to take the life of or to inflict bodily harm upon the President of the United States, or knowingly and willfully otherwise makes any such threat against the President, shall be fined not more than $1,000 or imprisoned not more than five years, or both. (62 Stat. 740; 18 U. S. C. 871)

§ 36.4 *Libelous or indecent matter on wrapper, envelope, or postal card.* (a) All matter otherwise mailable by law, upon the envelope or outside cover or wrapper of which, and all postal cards upon which, any delineations, epithets, terms, or language of an indecent, lewd, lascivious, or obscene character are written or printed or otherwise impressed or apparent, are nonmailable matter, and shall not be conveyed in the mails nor delivered from any post office nor by any letter carrier, and shall be withdrawn from the mails under such regulations as the Postmaster General shall prescribe.

Whoever knowingly deposits for mailing or delivery, anything declared by this section to be nonmailable matter, or knowingly takes the same from the mails for the purpose of circulating or disposing of or aiding in the circulation or disposition of the same, shall be fined not more than $5,000 or imprisoned not more than five years, or both. (62 Stat. 769; 18 U. S. C. 1463)

(b) All matter otherwise mailable by law, upon the envelope or outside cover or wrapper of which, or any postal card upon which is written or printed or otherwise impressed or apparent any delineation, epithet, term, or language of libelous, scurrilous, defamatory, or threatening character, or calculated by the terms or manner or style of display and obviously intended to reflect injuriously upon the character or conduct of another, is nonmailable matter, and shall not be conveyed in the mails nor delivered from any post office nor by any letter carrier, and shall be withdrawn from the mails under such regulations as the Postmaster General shall prescribe.

Whoever knowingly deposits for mailing or delivery, anything declared by this section to be nonmailable matter, or knowingly takes the same from the mails for the purpose of circulating or disposing of or aiding in the circulation or disposition of the same, shall be fined not more than $1,000 or imprisoned not more than one year, or both. (62 Stat. 782; 18 U. S. C. 1718)

§ 36.5 *Disloyal matter.* (a) Every letter, writing, circular, postal card, picture, print, engraving, photograph, newspaper, pamphlet, book, or other publication, matter or thing, in violation of sections 18 U. S. C. 499, 506, 793, 794, 915, 954, 956, 957, 960, 964, 1017, 1542, 1543, 1544 or 2388 or which contains any matter advocating or urging treason, insurrection, or forcible resistance to any law of the United States is nonmailable and shall not be conveyed in the mails or delivered from any post office or by any letter carrier.

(b) Whoever uses or attempts to use the mails or Postal Service of the United States for the transmission of any matter declared by this section to be nonmailable, shall be fined not more than $5,000 or imprisoned not more than ten years or both.

(c) No person other than a duly authorized employee of the Dead Letter Office, or other person upon a search warrant authorized by law, shall open any letter not addressed to himself. (62 Stat. 782; 18 U. S. C. 1717)

NOTE: Paragraph (a) above relates to mail matter of any class which is in violation of any of the provisions of the act of June 15, 1917 (40 Stat. 217; 50 U. S. C. 31–42), and when the United States is at war applies specifically to all matter which is intended to interfere with the operation or success of the military or naval forces of the United States or to promote the success of its enemies, or which is intended to cause insubordination, disloyalty, mutiny, or refusal of duty, in the military or naval forces of the United States, or which is intended to obstruct the recruiting or enlistment service of the United States. (See 40 Stat. 217; 50 U. S. C. 31–42.)

§ 36.6 *Lottery and related matter—*(a) *Mailing prohibited.* Whoever knowingly deposits in the mail, or sends or delivers by mail:

Any letter, package, postal card, or circular concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance;

Any lottery ticket or part thereof, or paper, certificate, or instrument purporting to be or to represent a ticket, chance, share, or interest in or dependent upon the event of a lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance;

Any check, draft, bill, money, postal note, or money order, for the purchase of any ticket or part thereof, or of any share or chance in any such lottery, gift enterprise, or scheme;

Any newspaper, circular, pamphlet, or publication of any kind containing any advertisement of any lottery, gift enterprise, or scheme of any kind offering prizes dependent in whole or in part upon lot or chance, or containing any list of the prizes drawn or awarded by means of any such lottery, gift enterprise, or scheme, whether said list contains any part or all of such prizes

Shall be fined not more than $1,000 or imprisoned not more than two years, or both; and for any subsequent offense shall be imprisoned not more than five years. (62 Stat. 762; 18 U. S. C. 1302)

(b) *Postmaster or employee as lottery agent.* Whoever, being a postmaster or other persons employed in the Postal Service, acts as agent for any lottery office, or under color of purchase or otherwise, vends lottery tickets, or knowingly sends by mail or delivers any letter, package, postal card, circular, or pamphlet advertising any lottery, gift enterprise, or similar scheme, offering prizes dependent in whole or in part upon lot or chance, or any ticket, certificate, or instrument representing any chance, share, or interest in or dependent upon the event of any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance, or any list of the prizes awarded by means of any such scheme, shall be fined not more than $100 or imprisoned not more than one year, or both. (62 Stat. 763; 18 U. S. C. 1303)

§ 36.7 *Postmaster not to give opinion on questionable matter—*(a) *Matter to be withheld.* The postmaster shall not give opinions to the public, and when in doubt as to the mailability of any matter under §§ 36.2, 36.4 to 36.6, inclusive, 36.8, 36.10, and 36.11, he shall withhold the same from dispatch or delivery and submit the question with sample of the matter to the Solicitor for the Post Office Department for instructions.

(b) *Firearms.* (1) Where there is doubt as to the mailability of unloaded firearms under § 36.12 the parcel shall be withheld from dispatch or delivery and the question, with a complete statement of the facts, submitted to the Solicitor for the Post Office Department for instructions.

(2) Where parcels containing firearms are found in the mails obviously in violation of § 36.12, the facts shall be reported to the inspector in charge of the division in which the office of mailing is located.

§ 36.8 *Green goods, fraudulent, and fictitious matter.* All matter the deposit of which in the mails is made punishable by 18 U. S. C. 1341 and 1342 (formerly 18 U. S. C. 338 and 339), [see § 130.52,] is hereby declared nonmailable; but nothing [herein] contained * * * shall be so construed as to authorize any person other than an employee of the Dead Letter Office, duly authorized thereto, to open any letter not addressed to himself. (Sec. 4, 25 Stat. 874; 39 U. S. C. 256)

§ 36.9 *Delivery of mail to persons or concerns conducting lotteries or fraudulent enterprises—*(a) *Statutory provisions.* The Postmaster General may, upon evidence satisfactory to him that any person or company is engaged in conducting any lottery, gift enterprise, or scheme for the distribution of money, or of any real or personal property by lot, chance, or drawing of any kind, or that any person or company is conducting any other scheme or device for obtaining money or property of any kind through the mails by means of false or fraudulent pretenses, representations, or promises, instruct postmasters at any post office at which registered letters or any other letters or mail matter arrive directed to any such person or company, or to the agent or representative of any such person or company, whether such agent or representative is acting as an individual or as a firm, bank, corporation, or association of any kind, to return all such mail matter to the postmaster at the office at which it was originally mailed, with the word "Fraudulent" plainly written or stamped upon the outside thereof; and all such mail matter so returned to such postmasters shall be by them returned to the writers thereof, under such regulations as the Postmaster

General may prescribe. Nothing contained in this section shall be so construed as to authorize any postmaster or other person to open any letter not addressed to himself. The public advertisement by such person or company so conducting such lottery, gift enterprise, scheme, or device, that remittances for the same may be made by mail to any other person, firm, bank, corporation, or association named therein shall be held to be prima facie evidence of the existence of said agency by all the parties named therein; but the Postmaster General shall not be precluded from ascertaining the existence of such agency in any other legal way satisfactory to himself. (R. S. 3929, as amended; 39 U. S. C. 259)

(b) *Where and when the law to be enforced.* This law shall be enforced at offices of delivery and then only upon the specific order of the Postmaster General. When mail is returned to senders under fraud orders, there shall be plainly written or stamped on the outside thereof the words: "Fraudulent: Mail to this address returned by order of Postmaster General."

§ 36.10 *Fictitious matter*—(a) *Treatment of.* The Postmaster General may, upon evidence satisfactory to him, that any person is using any fictitious, false, or assumed name, title, or address in conducting, promoting, or carrying on or assisting therein, by means of the postoffice establishment of the United States, any business scheme or device in violation of the provisions of 18 U. S. C. 1341 and 1342 (formerly 18 U. S. C. 338 and 339, [see §§ 36.8 and 130.5] instruct any postmaster at any post office at which such letters, cards, or packets, addressed to such fictitious, false, or assumed name or address arrive to notify the party claiming or receiving such letters, cards, or packets to appear at the post office and be identified; and if the party so notified fails to appear and be identified, or if it shall satisfactorily appear that such letters, cards, or packets are addressed to a fictitious, false, or assumed name or address, such letters, postal cards, or packages shall be forwarded to the Dead Letter Office as fictitious matter. (Sec. 3, 25 Stat. 873; 39 U. S. C. 255)

(b) *Delivery only from post office.* Whenever the Postmaster General is satisfied that letters or packets sent in the mails are addressed to places not the residence or business address of the persons for whom they are intended, to enable such persons to escape identification, he may direct postmasters to deliver such letters only from the post office upon identification of persons addressed. (Sec. 5, 25 Stat. 874; 39 U. S. C. 257)

§ 36.11 *Matter concerning procurement of divorce in foreign country.* Every written or printed card, circular, letter, book, pamphlet, advertisement, or notice of any kind, giving or offering to give information concerning where or how or through whom a divorce may be secured in a foreign country, and designed to solicit business in connection with the procurement thereof, is nonmailable matter and shall not be conveyed in the mails or delivered from any post office or by any letter carrier.

Whoever knowingly deposits, for mailing or delivery, anything declared by this section to be nonmailable, or knowingly takes the same from the mails for the purpose of circulating or disposing thereof, shall be fined not more than $5,000 or imprisoned for not more than one year, or both. (62 Stat. 782; 18 U. S. C. 1714)

§ 36.12 *Mailing of pistols, revolvers, and other firearms*—(a) *Restrictions and penalty.* Pistols, revolvers, and other firearms capable of being concealed on the person are nonmailable and shall not be deposited in or carried by the mails or delivered by any postmaster, letter carrier, or other person in the Postal Service. Such articles may be conveyed in the mails, under such regulations as the Postmaster General shall prescribe, for use in connection with their official duty, to officers of the Army, Navy, Coast Guard, Marine Corps, or Officers' Reserve Corps; to officers of the National Guard or Militia of a State, Territory, or District; to officers of the United States or of a State, Territory, or District whose official duty is to serve warrants of arrest or commitments; to employees of the Postal Service; to officers and employees of enforcement agencies of the United States; and to watchmen engaged in guarding the property of the United States, a State, Territory, or District. Such articles also may be conveyed in the mails to manufacturers of firearms or bona fide dealers therein in customary trade shipments, including such articles for repairs or replacement of parts, from one to the other, under such regulations as the Postmaster General shall prescribe.

Whoever knowingly deposits for mailing or delivery, or knowingly causes to be delivered by mail according to the direction thereon, or at any place to which it is directed to be delivered by the person to whom it is addressed, any pistol, revolver, or firearm declared nonmailable by this section, shall be fined not more than $1,000 or imprisoned not more than two years, or both. (62 Stat. 782; 18 U. S. C. 1715)

(b) *Conditions of mailing.* Pistols, revolvers, and other firearms capable of being concealed on the person shall be treated as nonmailable matter unless the conditions hereinafter prescribed have been complied with by the sender and addressee of such articles.

(c) *Parcels to be marked.* All parcels containing unloaded firearms capable of being concealed on the person shall be plainly marked by the sender:

FIREARMS

For _____
(State excepted class)
Postmasters see § 36.12, P. L. and R.

the word "Firearms" to be in bold gothic (block) letters not less than 36 point (about one-half inch high and of corresponding width). The particular class of persons to which the addressee belongs authorized by the law to receive firearms through the mails shall be indicated by inserting on the blank line under "Firearms" words descriptive of his official position or business such as "Army officer," "Manufacturer," "Bona fide dealer," etc., as the case may be.

(d) *For officers of armed forces.* Except as provided in paragraph (j) hereof, parcels containing unloaded firearms properly prepared for mailing addressed for delivery to any officer of the Army, Navy, Coast Guard, Marine Corps, or Officers' Reserve Corps, or to any officer of the National Guard or Militia of any State, Territory, or District of the United States may be accepted for mailing, provided there be filed with the postmaster at the time of mailing by the sender or his agent an affidavit of the addressee of such parcel, setting forth that he is such an officer and that the contents of the parcel are intended for his use in connection with his official duty, and provided further that such affidavit shall bear a certificate signed by his commanding officer stating that the firearm is for the use of the addressee in connection with his official duty.

(e) *For officers and employees of enforcement agencies.* Except as provided in paragraph (j) hereof, parcels containing unloaded firearms properly prepared for mailing, addressed for delivery to officers of the United States or of the several States, Territories, and Districts whose official duty is to serve process of warrants of arrest or mittimus of commitment, and to officers and employees of enforcement agencies of the United States, may be accepted for mailing provided there be filed with the postmaster at the time of mailing by the sender or his agent an affidavit of the addressee of such parcel, setting forth that he is such an officer or employee, and that the contents of the parcel are intended for his use in connection with his official duty, and provided further that such affidavit shall bear a certificate stating that the firearm is intended for the use of the addressee in connection with his official duty. In the case of a Federal officer or employee such certificate shall be signed by a judge of the Federal court for the judicial district in which the addressee's official services are rendered; and in the case of a State officer the certificate shall be signed by a judge of a court of record for the jurisdiction in which the addressee's official services are rendered.

(f) *For watchmen.* Except as provided in paragraph (j) of this section parcels containing unloaded firearms properly prepared for mailing, addressed for delivery to watchmen engaged in guarding the property of the United States, the several States, Territories, and Districts, may be accepted for mailing provided there be filed with the postmaster at the time of mailing by the sender or his agent an affidavit of the addressee of such parcel, setting forth that he is such a watchman and that its contents are intended for his use in connection with his official duty, and provided further that such affidavit shall bear a certificate signed by the chief clerk of the department, bureau, or independent branch of the Government of either the United States, the State, Territory, or District by which such watchman is employed, stating that the firearms are for the use of the addressee in connection with his official duty.

(g) *Filing of affidavit and certificate.* The affidavit and certificate required by paragraphs (d), (e), and (f) of this section shall be retained in the files of the mailing post office for a period of not less than three years.

(h) *Identification of addressee.* The postmaster at the office of delivery shall require the addressee of any parcel covered by paragraphs (d), (e), and (f) of this section to call at the post office and establish his identity as such addressee to the satisfaction of the postmaster. The parcel may then be delivered. A receipt therefor shall be taken and retained in the files of the delivering post office for a period of not less than three years.

(i) *Between manufacturers and dealers.* Parcels containing unloaded firearms properly prepared for mailing may be conveyed in the mails to manufacturers of firearms or bona fide dealers therein in customary trade shipments, including such articles for repairs or replacement of parts, from one to the other. At the time such parcels are presented for mailing there shall be filed with the postmaster a statement signed by the sender that he is a manufacturer of firearms or that he is a bona fide dealer therein and that the parcels are customary trade shipments or contain such articles for repairs or replacement of parts and that to the best of his knowledge and belief the addressees are manufacturers of firearms or bona fide dealers therein. If satisfied that the sender is a manufacturer of firearms or a bona fide dealer therein, the postmaster shall accept the parcel for mailing. Before making delivery of any such parcel the postmaster at the office of address shall satisfy himself that the addressee is a manufacturer of firearms or a bona fide dealer therein.

(j) *Official shipments.* Parcels containing unloaded firearms properly prepared for mailing, addressed for delivery to officers of the Army, Navy, Coast Guard, Marine Corps, or Officers' Reserve Corps; to officers of the National Guard or Militia of the several States, Territories, and Districts; to officers of the United States or of the several States, Territories, and Districts whose official duty is to serve process of warrants of arrest or mittimus of commitment; to employees of the Postal Service; to officers and employees of enforcement agencies of the United States; and to watchmen engaged in guarding the property of the United States, the several States, Territories, and Districts for use in connection with their official duty, may be accepted for mailing when offered by an authorized agent of the Federal Government: *Provided*, That such parcels shall bear plainly written or printed the official title and address of the sender together with the words "Official shipment." The postmaster before making delivery of any such parcel shall satisfy himself as to the identity of the addressee.

§ 36.13 *Mailing of dentures.* Whoever transports by mail or otherwise to or within the District of Columbia, the Canal Zone or any Possession of the United States or uses the mails or any instrumentality of interstate commerce for the purpose of sending or bringing into any State or Territory any set of artificial teeth or prosthetic dental appliance or other denture, constructed from any cast or impression made by any person other than, or without the authorization or prescription of, a person licensed to practice dentistry under the laws of the place into which such denture is sent or brought, where such laws prohibit:

(a) the taking of impressions or casts of the human mouth or teeth by a person not licensed under such laws to practice dentistry;

(b) the construction or supply of dentures by a person other than, or without the authorization or prescription of, a person licensed under such laws to practice dentistry; or

(c) the construction or supply of dentures from impressions or casts made by a person not licensed under such laws to practice dentistry

Shall be fined not more than $1,000 or imprisoned not more than one year, or both. (62 Stat. 786; 18 U. S. C. 1821)

PART 37—FREE MATTER IN THE MAILS

MATTER TO BE FRANKED

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AUTHORITY: §§ 37.1 to 37.26 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

MATTER TO BE FRANKED

§ 37.1 *Congressional documents.* The Vice President of the United States, and Senators, Representatives, Delegates, and Resident Commissioners in Congress, the Secretary of the Senate, and Clerk of the House of Representatives may send and receive through the mail all public documents printed by order of Congress; and the name of the Vice President, Senator, Representative, Delegate, Resident Commissioner, Secretary of the Senate, and Clerk of the House shall be written thereon [except as provided in sec. 162 of Title 44, U. S. C.], with the proper designation of the office he holds; and the provisions of this section shall apply to each of the persons named herein until the 30th day of June following the expiration of their respective terms of office. (Sec. 85, 28 Stat. 622, as amended; 39 U. S. C. 326)

§ 37.2 *Congressional Record.* The Congressional Record, or any part thereof, or speeches or reports therein contained, shall, under the frank of a Member of Congress, or Delegate, or Resident Commissioner from Puerto Rico * * *, written by himself except as provided in section 185 of Title 44, be carried in the mail free of postage, under such regulations as the Postmaster General may prescribe. (Sec. 5, 18 Stat. 343, as amended; 39 U. S. C. 325)

§ 37.3 *Seeds and agricultural reports.* Seeds transmitted by the Secretary of Agriculture, or by any Member of Congress or Delegate receiving seeds for distribution from said Department, together with agricultural reports emanating from that Department, and so transmitted, shall, under such regulations as the Postmaster General shall prescribe, pass through the mails free of charge. And the provisions of this section shall apply to ex-Members of Congress and ex-Delegates for the period of nine months after the expiration of their terms as Members and Delegates. (Sec. 7, 18 Stat. 343, as amended; 39 U. S. C. 329)

§ 37.4 *Official correspondence of Members of Congress*—(a) *Free under frank.* The Vice President, Members and Members-elect of, Delegates and Delegates-elect to Congress, and the Resident Commissioner from Puerto Rico * * *, shall have the privilege of sending free through the mails, and under their frank, any mail matter to any Government official or to any person, correspondence, not exceeding four ounces in weight, upon official or departmental business [until the first day of December following the expiration of their respective terms of office]. Sec. 7, 33 Stat. 441, as amended; 39 U. S. C. 327)

(b) *Letters over 4 ounces*—(1) *To Government officials.* Letters which exceed 4 ounces in weight to be entitled to free transmission shall in every case be addressed, upon official business, to a Government official, whose title shall be given in the superscription of the letter, either with or without his name. The term "any Government official" shall include only officers of the United States,

Senators, Members, and Delegates in Congress.

(2) *To other than Government officials.* When letters to other than Government officials, weighing over 4 ounces, are mailed without postage thereon, they shall be held for postage and treated in accordance with the provisions of § 42.16.

(c) *Name of person franking to appear on envelope.* The name of the Senator, Representative, or Delegate, written or impressed, shall appear on the envelope of the letter, in connection with the initials of his office, and be preceded by the word "Free."

(d) *Forgery or misuse of frank.* When any person is suspected of being guilty or known to be guilty of forging or misusing the frank of any Senator, Representative, or Delegate, the fact shall be promptly reported to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail. No letter bearing the frank of the Vice President, Member, Member-elect, Delegate, or Delegate-elect shall be detained on the mere suspicion that the frank is forged or misused.

NOTE: This section does not affect §§ 37.1 and 37.2, relating to the franking of public documents, the Congressional Record, and seeds.

§ 37.5 *Franking privilege to widows of former Presidents.* All mail matter sent by the post by Edith Bolling Wilson, widow of the late Woodrow Wilson, under her written autograph signature or facsimile thereof; and by Grace G. Coolidge, widow of the late Calvin Coolidge, under her written autograph signature or facsimile thereof, and by Anna Eleanor Roosevelt, widow of the late Franklin Delano Roosevelt, under her written autograph signature or facsimile thereof, will be conveyed free of postage during the natural life of each, respectively. (43 Stat. 1359, 48 Stat. 1395, 59 Stat. 707)

§ 37.6 *Use of franking privilege*—(a) *Regulations.* No matter shall be admitted to the mails under an authorized frank unless admissible as ordinary mail matter.

(b) *Inscription.* To entitle matter to free carriage it shall bear the word "Free" and the signature, either written or printed facsimile, of the person entitled to frank it, together with his official designation, if any, on the address side of the package.

(c) *Forwarding of franked matter.* All franked matter shall be forwarded like any other, but when once delivered to the addressee may not be remailed unless properly franked again. A bulk package of franked articles may be sent by a person entitled to the franking privilege, to one addressee, who, on receiving and opening the package, may, on behalf of such person, place addresses on the franked articles and remail them for carriage and delivery to the respective addresses.

NOTE: This section relates to matter entitled to free carriage under §§ 37.1 and 37.2; see § 114.1 as to franked matter in foreign mails.

§ 37.7 *Lending of frank prohibited.* It shall be unlawful for any person entitled under the law to the use of a frank to lend said frank or permit its use by any committee, organization, or association, or permit its use by any person for the benefit or use of any committee, organization, or association. This provision shall not apply to any committee composed of Members of Congress. (34 Stat. 477; 39 U. S. C. 335)

§ 37.8 *Free mailing privilege for Pan American diplomatic representatives*—(a) *Authorization.* Under such regulations as the Postmaster General shall prescribe correspondence of the members of the Diplomatic Corps of the countries of the Pan American Postal Union stationed in the United States may be reciprocally transmitted in the domestic mails free of postage, * * *. The same privilege shall be accorded consuls of such countries stationed in the United States, and vice consuls when they are discharging the functions of such consuls, for the exchange of official correspondence among themselves, and for that which they direct to the Government of the United States. (45 Stat. 1177; 39 U. S. C. 336)

(b) *Correspondence which may be mailed free.* The matter that may be sent free of postage in the domestic mails under the provisions of this section shall embrace all correspondence of the members of the Diplomatic Corps of the Pan American countries and Spain; and it likewise shall embrace the official correspondence exchanged between the consulates of such of these countries as have put this provision into effect in their own countries, that which they address to the Government of the United States (see current Official Postal Guide for list of these countries), and that exchanged with their respective embassies and legations, whenever reciprocity exists. These provisions shall not apply to merchandise (fourth-class or parcel-post matter), or to articles other than written or printed correspondence within the usual meaning of that term. Such correspondence shall not exceed 4 pounds in weight. (See § 35.2)

(c) *Indicia*—(1) *Diplomatic Corps mail.* The envelopes, labels, etc., covering correspondence of the Diplomatic Corps mailed under the provisions of this section, shall show in the upper left corner of the address side the name of the ambassador or the minister, or the name of the embassy or legation, as the case may be, together with the post-office address, while in the upper right corner of the address side shall appear the inscription "Diplomatic mail" over the word "Free."

(2) *Consular mail.* The official correspondence of consulates mailed under the provisions of this section shall show over the words "Official correspondence" in the upper left corner of the address side the name and address of the consul or consulate, as the case may be, as well as the name of the country represented, while in the upper right corner of the address side shall appear the inscription "Consular mail" over the word "Free."

OFFICIAL MATTER

§ 37.9 *Official or penalty envelopes*—(a) *Who may use; indorsement.* It shall be lawful to transmit through the mail, free of postage, any letters, packages, or other matters relating exclusively to the business of the Government of the United States; official mail matter of all officers of the United States Government, not including Members of Congress; all official mail matter of the Smithsonian Institution; all official mail matter of the Pan American Union [and the Pan American Sanitary Bureau] * * *; the envelopes of such matter in all cases to bear appropriate indorsement containing the proper designation of the office from which, or officer from whom, the same is transmitted with the statement of the penalty for their misuse. Every such letter or package to entitle it to pass free, shall bear over the words "Official business" an indorsement showing also the name of the department, and if from a bureau, office, or officer, the names of the department and bureau, office, or officer, as the case may be, whence transmitted * * * [with a statement of the penalty for their misuse.] (Secs. 5 and 6, 19 Stat. 335, as amended; 39 U. S. C. 321)

(b) *Superintendent of Documents.* All official correspondence of the superintendent of documents * * * shall be entitled to free transmission by mail * * * [under the penalty clause]. (Sec. 65, 28 Stat. 611; 39 U. S. C. 323)

(c) *Congressional directory.* * * * Official correspondence concerning the [Congressional] directory may be had in penalty envelopes under the direction of the Joint Committee [on Printing]. * * * (Sec. 73, 28 Stat. 617, as amended; 44 U. S. C. 149)

(d) *Legislative counsel.* The legislative counsel shall have the same privilege of free transmission of official mail matter as other officers of the United States Government. (Sec. 1303 (c), (d), 40 Stat. 1141, as amended; 2 U. S. C. 277)

(e) *Return penalty envelopes.* * * * Any department or office authorized to use the penalty envelopes may inclose them with return address to any person or persons from or through whom official information is desired, the same to be used only to cover such official information, and indorsements relating thereto. * * * (See § 37.17 (b).) Secs. 5 and 6, 19 Stat. 335, as amended; 39 U. S. C. 321)

(f) *Restriction on use of penalty envelopes.* * * * [The privilege of using penalty envelopes] shall not extend or apply to officers who receive a fixed allowance as compensation for their services, including expenses of postages. (Secs. 5 and 6, 19 Stat. 335, as amended; 39 U. S. C. 321)

(g) *Unauthorized use of official envelope.* Whoever makes use of any official envelope, label, or indorsement authorized by law, to avoid the payment of postage or registry fee on his private letter, packet, package, or other matter in the mail, shall be fined not more than $300. (62 Stat. 783; 18 U. S. C. 1719)

§ 37.10 *Restriction on message with public documents.* No report, document, or publication of any kind distributed by or from an executive department or bureau of the Government shall contain any notice that the same is sent with "the compliments" of an officer of the

Government, or with any special notice that it is so sent, except that notice that it has been sent, with a request for an acknowledgment of its receipt, may be given. (Sec. 73, 28 Stat. 620; 44 U. S. C. 218)

§ 37.11 *Census mail matter.* All mail matter, of whatever class, * * * relating to the census and addressed to the Census Office, or to any official thereof, and indorsed "Official business, Census Office," shall be transmitted free of postage, * * * and so marked: *Provided*, That if any person shall make use of such endorsement to avoid the payment of postage * * * on his or her private letter, package, or other matter in the mail, the person so offending shall be guilty of a misdemeanor and subject to a fine of $300, to be prosecuted in any court of competent jurisdiction. (Sec. 14, 46 Stat. 25; 39 U. S. C. 337)

§ 37.12 *Immigration and Naturalization Service.* (a) All mail matter of whatever class, relating to naturalization, including duplicate papers required by law or regulation to be sent to the [Immigration and Naturalization] Service by clerks of [State or Federal] courts addressed to the Department of Justice or the [Immigration and Naturalization Service], or any official thereof, and endorsed "Official Business," shall be transmitted free of postage * * * and so marked. (Sec. 343, 54 Stat. 1163; 8 U. S. C. 743)

(b) If any person shall use the endorsement "Official Business" authorized by * * * [above paragraph] to avoid payment of postage * * * on a private letter, package, or other matter in the mail, such person shall be guilty of a misdemeanor and subject to a fine of $300, to be prosecuted in any court of competent jurisdiction. (Sec. 346, 54 Stat. 1167; 8 U. S. C. 746)

§ 37.13 *Selective Service.* Correspondence necessary in the execution of this [Selective Service] Act may be carried in official penalty envelopes. (Sec. 10 (c), 54 Stat. 893, as amended; 50 U. S. C. 310 (c))

§ 37.14 *Four-pound limit on official penalty packages*—(a) *Statute.* No article or package of official matter, or number of articles or packages of official matter constituting in fact a single shipment, exceeding four pounds in weight shall be admitted to the mails under the penalty privilege, except (1) stamped paper and supplies sold or used by the postal service; and (2) books and documents published or circulated by order of Congress when mailed by the Superintendent of Public Documents or under the franking privilege. (Sec. 303, 62 Stat. 1048, 39 U. S. C. 321k)

(b) *Exceptions.* Official matter not within the provisions of paragraph (a) of this section which is over four pounds in weight, if otherwise mailable, whether sealed or unsealed, including written matter, shall, if such matter does not exceed the limit of weight or size prescribed for fourth-class matter, be accepted for mailing upon the payment of postage at fourth-class rates. (Sec. 304, 62 Stat. 1048; 39 U. S. C. 321l)

(c) *Transportation by most economical means.* Shipments of official matter shall be sent by the most economical means of transportation practicable, and the Postmaster General may refuse to accept any such matter for shipment by mail when in his judgment it is in the public interest that it be forwarded by other means at less expense. (Sec. 304, 62 Stat. 1048; 39 U. S. C. 321l)

§ 37.15 *Restrictions on character of penalty mail.* No article, package, or other matter, except postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps, shall be admitted to the mails under a penalty privilege, unless such article, package, or other matter, except postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps would be entitled to admission to the mails under laws requiring payment of postage. (34 Stat. 477; 39 U. S. C. 333)

§ 37.16 *Mailing by Government departments under penalty privilege; quarterly reports thereof to Postmaster General*—(a) *Provisions of law.* No executive department or independent establishment of the Government shall transmit through the mail, free of postage, any book, report, periodical, bulletin, pamphlet, list, or other article or document (except official letter correspondence, including such enclosures as are reasonably related to the subject matter of the correspondence; informational releases in connection with the decennial census of the United States, mail concerning the sale of Government securities, and all forms and blanks and copies of statutes, rules, regulations, and instructions and administrative orders and interpretations necessary in the administration of such departments and establishments), unless a request therefor has been previously received by such department or independent establishment; or such transmission is required by law; or such document is transmitted to inform the recipient thereof of the adoption, amendment, or interpretation of a statute, rule, regulation, or order to which he is subject. The head of each independent establishment and executive department (other than the Post Office Department) shall certify to the Postmaster General at the end of each quarter that nothing was transmitted through the mail free of postage by the independent establishment or department in violation of the provisions of this section: *Provided*, That nothing herein shall be construed to prohibit the mailing free of postage of lists of agricultural bulletins, lists of public documents which are offered for sale by the Superintendent of Public Documents, or of announcements of publications of maps, atlases, statistical, and other reports offered for sale by the Federal Power Commission as authorized by 16 U. S. C. 825k: *Provided further*, That this prohibition shall not apply to the transmission of such books, reports, periodicals, bulletins, pamphlets, lists, articles, or documents to educational institutions or public libraries, or to Federal, State, or other public authorities. (Sec. 6, 53 Stat. 683, as amended; 39 U. S. C. 321b)

(b) *Form of reports and certificates.* The quarterly reports and certificates required by paragraph (a) of this section shall, for the purpose of uniformity, be submitted in such form as the Postmaster General may prescribe and shall cover all matter mailed free of postage at Washington, D. C., by the executive departments and independent establishments of the Government and also all matter so mailed by their branches and officials at other post offices.

§ 37.17 *Use of penalty envelopes and labels*—(a) *Restrictions.* Correspondence of persons not officers writing to the executive departments or to officers of the United States concerning the business of the writers with the Government shall not be accepted for mailing free in penalty envelopes. Officers authorized to use such envelopes shall not furnish them for use to bidders, or to contractors with the Government, or to enable private persons or concerns to send free reports, etc., which they are required by law to make.

(b) *Return penalty envelopes.* Officers desiring official information from or through persons not officers may furnish penalty envelopes or labels to cover the same only with return address printed or written thereon. Where the information is to be forwarded periodically or on more than one occasion the envelopes or labels bearing printed return address may be furnished in quantities for the transmission of such information.

(c) *Officer not entitled to use of after resignation.* The right of an officer of the United States to use the penalty envelope shall cease immediately upon his going out of office; and he shall not be permitted to use such envelopes in transmitting papers connected with the settlement of his accounts or other business pertaining to the office he has vacated, except as he may receive them with requests for official information, with return address thereon, from a department or officer of the Government.

(d) *Penalty matter not to be stopped on suspicion.* Postmasters shall not stop census matter or any mail matter in an official penalty envelope or under a penalty label upon the mere suspicion that the penalty envelope, label, or census indorsement is being used to cover private matter; but if they have good reason to believe that any person is using official envelopes or labels in violation of law, they shall promptly report the matter to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

REPORTS AND BULLETINS OF AGRICULTURAL COLLEGES AND EXPERIMENT STATIONS

§ 37.18 *Reports of certain agricultural colleges*—(a) *When mailed free.* * * * An annual report by the president of each of said [Government aided] colleges shall be made to the Secretary of Agriculture, as well as to the Secretary of the Interior, regarding the condition and progress of each college, including statistical information * * *, one copy of which shall be transmitted by mail free to all other colleges further endowed under * * * [7 U. S. C. 322 to 328] (relating to agricultural and

mechanical colleges). (Sec. 3, 26 Stat. 418; 7 U. S. C. 325)

(b) *How mailed.* Postmasters at offices where colleges are established under the provisions of the act of July 2, 1862 (7 U. S. C., ch. 13), shall receive from the officers thereof the reports referred to addressed, one copy each, to other such colleges and to the Secretary of the Interior and the Secretary of Agriculture, and affix to each a penalty label or official envelope of the post office, and forward them free.

§ 37.19 *Agricultural extension work*—(a) *Free mailing.* All correspondence, bulletins, and reports for the furtherance of the purposes of 7 U. S. C. 341 to 348 may be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster General, from time to time, may prescribe, by such college officer or other person connected with the extension department of such college as the Secretary of Agriculture may designate to the Postmaster General. (38 Stat. 438; 39 U. S. C. 330)

(b) *Character of work.* * * * There may be inaugurated in connection with the college or colleges in each State receiving the benefits of the provisions of sections 7 U. S. C. 301 to 308, 321–328 agricultural extension work which shall be carried on in cooperation with the United States Department of Agriculture. * * * Cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information on said subjects through field demonstrations, publications, and otherwise. * * * (Secs. 1 and 2, 38 Stat. 372; 7 U. S. C. 341 and 342)

(c) *Authorization for postmaster to accept mailings.* Upon designation to the Postmaster General by the Secretary of Agriculture of a college officer or other person connected with the extension department of a State agricultural college receiving the benefits of the act of July 2, 1862 (7 U. S. C., ch. 13), and the acts supplementary thereto, by whom the correspondence, bulletins, and reports mentioned in paragraph (a) of this section are to be transmitted, the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, shall authorize the postmaster at the post office where the extension department of such college is located to accept from the officer or person so designated such correspondence, bulletins, and reports for free transmission in the mails.

(d) *Indicia.* In the upper left corner of the envelope or wrapper containing such correspondence, bulletins, or reports shall be printed over the words "Free—Cooperative Agricultural Extension Work—Acts of May 8 and June 30, 1914," the name of the agricultural college and the name of the post office at which the mater is to be accepted free, followed by the name and title of the college officer or person designated to transmit such matter, and in the upper right corner the words "Penalty for private use to avoid payment of postage, $300." The designated college officer or person shall not furnish such envelopes for use as return envelopes by individuals or concerns from whom replies are requested.

(e) *Restrictions.* Only such correspondence, bulletins, and reports as are for the furtherance of the purposes of the act of May 8, 1914, set forth in paragraph (b) of this section, and are mailed at the authorized post office by the college officer or other person duly designated may be transmitted free under the provisions of this section. All such correspondence, etc., to be entitled to free transmission, shall be conducted under the name of such designated college officer or person. Correspondence with autograph signature may be mailed sealed, but all other matter shall be presented unsealed.

(f) *When in doubt as to mailability free.* When in doubt as to whether any particular matter presented for mailing under the provisions of this section is entitled to be transmitted free, the postmaster shall submit a sample to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, and pending decision may dispatch the matter if the sender makes a deposit to cover the postage at the proper rate. The deposit shall be refunded if the matter is held to be entitled to free transmission.

§ 37.20 *Bulletins and reports of certain agricultural experiment stations*—(a) *Free mailing.* Bulletins or reports of progress published at agricultural experiment stations established under the provisions of the act of March 2, 1887, in connection with colleges endowed under provisions of the act of July 2, 1862, one copy of which shall be sent to each newspaper in the States or Territories in which they are respectively located, and to such individuals actually engaged in farming as may request the same, and the annual reports of said stations shall be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster General may from time to time prescribe. (Sec. 4, 24 Stat. 441; 7 U. S. C. 365)

(b) *Application for free mailing privilege.* An agricultural experiment station which claims the privilege of transmitting free through the mails, under the provisions of this section, bulletins, reports of progress, or annual reports, shall make application to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, through the postmaster at the office where such station is located, stating the date of the establishment of the station, its proper name or designation, its official organization, and the names of its officers, the name of the university, college, school, or institution to which it is attached, if any, the legislation of the State or Territory providing for its establishment, and any other granting it the benefits of the acts of Congress referred to in this section, and whether any other such station in the same State or Territory is considered, or claims to be, also entitled to the privilege; and also the place where such station is located and the name of the post office where the bulletins and reports will be mailed. The application shall be signed by the officer in charge of the station.

(c) *Admission of.* If such privilege is allowed, the postmaster shall be instructed to admit such bulletins and reports to the mails free of postage.

(d) *Restrictions; manner of mailing.* Only bulletins or reports issued after an experiment station has become entitled to the privileges of this section may be transmitted free; and they may be inclosed in envelopes or wrappers, sealed or unsealed. On the exterior of every envelope, wrapper, or package and over the words "Free—Annual Report, or Bulletin or Report of Progress," shall be printed the name of the station and the name of the post office at which the matter is to be accepted free, followed by the name and title of the officer in charge of the station, and in the upper right corner the words "Penalty for private use to avoid payment of postage, $300." The designation of the bulletin or report inclosed may be shown in lieu of the words "Annual Report, or Bulletin or Report of Progress" following the word "Free." There may also be written or printed upon the envelope or wrapper a request that the postmaster at the office of delivery notify the mailing station of the change of address of the addressee, or other reason for inability to deliver the same, and upon a bulk package a request to the postmaster to open and distribute the matter therein, in accordance with the addresses thereon.

(e) *Bulletins of Department of Agriculture mailed with station bulletins.* Bulletins published by the United States Department of Agriculture, and entitled to be mailed free under the penalty envelope of that department, may also be adopted and mailed by agricultural experiment stations, with such of their own publications as are entitled to free transmission in the mails, under the same regulations; and any bulletins or reports mailable free by any agricultural experiment station under these regulations may be so mailed by any other station entitled to such privilege.

(f) *Station reports containing extraneous matter.* If annual reports of an agricultural experiment station are printed by State authority, and consist in part of matter relating to the land-grant college to which such station is attached, then said report entire may be mailed free by the director of the station, provided, in his judgment, the whole consists of useful information of an agricultural character. But the reports of State agricultural departments or boards may not be adopted by agricultural experiment stations in order to secure free circulation of such State reports.

(g) *To whom may be mailed.* The bulletins and reports of progress issued by agricultural experiment stations may be sent free only to the newspapers and persons stated in this section. The annual reports may be sent free to any address.

PUBLICATIONS FOR COPYRIGHT

§ 37.21 *Copyright matter*—(a) *Character.* Copyright may also be had of the works of an author, of which copies are not reproduced for sale, by the deposit, with claim of copyright, of one complete

copy of such work if it be a lecture or similar production or a dramatic, musical, or dramatico-musical composition; of a title and description, with one print taken from each scene or act, if the work be a motion-picture photoplay; of a photographic print if the work be a photograph; of a title and description, with not less than two prints taken from different sections of a complete motion picture, if the work be a motion picture other than a photoplay; or of a photograph or other identifying reproduction thereof, if it be a work of art or a plastic work or drawing. But the privilege of registration of copyright secured hereunder shall not exempt the copyright proprietor from the deposit of copies, under paragraph (b) of this section and 17 U. S. C. 14, where the work is later reproduced in copies for sale. (61 Stat. 652; 17 U. S. C. 12)

(b) *Mailing of copy to Copyright Office.* After copyright has been secured by publication of the work with the notice of copyright as provided in 17 U. S. C. 10, there shall be promptly deposited in the copyright office or in the mail addressed to the Register of Copyrights, Washington, District of Columbia, two complete copies of the best edition thereof then published, or if the work is by an author who is a citizen or subject of a foreign state or nation and has been published in a foreign country, one complete copy of the best edition then published in such foreign country, which copies or copy, if the work be a book or periodical, shall have been produced in accordance with the manufacturing provisions specified in 17 U. S. C. 16; or if such work be a contribution to a periodical, for which contribution special registration is requested, one copy of the issue or issues containing such contribution; or if the work is not reproduced in copies for sale there shall be deposited the copy, print, photograph, or other identifying reproduction provided by paragraph (a) of this section, such copies or copy, print, photograph, or other reproduction to be accompanied in each case by a claim of copyright. No action or proceeding shall be maintained for infringement of copyright in any work until the provisions of this title with respect to the deposit of copies and registration of such work shall have been complied with. (61 Stat. 652; 17 U. S. C. 13)

CROSS REFERENCE: Sec. 16 of Title 17 U. S. C. 16, prescribes that books and periodicals entitled to copyright, except works in raised characters for the use of the blind or books of foreign origin in a language or languages other than English, shall be produced within the limits of the United States in respect of the following features:

(a) Setting of type.

(b) Preparation of plates, including setting of type therefor.

(c) Printing of text and illustrations, except where subjects represented are located in a foreign country and illustrate a scientific work or reproduce a work of art.

(d) Binding.

(c) *Affidavit to accompany copies.* In the case of the book the copies so deposited shall be accompanied by an affidavit under the official seal of any officer authorized to administer oaths within the United States, duly made by the person claiming copyright or by his duly authorized agent or representative residing in the United States, or by the printer who has printed the book, setting forth that the copies deposited have been printed from type set within the limits of the United States or from plates made within the limits of the United States from type set therein; or, if the text be produced by lithographic process, or photoengraving process, that such process was wholly performed within the limits of the United States and that the printing of the text and binding of the said book have also been performed within the limits of the United States. Such affidavit shall state also the place where and the establishment or establishments in which such type was set or plates were made or lithographic process, or photoengraving process or printing and binding were performed and the date of the completion of the printing of the book or the date of publication. (61 Stat. 652; 17 U. S. C. 17)

(d) *Making false affidavit.* Any person who, for the purpose of obtaining registration of a claim to copyright, shall knowingly make a false affidavit as to his having complied with the above conditions shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not more than $1,000, and all of his rights and privileges under said copyright shall thereafter be forfeited. (61 Stat. 652; 17 U. S. C. 18)

NOTE: The "affidavit" above referred to should set forth that the text of the book deposited has been printed from type set or plates made in the United States, or produced by lithographic or photo-engraving process wholly performed therein; that the printing and binding were done therein; and also gives the names of the places (establishments) where the printing and binding were performed, and the date of completion of publication of the book.

(e) *Postmaster to give receipt.* The postmaster to whom are delivered the articles deposited as provided in paragraphs (a) and (b) of this section shall, if requested, give a receipt therefor and shall mail them to their destination without cost to the copyright claimant. (61 Stat. 652; 17 U. S. C. 15)

(f) *Dispatch under penalty label.* A postmaster to whom are delivered with a claim for registration of copyright copies of a lecture or similar production, a dramatic or musical composition, a photographic print of a photograph, a photograph or other identifying reproduction of a work of art or a plastic work or drawing, a book (accompanied with the affidavit prescribed by paragraph (c) of this section), or a periodical publication, shall dispatch the same under a penalty envelope or label of his office to the Register of Copyrights, Washington 25, D. C.; and, when requested, shall give a receipt therefor on a form furnished by the sender.

(g) *Copyright fee may accompany matter.* When persons presenting copyright matter for transmission free of postage to the Register of Copyrights, Washington 25, D. C., desire to have such matter and the fee for copyright registration mailed together, this may be done, provided the remittance for such fee is inclosed in an envelope addressed to the Register of Copyrights, Washington 25, D. C., and postage is prepaid thereon at the letter rate, in which case the postmaster, after properly canceling the stamps affixed to the envelope containing such fee, shall inclose it in the penalty envelope in which the copyright matter is transmitted to the Register of Copyrights, or it may be inclosed in a penalty envelope attached as a label to the parcel containing the copyright matter.

(h) *Registry fee.* Matter for copyright shall not be dispatched by registered mail without the prepayment of the registry fee. When so dispatched, the sender is entitled to the usual registry receipt in addition to the receipt provided for in paragraph (e) of this section.

NOTE: No indemnity is payable for such mail unless both postage and registry fee are paid. (See § 63.5 (a))

READING MATTER FOR THE BLIND

§ 37.22 *Reading matter for the blind—*(a) *Free mailing.* (1) Books, pamphlets, and other reading matter published either in raised characters, whether prepared by hand or printed or in the form of sound-reproduction records for the use of the blind, in packages not exceeding the weight prescribed by the Postmaster General, and containing no advertising or other matter whatever, unsealed, and when sent by public institutions for the blind, or by any public libraries, as a loan to blind readers, or when returned by the latter to such institutions or public libraries shall be transmitted in the United States mails free of postage and under such regulations as the Postmaster General may prescribe. (33 Stat. 313, as amended; 39 U. S. C. 331)

(2) The weight of parcels acceptable free of postage under the preceding paragraph shall not exceed 15 pounds.

NOTE: The provisions of law embodied in §§ 34.70, 37.23, and 37.24 (a) were reenacted by the act of May 16, 1938.

(b) *Limitations and requirements.* (1) Reading matter in raised characters, or in the form of sound-reproduction records for the use of the blind, to be entitled to transmission in the mails free of postage, shall not contain any advertising matter, and shall in every case be sent by or returned to a public library or public institution for the blind.

(2) When mailed by a public library or public institution for the blind, the matter shall be sent as a loan to a blind reader. Such matter may be mailed for return to a public library or public institution for the blind only by a blind reader.

(c) *Wrapping.* The matter shall be wrapped so that it may be easily examined.

(d) *Superscription.* On the upper-left corner of the envelope or wrapper containing the matter the name and address of the sender shall appear, and on the upper-right corner the word "Free" over the words "Reading Matter for the Blind," or "Sound-Reproduction Records for the Blind."

NOTE: Letters written in point print or raised characters or on sound-reproduction

records used by the blind are not included in the reading matter entitled, under the provisions of this section, to free transmission in the mails. (See § 34.70.)

§ 37.23 *Periodicals for the blind without subscription charge*—(a) *Free mailing.* * * * Magazines, periodicals, and other regularly issued publications in such raised characters, whether prepared by hand or printed, or on sound-reproduction records (for the use of the blind), which contain no advertisements and for which no subscription fee is charged, shall be transmitted in the United States mails free of postage and under such regulations as the Postmaster General may prescribe. (33 Stat. 313, as amended; 39 U. S. C. 331)

(b) *Mailed by publisher.* Before a publication may be mailed free of postage, under the provisions of the above paragraph, it shall be entered as free matter at the post office at which the publisher desires to mail it. To obtain such entry the publisher shall file with the local postmaster a written application therefor, accompanied with a copy of the publication. The application shall show: (1) The name of the publication; (2) the periods of its issue; (3) whether it contains advertisements; (4) whether a subscription fee is charged. Upon receipt of such application the postmaster shall forward it, together with a copy of the publication, to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail. Pending consideration of the application by the Department, the postmaster shall accept the publication for mailing under a deposit of money to cover the postage at the rate which otherwise would be chargeable. If the publication is admitted as free matter, the deposit shall be returned to the publisher; otherwise it shall be converted into ordinary postage stamps and sent to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, in the manner prescribed by § 34.30 of this chapter.

(c) *Indicia.* On the first page of a publication entered as free matter shall be printed, in ordinary type, the following: (1) Name of publication; (2) place where published; (3) date of issue; (4) frequency of issue; (5) the words "Entered at the post office at _____ under section 37.23, P. L. and R., as free matter for use of the blind." In the case of a publication on sound-reproduction records, such indicia may be printed on labels and affixed to the records.

§ 37.24 *Volumes of Holy Scriptures for the blind*—(a) *Postage rate.* * * * Volumes of the Holy Scriptures, or any part thereof, published either in raised characters, whether prepared by hand or printed, or in the form of sound-reproduction records for the use of the blind, which do not contain advertisements (1) when furnished by an organization, institution, or association not conducted for private profit, to a blind person without charge, shall be transmitted in the United States mails free of postage; (2) when furnished by an organization, institution, or association not conducted for private profit to a blind person at a price not greater than the cost price thereof, shall be transmitted in the United States mails at the postage rate of 1 cent for each pound or fraction thereof; under such regulations as the Postmaster General may prescribe. (33 Stat. 313, as amended; 39 U. S. C. 331)

(b) *Application.* When any organization, institution, or association not conducted for private profit desires to mail volumes of the Holy Scriptures (the Bible), or any part thereof, to blind persons under the conditions mentioned in this section, a written application for such privilege accompanied with satisfactory evidence that the organization, institution, or association is not conducted for private profit and that the volumes when mailed free of postage will be sent without charge to a blind person or when mailed at the rate of postage of 1 cent for each pound or fraction of a pound will be furnished to a blind person at a price not exceeding the cost of the volumes, shall be submitted through the postmaster at the office where it is desired to mail the matter, to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

(c) *Wrapping and indorsement.* Volumes of the Holy Scriptures or parts thereof to be mailed free of postage or at the postage rate of 1 cent a pound to a blind person by an organization, institution, or association under the provisions of this section shall be properly wrapped in such manner that the matter can be easily examined, and shall bear in the upper left corner of the address side of the envelope, wrapper, or address label, the name and address of the sender over the words "Holy Scriptures for the Blind, act of June 7, 1924; § 37.24, Postal Laws and Regulations," and in the upper right corner the word "Free," when the volumes are furnished without charge. If the volumes are being furnished to a blind person at a price not exceeding the cost thereof, stamps to cover postage at the rate of 1 cent for each pound or fraction of a pound shall be affixed to the upper right corner of the address side of the envelope, wrapper, or address label.

(d) *Not to be accepted until authorized.* Postmasters shall not accept any matter for mailing free or at the rate of 1 cent a pound under the provisions of this section until authorized so to do by the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

§ 37.25 *Periodicals for the blind having subscription charge*—(a) *Postage rate.* Magazines, periodicals, and other regularly issued publications in raised characters, whether prepared by hand or printed, or on sound-reproduction records (for the use of the blind), which contain no advertisements, when furnished by an organization, institution, or association not conducted for private profit, to a blind person, at a price not greater than the cost price thereof, shall be transmitted in the United States mails at the postage rate of 1 cent for each pound or fraction thereof, under such regulations as the Postmaster General may prescribe. (50 Stat. 66; 39 U. S. C. 293c)

(b) *Application.* Any organization, institution, or association desiring to mail a publication to blind persons at the rate of 1 cent a pound under the conditions mentioned in this section shall submit, through the postmaster at the office where it is desired to mail the matter, to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, a written application for such privilege accompanied with satisfactory evidence that the organization, institution, or association is not conducted for private profit and that the copies of the publication will be furnished to a blind person at a price not exceeding the cost price thereof.

(c) *Preparation for mailing.* Matter to be mailed under the provisions of this section shall be properly wrapped in such manner that it can be easily examined and shall bear the words "Periodicals for the blind, act of April 15, 1937," below the name and address of the sender which must appear in the upper left corner of the address side of the envelope, wrapper, or address label, the postage stamps to cover postage at the rate of 1 cent for each pound or fraction of a pound to be placed in the upper right corner.

§ 37.26 *Reproducers and sound-reproduction records for the blind*—(a) *Postage rate.* Reproducers for sound-reproduction records for the blind or parts thereof which are the property of the United States Government, when shipped for repair purposes by an organization, institution, public library, or association for the blind not conducted for private profit, or by a blind person to an agency not conducted for private profit, or from such an agency to an organization, institution, public library, or association for the blind not conducted for private profit, or to a blind person, may be transmitted through the mails at the rate of 1 cent per pound or fraction thereof; under such regulations as the Postmaster General may prescribe. (33 Stat. 313, as amended; 39 U. S. C. 331)

(b) *Authority to extend privilege.* The Postmaster General may in his discretion extend this rate of 1 cent per pound or fraction thereof to reproducers for sound-reproduction records for the blind, or parts thereof, and, when mailed to be repaired or being returned after repair, to Braille writers and other appliances for the blind, or parts thereof, which are the property of State governments or subdivisions thereof, or of public libraries, or of private agencies for the blind not conducted for private profit, or of blind individuals, under such regulations as he may prescribe. (33 Stat. 313, as amended; 39 U. S. C. 331)

(c) *Evidence required.* Organizations, institutions, libraries, or other agencies desiring to send or receive reproducers for sound-reproduction records or parts thereof, and Braille writers and other appliances for the blind, or parts thereof, at the rate prescribed in paragraph (a) of this section shall furnish satisfactory evidence that they are not conducted for private profit.

(d) *Preparation for mailing.* Parcels, not exceeding the limit of weight prescribed for fourth-class matter, containing reproducers or parts thereof, and

Braille writers and other appliances for the blind, or parts thereof, to be acceptable for mailing under this section must be sent for repair purposes only or returned after repair, shall be securely packed or wrapped, and shall bear the words:

Appliance for the Blind
Sent for Repair
Act of October 14, 1941

below the name and address of the sender which must appear in the upper left corner of the address side of the envelope, wrapper, or address label, the postage stamps to cover postage at the rate of 1 cent for each pound or fraction of a pound to be placed in the upper right corner.

Subchapter E—Treatment of Mail Matter in Post Offices: Loss or Improper Treatment: Undeliverable Mail Matter

PART 41—THE PRIVACY AND SAFEGUARDING OF THE MAILS

Sec.
41.1 Privacy of matter under seal.
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AUTHORITY: §§ 41.1 to 41.16 issued under the authority contained in R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 41.1 *Privacy of matter under seal*—(a) *Inviolability of.* No person in the postal service, except those employed for that purpose in dead letter branches, shall break, or permit to be broken, the seal of any letter or other matter while in the custody of the Postal Service. Neither postmasters, inspectors, employees of the Post Office Department, nor officers of the law, without legal warrant therefor, have authority to open under any pretext a sealed letter while in the mails, not even though it may contain improper or criminal matter, or furnish evidence for the conviction of offenders. (See § 36.8)

(b) *Seal not to be broken.* The seal of letters or packages suspected to contain unmailable matter shall not be broken to ascertain that fact.

§ 41.2 *Examination of unsealed matter.* Postal cards, post cards, and circulars unsealed and all other unsealed matter may, when suspected to contain unmailable matter, be examined for the purpose of ascertaining their character.

§ 41.3 *Employees forbidden to place mail in clothing.* No person employed in the postal service shall place or carry in his pockets or other part of his clothing any mail which is in the custody of the postal service.

§ 41.4 *Giving information about mail matter*—(a) *Restriction.* Postmasters and others in the postal service shall not give to unauthorized persons information concerning mail matter. They shall furnish such information to post-office inspectors and may furnish it also to the sender, the addressee, or the authorized representative of either, when satisfactory identification had been established and the request is limited to information proper for the applicant to receive. Postmasters may give to officers of the law, upon proper identification, to aid in the apprehension of fugitives from justice, information regarding the addresses, return cards, or postmarks on mail matter, but shall not withhold such mail from the addressees or delay its delivery. If the information so given to such officers relates to a violation of the postal laws, the postmaster shall report his action immediately to the inspector in charge of the division in which his office is located.

(b) *Exception for official request.* Upon official request of a representative of another executive department, agency, or independent establishment of the Federal Government and the presentation of proper credentials, postmasters may, when practicable, furnish for official use information regarding the addresses, return cards, or postmarks on mail matter, provided the labor involved in complying with the request does not interefere with postal business, or result in material cost. Such mail shall not be withheld from the addressee nor delayed in delivery. When a postmaster is in doubt as to the advisability of complying with such a request, or material cost is involved, he should write to the First Assistant Postmaster General for instructions, except that in cases involving registered, insured, or collect-on-delivery mail he should submit the question to the Third Assistant Postmaster General, Division of Registered Mail.

§ 41.5 *Acknowledgment by postmasters of letters of inquiry.* Postmasters shall acknowledge the receipt of letters of inquiry or request addressed to them in their official capacity, using the penalty envelope when postage is not furnished, and if the information requested is such that it would be improper or impracticable to give, the reason for declining to do so shall be stated.

§ 41.6 *Furnishing of information about number of routes and boxes.* Postmasters shall furnish, upon request, information as to the number of rural routes at their offices and the number of boxes served by each carrier; and the number of post-office boxes in use at their offices, after satisfying themselves that such information is not to be used for any improper or unlawful purpose. (See § 35.10; also § 52.13 as to rural carriers.)

§ 41.7 *Furnishing of lists of names and addresses of patrons.* Postmasters and others in the postal service shall not furnish lists of names of patrons receiving mail at their offices, and, except as provided in paragraph (d) of this section and in accordance with the provisions of § 59.3 of this chapter, shall not give information as to the post-office addresses of former patrons.

§ 41.8 *Correction of mailing lists*—(a) *Official lists.* Postmasters shall not compile but shall correct, free of charge, as frequently as requested, mailing lists used officially by Members of Congress and Federal departments and bureaus.

(b) *Other than official lists.* Mailing lists submitted by State departments, municipalities, religious, fraternal, and recognized charitable organizations, and mailing lists used by the concerns submitting them for correction for the solicitation of business by mail in connection with sales work, shall be corrected as frequently as requested at the expense of the owners, including return postage.

(c) *Charge for.* Except as provided in paragraph (a) of this section, a minimum charge of 25 cents, payable in advance by cash, money order, or postal note, shall be made at all post offices for the correction of any mailing list bearing less than 25 names, and for any list of 25 names or more a charge of 1 cent for each name submitted (likewise payable in advance) shall be made, plus the postage for the return of such list. Furthermore, all lists submitted, whether for correction of address or elimination of duplicates, are to be considered mailing lists. At first-, second-, and third-class offices the amount received for mailing-list corrections shall be accounted for in the quarterly reports to the Comptroller under the heading "Miscellaneous receipts." At fourth-class offices, postmasters shall make no accounting of moneys so received, the proceeds received being payable to the employee performing the work.

(d) *Allowable corrections.* Corrections shall consist of crossing off the names of persons to whom mail cannot be delivered or forwarded, the correction of incorrect street names, the correction of incorrect local street, rural, or post-office box numbers; the correction of initials where apparently there has been a bona fide intention to write a name known to the owner of the list, and the indication of the head of the family, if known, when two or more names are shown for the same address. These lists are to be submitted by mail only and are not to be accepted by postmasters in any other manner except in cases of local firms having large mailing lists for correction. When a list of names is submitted in card form, and two or more names are shown for the same address, the card showing the name of the head of the family shall be endorsed "Head." If more than one family resides at the same address, the head of each family shall be shown by endorsing the cards involved "Head 1," and "Head 2," and the cards containing the names of members of each family shall be endorsed "1" and "2," respectively. The same general procedure shall be followed when mailing lists are submitted in sheet form. The new addresses of persons who have removed to the delivery of other post offices shall be furnished when reliable permanent forwarding orders are on file. New names shall not be added to a list.

§ 41.9 *Testimony by order of court.* A postmaster or other postal employee summoned as a witness shall obey the summons and go into court, but shall refuse to testify in regard to mail matter, money orders, or postal savings accounts, at the same time exhibiting this part. He shall then testify if so directed by the court.

§ 41.10 *Furnishing of records or copies thereof.* Papers in the files of the department or records in post offices, or copies thereof, shall not be furnished on the application of persons, except in the discretion of the department in cases where a suit has been commenced and is pending involving the substance of the paper, document, or record itself, and then only upon the proper subpoena duces tecum issued by a court of record: *Provided*, That the Solicitor for the Post Office Department may, upon evidence satisfactory to him that the sanctity of the mail will not be violated, authorize copies of records covering the mailing or delivery of registered, insured, or collect-on-delivery mail to be furnished the sender or addressee, or the legal representative of either. In no case shall copies be furnished of the official bonds of officers connected with the service, except in case of suits relating to said bonds, or the execution thereof, or criminal prosecutions thereunder.

In cases of suits between postal employees and private parties or concerns, subpoena duces tecum calling for presentation of time records of employees shall be complied with, provided that the postal service is in no way involved in the litigation and that the performance of postal functions is not in issue.

§ 41.11 *Deposition of postmaster.* Where, in a pending suit, a commission has been issued for the taking of his deposition, a postmaster may on behalf of either the sender or of the addressee of mail delivered through his office, but not on behalf of third parties, give testimony in answer to interrogatories relating to the delivery and receipting for such mail.

§ 41.12 *Surrender of mail upon service of legal process.* Postmasters and other postal employees shall not surrender mail matter upon the service of process of attachment, warrant, garnishment, or other legal process. A postmaster or other employee served with such process shall make answer to the court from which it issues, setting forth his official character and the fact that the matter in dispute came into his hands by virtue of his official authority. If, after such answer, the court directs the delivery, the postmaster shall request the suspension of the order until he can communicate with the Solicitor in the case of ordinary domestic mail, the Third Assistant Postmaster General, Division of Registered Mails, in the case of domestic registered, insured, or collect-on-delivery mail, and the Second Assistant Postmaster General, International Postal Service, in the case of foreign mail. When a warrant has been issued, such process should be submitted for advice with respect thereto.

§ 41.13 *Access to mails*—(a) *Who may have.* Postmasters shall not permit to have access to any mail matter in the post office any persons except duly sworn assistants, clerks, letter carriers, mail handlers, post-office inspectors, and those mail contractors and carriers who, under the terms of the contract, are required to perform duties necessitating their personal presence in the post office.

(b) *Unauthorized persons to be excluded from mail room.* Mails shall not be made up or handled within reach of unauthorized persons, and such persons shall be excluded from the room appropriated to the use of the post office while the mails are being opened or made up.

(c) *By former postmasters.* A former postmaster shall not be permitted to have access to or handle mail unless he takes the oath of office anew.

(d) *Credentials of post office inspectors required.* Postmasters shall require post-office inspectors to exhibit their commissions before being admitted to the post office, in order to avoid imposture, unless such officers are personally known to them. (See § 3.4.)

§ 41.14 *Examination of waste paper.* The postmaster shall cause the waste paper accumulating in his office to be examined as it is collected and before it is disposed of, in order to prevent the loss of letters or other mail matter or of money, stamp stock, or other valuables.

§ 41.15 *Mail received unsealed or in bad order*—(a) *First-class matter.* Mail matter of the first class deposited in or received at any post office unsealed or in a mutilated or otherwise bad condition shall be stamped or marked with the words "Received unsealed" or "Received in bad condition," as the case may be, and shall be officially sealed and postmarked before being forwarded or delivered.

(b) *Parcels.* When a parcel in bad order is received in a post office or by a railway postal clerk, there shall be attached thereto a tag bearing the words "Bad Order" in conspicuous type and appropriate instructions. The employee first discovering the damage shall postmark this tag and attach it to the parcel to be transmitted to the office of address and shall make a report of the essential facts on Form 5257, attaching thereto the pouch or sack label, to be sent to the general superintendent, Railway Mail Service, of the division in which the office discovering the damaged package is located. However, when a parcel is received at the office of address in a damaged condition without a "Bad-order" tag attached, postmasters will prepare Form 5257, but will not attach a "Bad-order" tag to the parcel.

§ 41.16 *Service to and from infected places*—(a) *Refusal of mail from.* A postmaster shall refuse to receive into his office mail matter brought to it by persons who are inmates of or messengers from houses containing cases of contagious diseases, such as smallpox, yellow fever, etc., when ordered to do so by a board of health, or other local authority having jurisdiction of matters affecting the public health. If there be no such organization or official, the postmaster should be governed by the advice of one or more reputable physicians.

(b) *Delivery of mail to.* Mail matter arriving at an office addressed to the inmates of such houses may be sent to them by the hands of some responsible person known to the postmaster.

(c) *When declaration served by health authorities.* When a board of health serves upon a postmaster a certified copy of a declaration or order duly made that mail matter from any other post office is liable to communicate a contagious disease prevailing at the time, he shall refuse to receive such mail matter from any carrier or messenger. He shall deliver to the carrier or messenger a copy of such order or declaration and shall report the facts at once to the First Assistant Postmaster General and the general superintendent of the Division of the Railway Mail Service in which his office is located. If there be no board of health, the same action may be taken by the postmaster upon the declaration of a regular county or city medical society, or if there be none, upon the advice of a physician reputable in his profession. The mail so returned shall be held until the prohibition is removed, and shall after being properly fumigated under the directions of the medical authorities be dispatched to its destination. (See § 52.47 as to rural service.)

(d) *Contagion in building containing post office.* If a case of smallpox, yellow fever, or other contagious disease occurs in the family of a postmaster occupying a building in which the postoffice is kept, the postmaster shall notify his inspector in charge of the facts and ask for instructions.

(e) *Infected supplies.* When blanks, books, and other office supplies of a post office have been exposed to infection, so as to render them liable to communicate smallpox or other contagious disease, permission to burn them shall be secured from the Fourth Assistant Postmaster General, Division of Equipment and Supplies. Permission to burn stamp supplies which have likewise been exposed to such infection shall be secured from the Third Assistant Postmaster General, Division of Stamps. The postage stamps, due stamps, stamped envelopes, postal cards, and international reply coupons shall be counted in the presence of two disinterested witnesses and an itemized statement of the quantity, denomination, and value sworn to and attested by the witnesses, forwarded, together with the letter authorizing said destruction of stamp supplies to the Third Assistant Postmaster General, Division of Stamps.

PART 42—TREATMENT OF DOMESTIC MAIL MATTER AT POST OFFICES OF MAILING AND AT POST OFFICES IN TRANSIT

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AUTHORITY: §§ 42.1 to 42.50 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25, 539; 5 U. S. C. 22, 369, 39 U. S. C. 368.

RECEIPT OF MATTER AT MAILING OFFICES

§ 42.1 *Time for closing mails*—(a) *Authority to prescribe.* All letters brought to any post office half an hour before the time for the departure of the mail shall be forwarded therein; but at offices where, in the opinion of the Postmaster General, more time for making up the mail is required, he may prescribe accordingly, not exceeding one hour. (R. S. 3840; 39 U. S. C. 6)

(b) *Limitations.* Mails at first-class post offices shall be closed not more than one hour, and at all other offices not more than half an hour, before the schedule time of departure of trains, unless such departure is between the hours of 9 p. m. and 5 a. m., when they may be closed at 9 p. m. At fourth-class offices day mails shall not be closed until it becomes necessary, allowing a reasonable time for delivery at the train or to the carriers on star routes.

(c) *Exemptions.* This regulation shall not apply to the post office at New York City, and any office may be exempted therefrom by special order. (R. S. 3840; 39 U. S. C. 6)

§ 42.2 *Receipt of mail at railway stations.* Postmasters may, for the convenience of the public, erect boxes at railway stations for the reception of mail matter and cancel the stamps on said matter at the station, either personally or by a sworn employee.

§ 42.3 *Diversion of mail*—(a) *Soliciting forbidden.* Postmasters shall not solicit the mailing of matter at their offices by persons living or doing business within the delivery of another post office.

(b) *Fourth-class matter shipped by freight or express to be deposited in mails.* When matter entitled to transmission in the mails at the fourth-class rates of postage is shipped by freight or express, without solicitation by the postmaster, and not primarily for the purpose of increasing his compensation, to be deposited in the mails at a given post office, such office of mailing is construed to be the office of origin, and the mail shall not be considered as diverted.

§ 42.4 *Postage to be rated up on weight of matter when mailed.* When matter is received for mailing, its weight shall be ascertained and postage thereon rated up. A decided down weight is necessary to subject matter to an additional rate of postage. (See §§ 34.12 to 34.14, inclusive, 42.16, and 53.5.)

§ 42.5 *Receipt of ship and steamboat matter*—(a) *Rating up with postage due.* All ship and steamboat letters and printed matter delivered into post offices by masters of vessels shall be rated with the postage due thereon, as provided in § 34.16, and indorsed "Postage due, — cents," and dispatched to destinations.

(b) *Marking.* Letters brought by steamboats shall be marked 'Steamboat,' at the time of receiving them

(c) *Account to be kept.* Postmasters shall keep an account of both ship and steamboat letters received, the postage chargeable thereon, and the fees paid therefor.

(d) *Unpaid letters from steamboat routes.* When wholly unpaid letters are delivered into a terminal post office by a postal clerk on a steamboat route, they shall be treated in all respects as other unpaid letters. (See § 42.16.)

§ 42.6 *Where second-, third-, and fourth-class matter may be mailed.* (a) Parcels of fourth-class matter shall be mailed at a post office or branch or station thereof, or delivered to a rural or other carrier duly authorized to receive such matter. Parcels of third-class matter may be deposited in mail boxes.

(b) Parcels collected on star routes shall be deposited in the next post office at which the carrier arrives and postage charged at the rate from that office.

(c) Second-, third-, and fourth-class matter shall not be accepted at a railway post office nor by a railway postal clerk, nor be deposited in a depot letter box from which collections are made by such clerks.

§ 42.7 *Defaced stamps*—(a) *Not acceptable; perforation for identification permitted.* United States postage stamps, to be acceptable for postage, shall be without defacement, provided that for the purpose of identification only, and not for advertising, it shall be permissible puncture or perforate letters, numerals, or other marks or devices in United States postage and special-delivery stamps. The punctures or perforations shall not exceed one-thirty second of an inch in diameter, and the whole space occupied by the identifying device shall not exceed one-half inch square. The puncturing or perforating shall be done in such manner as to leave the stamps easily recognizable as genuine and not previously used. Stamps on which ink or other coloring substance has been used in connection with such puncturing or perforating shall not be accepted for postage.

(b) *Overlapping stamps.* When postage or special-delivery stamps are so affixed to mailable matter that one overlies another, concealing part of its surface, the stamp thus covered shall not be taken into account in prepayment.

(c) *Treatment of matter bearing previously used stamps.* When matter bearing previously used stamps is deposited for mailing (except as provided in § 43.12 of this chapter as to forwarding mail), it shall be treated as "held for postage." (See § 42.16.) Upon receipt of stamps to pay postage they shall be affixed and canceled and the mail forwarded to addressee. A report of each instance where previously used stamps have apparently been wilfully reused for payment of postage shall be submitted to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, accompanied, when practicable, with the envelope or wrapper bearing the stamps in question. (See § 130.23.)

(d) *Stamps not good for postage.* Mutilated or defaced postage stamps, fractional parts of stamps, postage-due stamps, stamps cut from embossed stamped envelopes, newspaper wrappers, or postal cards, or stamps other than postage stamps shall not be accepted or counted in prepayment of postage, and matter bearing such stamps shall be treated as "held for postage," except when bearing special-delivery stamps, as to which see § 53.5 of this chapter.

§ 42.8 *Imitations of or adhesives resembling postage stamps.* Matter bearing imitations of postage stamps or adhesive stamps in form and design resembling postage stamps, shall not be accepted for mailing, and if deposited in the mail shall be returned to the sender, if known, or, if unknown, shall be sent to the First Assistant Postmaster General, with a statement of the facts connected therewith.

CANCELING AND POSTMARKING AT MAILING OFFICES

§ 42.9 *Defacement of stamps by post office of mailing; precanceled stamps*—(a) *Authorization.* Postage stamps affixed to all mail matter or to stamped envelopes in which the same is inclosed shall, when deposited for mailing or delivery, be defaced by the postmaster at the mailing office in such manner as the Postmaster General may direct. When practicable postage stamps may be furnished to postmasters precanceled by printing on them the name of the post office at which they are to be used, under such regulations as the Postmaster General may prescribe. (R. S. 3921, as amended; 39 U. S. C. 365)

(b) *When mail forwarded without stamps canceled.* If any mail matter shall be forwarded without the stamps or envelopes being so defaced, the postmaster at the office of delivery shall deface them, and report the delinquent postmaster to the Postmaster General. (R. S. 3921, as amended; 39 U. S. C. 366)

(c) *Report of failures to cancel stamps.* Report of failures to cancel stamps shall be made to the Third Assistant Postmaster General, Division of Finance.

(d) *Canceling ink prescribed.* Postmasters shall cancel stamps on mail matter by the use of black canceling ink furnished by the department and shall thoroughly and completely deface the stamps.

§ 42.10 *Postmarking*—(a) *Method.* All mail matter deposited in any post office for mailing to domestic destinations (except that of the second class mailed by publishers and news agents without stamps affixed, matter mailed without postage stamps affixed under the provisions of §§ 34.66 and 35.4 of this chapter, matter bearing precanceled stamps, and registered letters and other sealed registered articles which §§ 114.8 (b), and 59.1 (b) of this chapter, stipulate shall be postmarked only on the back) shall be postmarked on the address side, the postmark to show the post-office name in full and the State name in full or abbreviated. All first-class mail, all insured, all c. o. d. mail, and all mail addressed to foreign countries (except second-class matter mailed by publishers and news agents, without stamps affixed, for dispatch to those countries to which domestic conditions apply) shall show, in addition to the post office and State names, the date of mailing. All mail of the first class when dispatched from a post office having an hour-dating stamp shall show the names of post office and State and the date and (unless mailed under the provisions of §§ 35.4 and 35.5 of this chapter) the hour of mailing. Special-delivery mail of all classes, all "special handling" parcels, and all parcels of motion-picture films accepted for mailing at any post office shall be postmarked or otherwise indorsed to how the post office and State and the date and hour of mailing.

(b) *Improper date or erasure of date prohibited.* The willful impression on any mail matter of a postmark bearing any other date than that on which such matter is mailed or of a backstamp bearing a date other than that on which the mail is received at the post office backstamping it or the erasure of any date of a postmark or backstamp, whether for purpose of fraud or deception or to conceal a delay or detention of mail matter or any other official error or delinquency, may subject the offender to dismissal from the service.

§ 42.11 *Special canceling stamps or postmarking dies for advertising purposes.* The Postmaster General may, under such rules and regulations as he may prescribe, grant permission for the use in first- and second-class post offices of special canceling stamps or postmarking dies for advertising purposes in the following cases only: First, where the event to be advertised is for some national purpose for which Congress has made an appropriation; second, where the event to be advertised is of general public interest and importance and is to endure for a definite period of time and is not to be conducted for private gain or profit. Such permit shall not be for a longer period than 6 months and the duration of the event to be advertised. Nothing in this section shall be construed to authorize the expenditure of any postal funds or appropriation either for the purchase of special canceling stamps or postmarking dies or for adapting canceling machines for the use of such stamps or dies or for installing the same, but all expense shall be prepaid by the permittee. Any permission granted under this section shall be revocable in the event the Government shall find it expedient or necessary to use special canceling stamps or postmarking dies for its own purposes (Secs. 1 and 2, 42 Stat. 539; 39 U. S. C. 368).

§ 42.12 *Supervision of postmarking devices and equipment*—(a) *Features under First Assistant Postmaster General.* The supervision of, and issuance of instructions pertaining to, postmarking devices or equipment used by the postal service, insofar as the name of the office or station, date, and hour shown therein are concerned, shall be the responsibility of the First Assistant Postmaster General.

(b) *Features under Third Assistant Postmaster General.* The supervision of, and issuance of instructions pertaining to, the cancellation portion of any postmarking device or equipment used by the postal service or the public, including postage meters, and the inclusion in impressions made by such device or equipment of any advertisements, slogans, pictures, and insignia, imprinted at the same time as the postmark, shall be the responsibility of the Third Assistant Postmaster General.

(c) *Requisition and distribution of canceling dies.* The requisition of, the charge and payment for, and the distribution of canceling dies containing any approved advertisements, slogans, pictures, and insignia used by the postal service shall be the responsibility of the Fourth Assistant Postmaster General. The canceling dies shall be retained in the custody of the postal service.

(d) *Slogans in postage meter impressions.* Slogans that are not objectionable or misleading in themselves, or are not of a scurrilous or defamatory nature or otherwise objectionable, may be printed in connection with postage meter impressions, provided the slogans do not occupy space required at the right end of mail matter for the name and address, permit indicia, postal endorsements, etc. Such approved slogans shall not be arranged in the form of a circle resembling a postmark, nor include figures, dates, or words such as "Insured," "Special," etc., in the form or arrangement in which such matter appears in prescribed postmarks or other postal endorsements. Slogans shall not be so large as to be confused with the indicia, address, or return card on mail matter.

(e) *Dies for postage meters.* Dies for printing advertisements, slogans, pictures, or insignia in connection with the postage indicia on metered matter mailed under the provisions of § 35.4 of this chapter, shall be obtained from the manufacturers of the meter devices.

§ 42.13 *Postmarking stamps*—(a) *Change of dies to show time of dispatch.* The type of postmarking stamps shall be carefully adjusted at the beginning of each day, and where type is furnished to indicate the hour of dispatch or receipt of mail the type shall be changed punctually at the specified period. At offices of the first class the time of postmarking first-class mail shall be changed each hour and half hour and kept one-half hour in advance. For instance, at 1 p. m. the time indicated in the postmark should be 1:30 p. m., and at 1:30 p. m. the time in the postmark should show 2 p. m., etc. At offices other than those of the first class, immediately following a dispatch of mail the postmarking stamp shall be changed to show the time of the next dispatch, except that mail deposited after the last dispatch of the day, but before the closing of the office, shall be postmarked as of that date. Mail deposited after the closing of the office shall be post-marked as of the time of the first dispatch of the following day.

(b) *Broken.* Postmarking stamps and type shall be kept clean. Broken stamps shall be returned to the Fourth Assistant Postmaster General, Division of Equipment and Supplies, except where the wooden handle only is broken, in which case that office shall be requested to furnish a new handle.

(c) *Special stamps not permitted.* Postmasters shall not use any postmarking stamps but those furnished by the Post Office Department. Nothing herein shall be construed to prohibit postmasters from purchasing or renting canceling machines from their personal funds, subject to the approval of the department: *Provided*, That no allowance shall be made for the purchase or rental of such machines in the event the office becomes entitled to a canceling machine under the rules of the department.

(d) *Record of date and time changes.* At all third- and fourth-class post offices a clear and distinct impression of the postmarking stamp shall be made immediately after each change in either date or hour, including Sunday where mail is made up for dispatch on that day. Such record of postmarks shall show every change made in the postmarking stamps and shall be kept in chronological order in suitable record books or on loose sheets to be supplied by postmasters.

SHORT-PAID AND UNMAILABLE MATTER AT MAILING OFFICES

§ 42.14 *Unpaid letters.* All domestic letters deposited in any post office for mailing, on which the postage is wholly unpaid or paid less than one full rate as required by law, except letters lawfully free, and duly certified letters of soldiers, sailors, and marines in the service of the United States, shall be sent by the postmaster * * * to a post office designated by the Postmaster General, to be treated in the same manner as other undelivered letters (unless the deficient postage is furnished, as provided in § 42.16). * * * (R. S. 3937, as amended; 39 U. S. C. 407)

§ 42.15 *Unpaid letters accompanied with money insufficient for one full rate*—(a) *Mailed by same person.* When a number of letters are deposited in a letter box wholly unpaid by stamps affixed, and a sum of money is found in

such box which is not sufficient to pay one full rate of postage on all of said letters, they shall, if mailed by the same person, and he is known and resides within the delivery of the mailing office, be returned to him, together with the money.

(b) *Mailed by different persons.* When such letters are mailed by different persons they shall be notified that the letters are held for postage. If this cannot be done, then the letters shall be treated as "held for postage" and disposed of as provided in the following section, and the money treated as money found loose in the mails and disposed of as provided in § 45.7 of this chapter.

§ 42.16 *Treatment of unpaid or insufficiently paid matter*—(a) *Postmarking and rating up.* When any letter or matter of the first class wholly unpaid or prepaid at less than one full rate, or any matter of the second or third class of obvious value, such as sheet music, pictures, photographs, or pamphlets likely to be of use or value to the addressee, or any parcel of the fourth class not fully prepaid but otherwise mailable, shall be deposited in any post office for delivery in the United States, it shall be postmarked with date of receipt, rated up, and the amount of deficient postage noted thereon. (See § 42.7.)

(b) *If sender known.* When the matter described in the preceding paragraph bears the card or address of the sender, or if he be known to or can be conveniently located by the postmaster, and is within the delivery of the office, it shall be at once returned to him for the required postage. The stamps originally affixed to such matter shall, when it is again presented for mailing, be accepted in payment of postage to the amount of their face value. If the sender be not within the delivery limits of the office, he shall be, if known, notified that the matter is held for postage, and if the postage be not furnished within two weeks the addressee shall be notified, as provided in the following paragraph.

(c) *If sender not known.* When the postage is not furnished by the sender of such matter or he is not known or cannot be conveniently located, the matter shall be indorsed "Held for postage" and the addressee notified by next mail, by an official card (Form 3548) or otherwise, of such detention and the amount of postage required.

(d) *Time of holding.* After the addressee of unpaid or insufficiently paid matter held for postage has been notified of the amount of postage due thereon, such matter shall be held not longer than two weeks, unless the office of address be so remote from the office of mailing that the postage could not be received from the addressee within that time, in which case the matter shall be held not longer than four weeks, except that six weeks may be allowed for the notice to be dispatched and returned between any post office in the Territory of Hawaii and any other United States post office outside the Territories of Hawaii and Alaska, and 90 days for such service between any post office in the Territory of Alaska and any other United States post office not in the same Territory, also, six weeks for such service between any post office in the Canal Zone and any post office in the United States.

(e) *If addressee pays required postage.* If within the prescribed time the required postage is received, stamps of the value thereof shall be affixed to the matter in such manner as to cover a part of the words "Held for postage" and the matter dispatched. If Canal Zone stamps are furnished in response to such notices sent from the United States to the Canal Zone, they should be affixed and the matter dispatched without question as to the stamps.

(f) *If sender subsequently pays postage.* If the sender of any insufficiently paid letter or other matter shall pay the postage, after dispatch of notice to addressee, it shall be indorsed "Postage subsequently paid by sender," the necessary stamps affixed and canceled, and the matter dispatched.

(g) *When to be marked "Unclaimed."* If the amount of unpaid or insufficiently paid postage on any matter of the first class is not received from the addressee at the expiration of two weeks from the date of mailing of the notice, except as provided in paragraph (d) of this section, and prepayment shall not have been made by the sender, such matter shall be marked "Unclaimed" and disposed of as provided in §§ 45.3, 45.5, and 45.6 of this chapter.

CROSS REFERENCE: See §§ 42.7 and 130.23 as to matter bearing stamps not good for postage thereon; § 53.5 as to matter bearing special-delivery stamps, but without proper postage; § 43.6 as to treatment of unpaid or insufficiently paid matter at offices of delivery; §§ 43.12 and 43.42 as to payment of new postage on second-, third-, and fourth-class matter before forwarding or return; § 114.2 as to the treatment of foreign mail matter unpaid; § 43.46 as to matter without value; and Subchapter G of this chapter as to registered matter.

(h) *Matter for local delivery and sender unknown.* When matter wholly unpaid or insufficiently prepaid is deposited at any city delivery post office for local delivery and the sender is unknown, notice of detention need not be sent, but such matter shall be delivered to the addressee by the carrier, and the deficient postage collected by means of postage-due stamps affixed. (See § 43.11.) If the addressee refuses to pay the postage, the matter shall be treated as prescribed by paragraph (g) of this section. (See §§ 45.2 and 45.6.)

§ 42.17 *Misdirected matter*—(a) *Correction of address.* Postmasters and others in the Postal Service shall not attempt to correct post-office addresses on mail matter except as provided in this section and §§ 43.12 and 43.14 of this chapter.

(b) *Not to be dispatched unless destination obvious.* Mail that is misdirected as to post-office name, unless addressed to a known county and State, shall not be dispatched except upon reasonable assurance as to its destination (in which case it shall be indorsed to show by what post office the address is supplied), but shall be returned to the sender, if his name and address are known, with the words stamped or written thereon, "Returned for better direction," together with such information as the mailing office may have as to the correct post-office name. The stamps originally affixed to such matter will, when it is again presented for mailing, be accepted in payment of postage to the amount of their face value.

(c) *When sender unknown and address uncertain.* If the name of the sender is not known and the post-office address cannot be supplied with reasonable certainty at the mailing office, the matter shall be disposed of as unmailable. (See § 42.19.)

(d) *Addressed to known county and State.* Mail not addressed to a post office but to a known county and State shall be dispatched in the mails without change of address. (See § 107.25 (b) (7).)

§ 42.18 *Nonmailable matter; obscene, scurrilous, disloyal, and lottery matter*—(a) *Withdrawal and disposal.* (1) Domestic obscene, scurrilous, disloyal, and lottery matter of any class which has been withheld from dispatch under the provisions of § 36.7 of this chapter and declared nonmailable by the Solicitor under the provisions of §§ 36.2 to 36.6 of this chapter, inclusive, shall be withdrawn from the mails and the sender thereof shall be immediately notified that such matter is nonmailable; and it shall be held for a period of 10 days in the custody of the postmaster, at the end of which time it shall be sent to the proper dead letter branch for disposition.

(2) Obscene and scurrilous matter obviously nonmailable under the provisions of §§ 36.2, 36.3, or 36.4 of this chapter shall, when deposited in a post office, be withdrawn from the mails and sent to the Post Office Inspector-in-Charge of the Division in which the office of mailing is located with a statement of the facts connected therewith. Domestic lottery matter obviously nonmailable under § 36.6 of this chapter shall be sent to the Post Office Inspector-in-Charge of the Division in which the office of mailing is located for disposition, and foreign lottery matter shall be forwarded daily to the Post Office Inspector-in-Charge of the Division in which the office of address is located.

(3) Matter declared nonmailable by the provisions of § 36.8 of this chapter (§ 130.52) shall be sent to proper dead letter branch for disposition. Letters found by a dead letter branch to contain counterfeit money and spurious coins shall be sent to the First Assistant Postmaster General with a statement of the facts connected therewith.

(b) *Refusal of.* Postmasters shall exclude from the mails all nonmailable matter, and when it is known at the time any matter is offered for mailing that it is nonmailable under any statute the postmaster shall decline to receive it.

§ 42.19 *Matter "held for postage," misdirected, of excess weight or size, or damage*—(a) *Disposition of.* The following unmailable matter, when of the first class, shall, if deposited in a post office having a dead letter branch, be treated in the dead letter branch of that office. Such matter posted in a post office not having a dead letter branch shall be sent to the central-accounting post

office and such matter posted in the Territory of Alaska shall be sent to the dead letter branch at the Seattle, Wash., post office; and when of the third or fourth class to the postmaster at the proper division headquarters of the Railway Mail Service.

(1) "Held for postage" matter which cannot be returned to sender and has not been prepaid by addressee, as provided in § 42.16.

(2) Misdirected matter which cannot be dispatched to the addressee nor returned to the sender, as provided in § 42.17.

(3) Excess of weight and size matter, or those packages of domestic matter which exceed the weight or size limited by law. (See §§ 34.74, 35.2, and 35.3.)

(4) Mutilated or damaged matter other than merchandise found loose in the mails, or that which when deposited in the post office is, or before dispatch may become, so damaged that it cannot be forwarded to destination and cannot be returned to the sender. (See § 41.14.)

(b) *Exceptions.* "Held for postage" and misdirected printed matter (nixies) of no obvious value, and samples of merchandise sent for advertising purposes and articles of like character having no salable value, may be disposed of as waste paper or destroyed, as provided in § 43.46 respecting unclaimed printed matter of like character upon which postage-due stamps have not been affixed. Before such matter is disposed of all postage stamps thereon shall be canceled and each piece carefully examined, and if any is found to contain other matter of a higher class it shall be disposed of in accordance with paragraph (a), of this section.

§ 42.20 *Frequency of returns of unmailable matter to dead-letter branches.* At post offices of the first class daily, and at all other post offices weekly, returns shall be made to the proper dead letter branches, or to post offices at division headquarters of the Railway Mail Service, as prescribed in § 42.19 of this chapter, of all unmailable matter deposited therein, except articles of merchandise found loose in the mails, as provided in §§ 45.3, 45.5, 45.6, 45.7, and 45.9 of this chapter, unless other disposition thereof is directed.

§ 42.21 *Disposal of destructive unmailable matter.* When any article of destructive mail matter, except matter absolutely excluded from the mail (see §§ 34.73 and 35.13) is received for forwarding or deposited in the post office, the postmaster shall hold it and notify the sender, whether he live within the delivery of the post office or not, that it can not be transported by mail. If the sender is not known, the postmaster shall notify the addressee of the detention of the package, that it can not be transmitted in the mails and that he must provide some other means for its being forwarded at his own expense outside the mails. If the package is not taken from the post office by or for either the sender or addressee within 30 days, the postmaster shall report the facts to the First Assistant Postmaster General, and await instructions. Intoxicating liquors, poisons, explosives, and articles harmful and dangerous to handle absolutely excluded from the mails under § 35.13 of this chapter shall not be delivered, but shall be held intact and report thereof made to the inspector in charge of the division in which the office of mailing is located. Instructions as to the disposition of such matter will be issued by the inspector in charge.

WITHDRAWAL AND RECALL OF MAIL MATTER AT MAILING OFFICES

§ 42.22 *Withdrawal of mail by sender before dispatch*—(a) *Conditions.* After mail matter has been deposited in a post office it shall not be withdrawn except by the sender, or, in case of a minor child, by the parent or guardian duly authorized to control the correspondence of the writer. Mail deposited by a person adjudicated of unsound mind may be withdrawn by duly appointed guardian.

(b) *Care in permitting.* When request is made for the withdrawal of any mail matter, the postmaster shall ascertain whether the person making the request is entitled to such matter. The applicant should be required, if necessary, to exhibit a written address in the same hand as that upon the matter sought to be withdrawn, and such description of the matter, or other evidence, as will identify the same and satisfy the postmaster that the applicant is entitled to withdraw it.

(c) *Original postage valid.* When matter withdrawn from the mails before dispatch is again presented for mailing, the stamps originally affixed thereto shall be accepted in payment of postage to the amount of their face value.

§ 42.23 *Recall of mail by sender after dispatch*—(a) *Application for.* When the sender of any article of unregistered matter desires its return after it has been dispatched from the mailing office, application therefor shall be made on Form 1509 to the postmaster at the office of mailing. (See § 107.32 as to return of matter by railway postal clerks; § 115.1 as to recall of foreign matter; § 59.68 as to recall of registered matter.) The requirement that the application for the recall of mail matter shall be made through the mailing office will not apply to official mail, but postmasters at offices of destination receiving requests by telegraph, telephone, or mail from executive departments at Washington, D. C., or their regional disbursing officers shall comply promptly therewith and take special care to prevent delivery of Government checks subject to recall.

(b) *Request to be telegraphed.* When application has been made in due form for the recall of an article of mail matter the postmaster shall telegraph a request to the postmaster at the office of address, or to a railway postal clerk in whose custody the matter is known at the time to be, for the return of such matter to his office, carefully describing the same so as to identify it and prevent the return of any other matter. All such telegraphic requests shall bear the proper signature and title of the sender of the message. If air mail is being recalled, the telegram should include; as additional means of identification, the air-mail trip involved, and if the originating office does not have direct air-mail contact, the city and train should be shown to which the mail was dispatched for initial plane connection.

CROSS REFERENCE: Telegrams sent in such cases must be paid for at the regular commercial rates and not at the rates established for official business.

(c) *Return of matter.* On receipt of a request for the return of any article of mail matter the postmaster or railway postal clerk to whom such request is addressed shall return such matter in a penalty envelope to the mailing postmaster, who shall deliver it to the sender upon payment of all expenses and the regular rate of postage on the matter returned (except first-class matter, which is returned without additional charge for returning), and on the envelope or cover thereof postage-due stamps of the proper value shall be placed and canceled. (See § 43.8.) If the mail to which the application relates has been delivered, that fact shall be reported to the mailing postmaster, who shall inform the sender. Under no circumstances shall the addressee be informed that mail has been intercepted or that recall thereof has been requested by the sender.

(d) *Filing of application, receipt, and container.* All applications for the recall of any article of mail matter, together with the proofs submitted therewith, the sender's receipt for such matter, and the envelope or wrapper in which it was enclosed, shall be filed at the mailing office.

§ 42.50 *Withdrawal or detention of mail in transit*—(a) *Misdirected, destructive, and unmailable matter.* Misdirected matter or matter which is liable to injure the person or damage the mails, unless prepared for mailing as prescribed in § 35.18 of this chapter, and all matter which is manifestly obscene, etc., and matter which contains on the outside cover or wrapper, or postal cards, bearing scurrilous or libelous language, etc., and matter which relates to lotteries or similar enterprises, or to fraudulent schemes, which was dispatched from the post office of mailing contrary to the provisions of § 42.18, shall be detained and withdrawn from the mails by any postmaster into whose hands the same may come in transit and treated as though it were originally deposited at his office. (See § 42.21.)

(b) *Publications containing lottery matter.* Newspapers and other publications in transit which contain lottery advertisements or lists of prizes drawn at a lottery shall be held and a report made to the Solicitor for the Post Office Department for instructions.

(c) *Matter not to be withdrawn.* Any matter, except as above provided, which should have been detained at the office of mailing as "held for postage," "excess of weight or size," shall not be stopped in transit. (See §§ 42.16 and 42.19.)

(d) *Misdirected first-class matter.* Misdirected matter of the first class, if it bear the card or request of the sender, shall be withdrawn and returned to him with the words written or stamped thereon, "Returned for better direction." (See § 42.17.)

(e) *Matter addressed to office of same name in other State.* All mail matter

received at a post office addressed to other post offices of the same name in other States shall be endorsed with the word "Missent," also with the postmark of the office, and forwarded by next mail to its destination.

(f) *Postage-due matter not to be stopped in transit.* Matter inadvertently dispatched without prepayment of postage thereon, or which is insufficiently prepaid, shall not be stopped in transit or rated up at intermediate offices.

PART 43—TREATMENT OF DOMESTIC MAIL MATTER AT RECEIVING POST OFFICES

MATTER INSUFFICIENTLY PAID AND COLLECTION OF POSTAGE DUE

Sec.
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UNDELIVERABLE AND UNMAILABLE MATTER AT RECEIVING POST OFFICES

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43.19 Delivery from office of address; exceptions.
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43.25 Delivery of mail addressed to firm or corporation.
43.26 Mail addressed to public officials or officials and employees of firms.
43.27 Pension letters.
43.28 Mail of husbands and wives.
43.29 Mail addressed to minors.
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43.31 Mail addressed to deceased persons.
43.32 When business transferred or corporation dissolved
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43.35 Disputes over mail matter.
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RETURN AND DISPOSAL OF UNCLAIMED MATTER

43.42 Period of detention of undelivered matter in post office.
43.43 Return of undelivered letters.
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43.48 Return of second-, third-, and fourth-class matter.
43.49 Reason for nondelivery to be endorsed on articles.
43.50 Return of matter bearing postage-due stamps.

AUTHORITY: §§ 43.6 to 43.50 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

MATTER INSUFFICIENTLY PAID AND COLLECTION OF POSTAGE DUE

§ 43.6 *Rating up of postage and search for matter improperly rated*—(a) *Authority for.* Postmasters at the office of delivery may remove the wrappers and envelopes from mail matter not charged with letter postage, when it can be done without destroying them, for the purpose of ascertaining whether there is upon or connected with any such matter anything which would authorize or require the charge of a higher rate of postage thereon. (R. S. 3882; 39 U. S. C. 251)

(b) *Examination for matter underpaid.* On opening the mail postmasters shall look over the letters and examine packages and parcels to ascertain whether the postage thereon has been sufficiently prepaid, and shall rate up at double the prepaid rate (see §§ 34.3 and 43.10) the amount found to be due on all matter, not free, dispatched inadvertently without any prepayment. All partly but not fully prepaid first-class matter which is short paid more than one full rate shall be rated with the deficient postage plus an additional charge of 1 cent for each short-paid ounce or fraction thereof. (See § 34.12.) All other partly but not fully prepaid matter shall be rated with the deficient postage at the single rate according to its class and weight. The amount due shall be noted in writing or handstamped on each letter or parcel.

(c) *Matter bearing wrong stamps.* Mail inadvertently dispatched with postage-due stamps affixed, but no others, such stamps representing the full amount of postage, shall be delivered to the addressee without additional charge. If such stamps do not represent the full amount of postage, the deficient postage at the single rate only shall be collected from the addressee. In all such cases the office of mailing shall be reported to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

(d) *Second-class matter containing illegal inclosures.* Matter of the second class without evidence of prepayment of postage by stamps affixed containing illegal inclosures of any character or containing or bearing additions not authorized by § 34.56, or which the postmaster believes was not entitled to the pound rates, shall be delivered without exacting additional postage, but a report of the facts should be made to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, including therein the name, date, and place of entry of the publication, and, where practicable, submitting the copy thereof containing the illegal inclosure or unauthorized addition. (See §§ 34.58 and 84.59.) (R. S. 3882; 39 U. S. C. 251)

§ 43.7 *Underpaid matter addressed to Government departments at Washington, D. C.* * * * Any part paid letter or packet addressed to any of the departments or bureaus, [the executive departments or bureaus thereof and Public Printer] may be delivered free, but where there is good reason to believe the omission to prepay the full postage thereon was intentional such letter or packet shall be returned to the sender. * * * (Secs. 5 and 6, 19 Stat. 335, 336, as amended; 39 U. S. C. 321)

NOTE: This exemption from the payment of deficient postage on matter addressed to the executive departments or bureaus thereof before delivery applies only at the Washington, D. C., post office.

§ 43.8 *Collection of postage due*—(a) *Method.* (1) No mail matter shall be delivered until the postage due thereon has been paid. (R. S. 3900; 39 U. S. C. 272)

(2) * * * Postmasters, before delivery * * * [any matter of the first class upon which one full rate has been prepaid] or any article of mail matter upon which prepayment in full has not been made, shall affix, or cause to be affixed, and canceled as ordinary stamps are canceled, one or more stamps equivalent in value to the amount of postage due on such article of mail matter. * * * (Sec. 26, 20 Stat. 361, as amended; 39 U. S. C. 275)

(b) *Payable in cash.* Postmasters shall not accept postage stamps in payment of postage remaining due on mail matter. The amount due shall invariably be paid in cash.

(c) *Objection by addressee and appeal to department.* If the addressee objects to the payment of the additional postage, he may deposit the amount thereof with the postmaster, who shall give a receipt therefor, and submit to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, a full statement of the facts and the reason for the charge. If the charge be made because the matter is closed against inspection, the addressee may deposit the deficient postage and require the package to be sent unopened to the Third Assistant Postmaster General for his decision whether it be so wrapped as to require it to be rated as matter of the first class; and the postmaster shall promptly transmit it accordingly, under penalty envelope, with proper letter of advice. Should it be held that the matter was prepaid at the proper rate, or if for any reason it appears proper not to insist on the payment of such additional postage, the postmaster will be directed to refund the deposit. (See § 35.9.)

§ 43.9 *Underpaid mail addressed to postmasters.* When insufficiently prepaid matter is addressed to a postmaster he need not pay the additional necessary postage if the matter is not taken out of the office, but it shall be treated as "refused" matter; where, however, such matter is taken out of the office the deficient postage shall be paid.

§ 43.10 *Double postage*—(a) *How charged.* Double rate of postage shall be charged only on matter reaching its destination with no evidence of any prepayment whatever.

(b) *When not to be charged.* When it is apparent from the envelope or wrapper of mail that a stamp has been on it and has been wholly or partially lost off, the postmaster may assume the matter to have been prepaid, but the evidence that the stamp has been affixed shall be from the blank in the impression of the canceling stamp. In such case matter of the first class shall be presumed to have been prepaid one full rate only. (See § 34.12.)

§ 43.11 *Postage-due stamps*—(a) *On what matter used.* Postage-due stamps shall be used for the collection of postage at the office of destination on unpaid or part-paid matter of the first, third, and fourth classes, and of the second class when mailed by others than publishers or news agents, and on undeliverable second-class matter returned to the publisher under the provisions of § 34.63 of this chapter.

(b) *When to be affixed*—(1) *At other than city delivery post offices.* Postmasters at other than city-delivery post offices shall not affix postage-due stamps to part-paid or unpaid matter of any class until the delivery thereof has been requested unless it is addressed for delivery on a rural route (see § 1013). No postmaster shall affix postage-due stamps to part-paid or unpaid matter of the third or fourth class unless there is good reason to believe that the delivery thereof can be effected, as in the case of matter returned to the sender under his pledge guaranteeing the payment of return postage. Postage-due stamps shall not be affixed to matter forwarded by request of addressee, returned to writer, or sent to a dead letter branch, or to post offices at division headquarters of the Railway Mail Service.

(2) *At city-delivery post offices.* At city-delivery post offices postage-due stamps shall be affixed to all part-paid or unpaid mail of the first and second classes received for delivery unless a forwarding order is on file, in which case first-class mail prepaid at least one full rate shall be forwarded without affixing due stamps. In cases where postage due is required on matter which is to be delivered through lock boxes or general delivery, the due stamps shall not be affixed until the deficient postage has been paid.

(c) *When no postage-due stamps on hand.* When postmasters have no postage-due stamps on hand they shall collect the amount of postage due, and as soon as they obtain such stamps an amount equal to the postage collected shall be affixed to a sheet of paper, canceled, and forwarded to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, with a statement of the facts.

(d) *Matter received accompanied with postage-due bill.* When matter is received at any post office, returned to writer, or forwarded from another office on which postage-due stamps have been affixed and canceled, and which is accompanied with a postage-due bill, as provided in § 43.16, such bill shall be returned to the postmaster from whom it is received, accompanied with uncanceled postage-due stamps in the amount named thereon. Upon the delivery of such matter the proper postage shall be collected.

FORWARDING OF MAIL

§ 43.12 *Forwarding of mail*—(a) *First-class matter.* Prepaid letters shall be forwarded from one post office to another, at the request of the party addressed, without additional charge for postage. (R. S. 3940; 39 U. S. C. 410)

(b) *Perishable matter; other matter of second, third, and fourth classes bearing sender's pledge.* Under such regulations as the Postmaster General may prescribe, fourth-class matter of obvious value which is of a perishable nature may be forwarded to the addressee at another post office charged with the amount of the forwarding postage * * *. Other undeliverable matter of the second, third, and fourth classes may be forwarded to the addressee or to such other person as the sender may direct, at another post office, charged with the amount of the forwarding postage * * * when it bears the sender's pledge that the postage for forwarding will be paid, such postage to be collected on delivery, but when the sender refuses to furnish such postage in accordance with his pledge, the acceptance from him of further matter bearing such pledge may be refused. (Sec. 4, 30 Stat. 444, as amended; 39 U. S. C. 276)

(c) *Matter which may be forwarded without additional postage charge.* Mail which can be forwarded without additional charge for postage includes letters prepaid at one full rate, parcels fully prepaid at the first-class rate, postal cards, postcards, and official matter.

(d) *Matter on which additional postage is charged for forwarding.* Additional postage shall be charged on mail of the second, third, and fourth classes every time it is forwarded. Such postage shall be charged on each individually addressed piece, and shall not be computed on the bulk weight of a number of pieces for the same addressee. Mail of these classes which bears the pledge of the sender that postage for its forwarding will be paid (see § 43.48 as to pledge) may be forwarded to the addressee or such other person as the sender may direct in connection with his pledge, at another post office, charged with the amount of the forwarding postage. Fourth-class matter of obvious value which is of a perishable nature may also be forwarded to the addressee charged with the forwarding postage, even though it does not bear such pledge. When mail charged with the forwarding postage is forwarded as provided in this section, such postage shall be collected on delivery by means of postage-due stamps. Other mail of the second, third, and fourth classes may be forwarded to the addressee only, but not unless the addressee, or some one for him, shall have first prepaid the forwarding postage, in which case the necessary stamps shall be affixed and canceled by the forwarding postmaster. In each case the postage for forwarding mail of the third or fourth class shall be computed at the same rate as would be chargeable if the matter were originally mailed at the forwarding office. Matter of the second class when forwarded shall be charged with postage at the transient second-class rate. (See § 34.42.) Before matter is forwarded as herein provided, the postmaster shall make the necessary change in the address thereon, including the name of the new addressee when the sender requests in connection with his pledge to pay the forwarding postage that the matter be sent to some person other than the original addressee.

(e) *Card notice of forwarding.* When the sender of ordinary mail of the third and fourth classes desires to be notified in cases where the matter is incorrectly addressed because of removal of the addressee, he may indicate that fact on the matter itself in such manner as may be prescribed by the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, in which case the postmaster at the office of address shall furnish the desired information, including the new address of the addressee, if known, on card Form 3547, for which a postage charge of 2 cents shall be collected upon delivery of the card notice to the sender of such mail.

NOTE: This regulation applies only to third and fourth class matter sent out in the regular course of business for purposes other than obtaining the address of the person to whom the matter is sent.

(f) *Mail addressed to discontinued post office.* Mail of the second, third, and fourth classes addressed to a discontinued post office may, when the office to which such mail is ordered sent by the department is not convenient for the addressees, be transmitted to such office as they may designate, without additional charge.

(g) *Change of address because of change in postal service.* Patrons of any office who, on account of the establishment of or a change in rural-delivery service, receive their mail from the rural carrier of another office may have their mail of the second, third, and fourth classes sent to the latter office for delivery by the rural carrier without a new prepayment of postage, provided they first file with the postmaster at the former office a written request to that effect. This is not construed as "forwarding" within the meaning of the law.

(h) *Notice to addressee who has filed forwarding order.* When mail of the second, third, or fourth class, except such as may be forwarded charged with the forwarding postage to be collected on delivery as provided in paragraphs (b) and (d) of this section, is received addressed to a person who has filed a forwarding order, notice shall be sent advising him that the matter will be forwarded on receipt of postage therefor.

(i) *Delivery to addressee after notice has been sent.* Mail of the second, third, or fourth class, the addressee of which has been notified of the amount of postage required for forwarding, may be delivered to the addressee at the office from which the notice emanated, without payment of the forwarding charge, provided he shall first revoke his order for forwarding, thus relieving the postmaster of sending notices that are to be inoperative; or, if he does not revoke his forwarding order, the matter may be de-

livered to him on payment of 1 cent for each card notice sent him.

(j) *Mail addressed to persons in United States service.* All mail, whatever its class, addressed to persons in the United States service (civil, military, or naval), serving in the United States or any of its possessions, or en route to or from the United States or any of its possessions, whose change of address is caused by official orders, shall be transmitted as rapidly as possible until it reaches the addressee; the actual location of the addressee for the time being shall be considered as the original destination of the piece of mail matter. Such transmission shall not be considered as "forwarding" in the sense in which that word is used in the Postal Service, and no additional postage shall be required therefor. To assure prompt delivery, mail matter sent to persons in the United States service should include in the address the complete designation of the organization, company, and regiment, vessel, or other branch of the service to which the addressee belongs, and the postage thereon should be fully prepaid. This provision for the free transmission from one post office to another of all mail for persons in the United States service shall not apply to mail (other than that of the first class) for the members of the families of such persons.

(k) *Matter erroneously delivered or addressed.* Any erroneously delivered article of mail on being returned to the post office, and any matter proper to be forwarded free, addressed to the care of another, and returned by him redirected, may be forwarded as if it had not passed from the post office. Matter which has been opened inadvertently upon misdelivery may be forwarded. Unopened letters properly readdressed for forwarding may be deposited in the post office originally addressed, or a letter box of such office.

NOTE: A change of street number to secure delivery at the office of address is not regarded as "forwarding" and does not subject matter to additional postage.

§ 43.13 *Forwarding requests*—(a) *When disregarded.* Requests to forward mail, unless made in writing or by telegram, and those made by any other person than the addressee or his lawful agent or the person in whose care the matter is addressed, except by the sender of matter of the second, third, or fourth class, as provided in § 43.12, shall be disregarded; the husband of an addressee will be presumed her agent when she has not directed her mail to be withheld from his control.

(b) *Unlimited requests.* Unlimited requests for the forwarding of mail to other post offices shall be observed for a period of 2 years, unless revoked, except that such requests affecting general-delivery mail at city delivery post offices shall expire at the end of 30 days unless renewed.

(c) *Reforwarding permitted.* The direction may be changed and matter reforwarded upon request as many times as may be necessary to reach the addressee.

(d) *Matter to be expedited.* Matter entitled thereto shall be promptly forwarded.

(e) *Record of changes of address.* At city delivery offices the city carriers shall record only changes of address (local changes and forwarding orders) of patrons, and the records of permanent removal shall be retained and observed for 2 years. (See § 50.6.)

(f) *Forwarding on trial.* Letters shall not be forwarded on trial. A postmaster at whose office a letter cannot be delivered may forward such letter to another office if he has special reason to believe it can be delivered therefrom.

§ 43.14 *Forwarding of misdirected matter when address supplied*—(a) *Without additional postage.* The address on all misdirected ordinary matter which bears as a part of the address the name of a street, hotel, or other local identifying address, showing that it is intended for delivery at a certain other post office, may be corrected and the matter transmitted to its proper destination without payment of additional postage, provided it is reasonably certain that the matter can be delivered at such other office, and the amount of postage originally prepaid is sufficient to cover the charge from the office of mailing to the one to which it is sent. This course shall be followed only where the address itself bears a local identifying address or other tangible evidence clearly showing that the matter is misdirected. In all other cases mail plainly addressed to an office, but undeliverable thereat, shall be disposed of as provided in §§ 43.42 to 43.50, inclusive, and § 34.63.

(b) *Postmark and indorsement.* Each piece of obviously misdirected mail transmitted to another office in accordance with the foregoing shall bear the postmark of the office where the address is corrected, with its current date, below or following the words "Deficiency in address supplied by" or some other stamp or indorsement giving like information.

§ 43.15 *Letters under cover to postmasters.* Postmasters shall forward all matter of the first class on which one full rate of postage is prepaid which may be received under cover from any other post office with or without request to mail the same. Before forwarding they shall cancel the stamps and indorse in writing or stamp on such matter the following:

Received at _____ _____, under cover from the post office at _____ _____.

When the name of the mailing office does not appear, the indorsement shall be made as indicated, leaving the last two spaces blank. The foregoing shall not apply to matter received for mailing under the provisions of § 91.1 (b) of this chapter, or to philatelic covers submitted by collectors or others.

§ 43.16 *Forwarding of matter bearing postage-due stamps*—(a) *With postage-due bill.* When at a city delivery office matter to which postage-due stamps have been affixed and canceled is forwarded to another post office within the United States, a numbered postage-due bill, stating amount due and name of the person from whom it is to be collected, shall be attached to and sent with the matter.

(b) *To foreign countries.* When domestic mail on which postage-due stamps have been affixed is forwarded to foreign countries, the postage-due bill indorsed "Foreign letters forwarded", shall be attached to the "dead-letter bill" and sent to the central-accounting postmaster. (See § 45.6.)

UNDELIVERABLE AND UNMAILABLE MATTER AT RECEIVING POST OFFICES

§ 43.17 *Nonmailable matter which reaches office of delivery*—(a) *To be held subject to order.* All matter declared nonmailable by section 334 of Title 18, which shall reach the office of delivery, shall be held by the postmaster at the said office, subject to the order of the Postmaster General. (Sec. 21, 20 Stat. 360, as amended; 39 U. S. C. 243)

(b) *Treatment of.* All matter received at offices of delivery which is manifestly obscene, etc. (see § 36.2), and matter which contains on the outside cover or wrapper, or posal cards, bearing scurrilous or defamatory language, etc., and matter which relates to lotteries or similar enterprises, or to fraudulent schemes, which was through inadvertence dispatched from the mailing office contrary to the provisions of § 42.18 of this chapter shall be withdrawn from the mails and treated as provided in said section.

§ 43.18 *Matter for fictitious addresses*—(a) *Not to be delivered.* Ordinary mail matter addressed to fictitious persons or firms, to initials, or to no particular person or firm, unless directed to be delivered at a designated place, as a post-office box, street and number, or to the care of a certain person or firm within the delivery of the post office, shall not be delivered and shall be sent to the proper dead-letter branch, or to post offices at division headquarters of the Railway Mail Service, as prescribed by § 45.2, unless the envelope contains the card of the sender or a request to return, in which case such letters or packages shall be returned accordingly.

(b) *Suspected fictitious address to be reported.* Whenever a postmaster has reason to believe that a street or number, designated place, box, or address in care of another is being used by anyone for conducting, under a fictitious address, correspondence forbidden circulation in the mails, he shall promptly report the fact and the reason for his belief to the Solicitor for the Post Office Deparment and await his instructions, giving notice at the same time at the place where such mail matter has been received that, pending instructions from the Post Office Department, the claimant of such matter must call at the general delivery to receive it upon establishing his identity. (See §§ 36.1 and 36.10.)

(c) *"Santa Claus" letters.* Postmasters may deliver all letters on which postage has been fully prepaid, arriving at their respective post offices, during the month of December of each year, which are addressed plainly and unmistakably to "Santa Claus," without any other terms or expressions identifying the person for whom such letters are intended, to responsible charitable in-

stitutions or reputable individuals in the town or city of address who may desire to use them exclusively for philanthropic purposes. Letters of the character described addressed for local delivery, on which the postage is wholly unpaid or paid less than one full rate, also may be delivered to such institutions or individuals upon the payment of the postage with which they are chargeable. In the event that these letters are requested by more than one institution or individual, the postmaster shall distribute them in such proportion as he may deem proper.

When no voluntary request is presented, postmasters shall forward without delay all "Santa Claus" letters to the proper dead letter branch in accordance with § 42.14 of this chapter.

DELIVERY OF MAIL

§ 43.19 *Delivery from office of address; exceptions*—(a) *Delivery in transit when permitted.* Mail shall be delivered from the post office to which it is addressed. When the dividing line of delivery service of two post offices is the middle of a street and mail for a patron located on either side of that street is addressed to either office, delivery will be effected from the office of address. Mail shall not be withdrawn for delivery in transit, except as provided herein and in §§ 116.1 to 116.26, inclusive, relating to matter liable to customs duties.

(b) *Addressed to discontinued office.* Mail addressed to a discontinued post office shall be delivered from the office to which mail is sent by order of the department. (See § 43.12)

(c) *When delayed by casualties.* A postmaster at whose office mail matter in transit is lying delayed by flood or other casualty which has made the mail route impassable may deliver such matter to the parties addressed upon their personal or written applications and identification, or may deliver all of the mail for a particular office to which mail cannot be regularly carried on account of such casualties upon the personal application of the postmaster or a sworn employee of such office.

(d) *To members of Army and Navy in active service.* Mail addressed to officers and soldiers of the United States Army and State militia in the field and officers, sailors, and marines of the United States Navy in active service may be forwarded and delivered, in accordance with instructions from the proper military and naval authorities.

(e) *To representatives of foreign governments.* Mail matter addressed to any ambassador or other diplomatic representative of a foreign government may, on his request, be delivered from any post office through which it may be passing, the postmaster being sure of his identity.

(f) *To post office inspectors.* Mail matter addressed to a post-office inspector shall be delivered to him upon his request from any post office through which it may be passing, or by any railway postal clerk when assured of the inspector's identity by inspecting his commission.

(g) *In transit to intermediate post office.* Ordinary mail matter in transit to an intermediate post office which is supplied by closed pouch by rural carrier may be delivered from the distributing office on Sundays and holidays or in an emergency, when the office is open to the public, upon addressee's personal or written application, with satisfactory identification.

(h) *In transit to special-supply office.* Ordinary mail matter in transit to a post office receiving special supply may be delivered from the distributing office upon addressee's personal or written application with satisfactory identification.

CROSS REFERENCE: See § 60.10 (n), as to registered, insured, and collect-on-delivery mail.

(i) *In transit to star route office.* Ordinary mail in transit to a post office located on a star route may in cases of emergency be delivered from the distributing office upon personal or written application of the addressee, with satisfactory identification.

(j) *Matter carried out of mail and delivered by star or rural carrier.* Mail matter of patrons of a post office shall, at their request, be delivered to a star or rural carrier to be carried out of the mail and handed to them on his route before he passes another post office.

(k) *To post office employees or their families.* Mail matter addressed to a post-office employee or to any member of his family, coming into his hands in the course of distribution and separation for delivery, shall not be withdrawn from the mails by such employee without first being submitted to the postmaster or a duly designated supervisor in charge of the work to which the employee is assigned.

CROSS REFERENCE: See § 114.15 (d), regarding delivery of mail from foreign countries by postmasters at ports of arrival.

§ 43.20 *Delivery of ordinary mail*—(a) *To person addressed or to his order.* Mail matter should be delivered to the person addressed or in accordance with his written order. Ordinary letters bearing the word "Personal" in connection with the address shall be delivered as other mail for the addressee is delivered.

(b) *Delivery upon verbal request through third person.* When the addressee habitually sends for or receives his mail through his clerk, servant, agent, or some member of his family, and recognizes or acquiesces in such delivery, no written order need be required. When a person requests delivery to him of the mail of another, claiming that the addressee has verbally given him authority to receive it, the postmaster, if he doubts the authority, may require it to be in writing, signed and filed in his office.

(c) *Identification of addressee.* When a postmaster is in doubt as to the identity of the person claiming to be the addressee, he may require proof, and shall exercise great care to make proper delivery, especially where mail matter appears to be of value.

(d) *Where two patrons have same name.* Where two or more persons of the same name receive mail at the same office, the postmaster shall advise them to adopt some address or means by which their mail may be distinguished. The postmaster may deliver such matter according to his best judgment.

(e) *Mail addressed to several persons.* Mail matter addressed to several persons may be delivered to any one of them.

(f) *Mail addressed "in care of."* Mail matter addressed to a person in care of another shall be delivered to the addressee, if he so directs, rather than to the person in whose care it is addressed. In the absence of such direction, it shall be delivered to the first of the two persons who may call for it. (See § 43.36.)

(g) *Delivery to agent of several persons*—(1) *In general.* Any number of citizens may employ an agent and give him a written order on the postmaster for their mail; and when such order is presented to the postmaster, the mail for such persons and also mail addressed in care of any such persons shall be delivered to the designated agent.

(2) *Application for delivery to agent.* All persons or firms who receive mail as agents for other persons or firms not *bona fide* occupants of premises to which mail is addressed, may be required by the local postmaster to file with him, for identification purposes, a written application of the addressee for such delivery of mail. A signed copy of the application shall be kept on file by the agent. Forms of application may be obtained from the local postmaster.

(h) *Mail addressed to persons at educational or public institutions.* Mail matter addressed to students at educational institutions and mail matter addressed to inmates of public or private institutions shall be delivered in accordance with the order of the addressee unless the addressee is a minor or has been adjudicated of unsound mind. In the absence of an order, such mail shall be delivered as though addressed to the institution. Where the addressee is a minor or has been adjudicated of unsound mind, his mail should be delivered in accordance with § 43.29 or § 43.30, whichever is applicable.

(i) *Disputes.* In case of dispute where two or more persons claim the same mail and the postmaster is in doubt as to his duty, he should proceed in accordance with § 43.35.

§ 43.21 *Retention of mail at request of addressee.* Ordinary mail, except that of the first class bearing the return cards of the senders, may be retained at the office of address at the request of the addressee for a period of 60 days. If the request is for a longer period, the postmaster shall submit the question to the First Assistant Postmaster General with a statement as to whether it would be practicable to comply with such request. First-class mail bearing return cards shall not be held at the request of the addressee beyond the time indicated in such cards. (See § 43.44.)

§ 43.22 *Delivery of mail at city delivery offices*—(a) *In general.* All mail addressed to residences and business houses within the city delivery limits of a city or town shall, as far as possible, be delivered by letter carriers. Mail addressed to street and number shall be delivered by letter carriers unless the

addressee directs otherwise. If a patron so directs, all of his mail, however addressed, shall be delivered by carrier or through his post-office box; otherwise it shall be delivered as addressed.

(b) *Use of city directories.* At letter-carrier offices where a city directory is available it shall be used when necessary to ascertain the addresses of persons to whom letters are directed.

(c) *Mail entitled to directory service.* (1) At letter carrier offices having directory facilities directory service shall be given to certain mail which cannot be delivered due to lack of address or indefinite address, or which fails of delivery at the address given. Such service should be centralized at the main office or the point of centralized distribution. The following mail is entitled to directory service:

(2) Registered, insured, c. o. d., special delivery mail of all classes, special handling parcels, and foreign mail except circulars.

(3) All first-class mail from out of town which cannot be properly endorsed "Removed—Left no address."

(4) Transient second-, third-, and fourth-class matter of obvious value (the sender's guarantee to furnish return postage does not entitle to directory service matter of this class which is not otherwise "of obvious value").

(5) Letters from out of town, with or without return cards and not specifically addressed, should be given directory service, and if specific addresses cannot be supplied, should be given general delivery service.

(6) Letters from out of town without return cards and specifically addressed which cannot be supplied with correct addresses by directory service, should be held in the directory section for 1 week, and if unclaimed, treated as dead letters.

(7) Letters from out of town bearing return cards and specifically addressed which cannot be delivered as addressed or cannot be properly endorsed "Removed—Left no address," should be given directory service, and if correct address cannot be supplied, should be returned promptly to the senders.

(8) Letters of local origin without return cards should be given directory service, and if correct addresses cannot be supplied, should be held in the directory section 1 week and then disposed of as dead letters.

(9) Indefinitely addressed first-class matter or other matter of obvious value, apparently intended for delivery on a rural route, shall be examined by an experienced employee having a wide knowledge of rural patrons. If addressee is not known, the mail shall be given directory service, provided a directory listing rural patrons is available. When directory service is not given, the mail shall be examined by each rural carrier before being treated as undeliverable. The carrier, if unable to effect delivery, shall appropriately endorse it as evidence of his examination. At large cities where rural routes emanate from different stations, the examination shall be made only at the station indicated by the local address shown on the matter.

(d) *Mail not entitled to directory service.* (1) Letters of local origin bearing return cards, with or without specific address, shall be returned at once without directory service when they are undeliverable as addressed or a change of address is not on file.

(2) Letters of local origin, without return cards and specifically addressed, properly endorsed "Removed—Left no address," shall be held in the directory section 1 week and then disposed of as dead letters without directory service and without general delivery service.

(3) Letters from out of town bearing return cards and specifically addressed which are properly endorsed "Removed—Left no address," should be returned promptly to the senders without directory service.

§ 43.23 *General delivery service*—(a) *Use of.* Mail bearing as a part of its address the indorsement, "Transient," "To be called for," "General delivery," or other words indicating that it is intended for a transient person, shall be placed in the general-delivery case to be delivered upon application and proper identification, except as hereinafter provided. (See § 43.18.)

(b) *At offices having city or village delivery.* At city and village delivery offices, persons supposed to be residents who call at the general delivery for mail shall be requested to furnish in writing their names and addresses (Form 1527) together with their reasons for desiring to use the general delivery instead of carrier service. Minors shall be required to furnish the same information, as well as the names of their parents or guardians, whose written consent shall accompany the application. (See § 43.29.) The general-delivery privilege shall not be extended to patrons whose mail can be delivered regularly by city or village carrier, except in cases where the reasons assigned are wholly satisfactory to the postmaster.

(c) *At offices not having city or village delivery.* Postmasters at offices not having city or village delivery service may notify the parents of minors in all instances where it appears that such minors are using the general-delivery or post-office boxes for receiving mail under objectionable circumstances.

(d) *Undelivered matter.* Mail with or without sender's return request that is not addressed as indicated in paragraph 1, nor to a post-office box, street, or rural-route number, shall be placed in the general-delivery case when the address cannot be supplied in the directory section (see § 43.22), unless it is addressed in care of a person whose address is known to the distributing clerks or carriers at an office not equipped with a directory.

§ 43.24 *Use of post office boxes*—(a) *Restrictions.* The use of a box shall be restricted to the renter thereof, the members of his household, and those connected with him in business.

(b) *By members of household.* Mail addressed to the members of the household of a box holder, including visitors, servants, and transient and temporary boarders, or in his care, and mail for confidential or official employees may be placed in his box.

(c) *By firm.* A firm renting a box may have placed therein all mail matter addressed to its name and to any of its official employees. By the consent of all the members of a firm any member thereof may have mail addressed to himself or members of his family deposited in the box assigned to the firm's use.

(d) *By corporation, association, or society.* When a box is rented by a corporation, association, or society, mail for its officials may be placed therein.

(e) *By college or public institution.* Mail matter addressed to the students and employees at a college, seminary, or school, who board therein, or to inmates and employees of any public institution, may be placed in the box rented by such college, school, or institution, if consistent with the usage and rules thereof.

(f) *By hotel or boarding house.* Mail addressed to guests or transient boarders at a hotel or boarding house should be placed in the box assigned to such hotel or house, or the proprietor thereof.

(1) Managers of hotels and officers of clubs, boards of trade, and exchanges, should not hold unclaimed mail addressed to their care longer than 10 days, except at the request of the person addressed, and should redirect it for forwarding if the present address is known; otherwise, such mail should be returned to the post office.

(2) With a view to obtaining a more satisfactory and uniform handling of mail at the larger hotels catering to transients, the following instructions should be observed:

(i) An inspection of hotel mail should be made by a post-office employee at least every 10 days. Care should be taken in examining mail to see that all of it is addressed to the hotel inspected.

(ii) Ordinary letters and parcels that have been held for 10 days should be withdrawn, unless the addressee requests that it be held longer.

(iii) No mail should be returned to the post office until reviewed by the hotel clerk, who may hold the mail for future delivery if he has reasons to believe that such future delivery may be effected.

(iv) Mail which cannot be delivered or forwarded by the larger hotels catering mainly to transients, and that which is not retained at the request of the addressee, should be endorsed "Not at hotel" and returned to the post office by the hotel. Such mail should not be accorded directory service. Change of address orders which guests file through the post office or with the carrier should be turned over to the hotel. A supply of Forms 22 and 22–B should be furnished the hotels to be handed to departing guests.

(v) In the case of smaller hotels and those classed as family or apartment hotels, lodging houses, etc., served by city carrier, the handling and forwarding of mail should be the same as that for other patrons on the route.

(vi) Before delivery of registered, insured, or c. o. d. mail to a hotel, it should be ascertained, if practicable, if the addressed has left the hotel and furnished a forwarding order. Such an order, when vouched for by the hotel, may per-

mit forwarding or return of the article before removal from the Postal Service without additional charge for registry, insurance, or c. o. d. fee.

(vii) The hotel should keep a record of registered, insured, and c. o. d. mail which shall show date of receipt, original registration, insurance, or c. o. d. number (except in the case of parcels insured at the minimum fee), name of the post office and State of origin, exact address borne by the article, condition of article if other than good, manner of disposition, and the date of disposal. If an article is delivered, the addressee should be required to sign for it at the time he receives it from the hotel. If the article is forwarded or returned, the complete new address should be recorded by the hotel.

(viii) The hotel record should be checked by hotel employees at frequent intervals with the registered, insured, and c. o. d. mail on hand to secure prompt disposition of such matter and prevent its being stored in the hotel safe or vault and forgotten.

(ix) Registered mail should be kept in a safe; parcels in a vault or safe place. Dated cards bearing addressees' names should be kept in the general-letter case, marked "registered," "insured," "c. o. d." or "parcels," as the case may be. The cards should be withdrawn when delivery is effected.

(x) Mail to be forwarded or returned as registered, insured, or c. o. d. should not be deposited in the ordinary mail. It should be turned over to a postal employee for treatment in accordance with current instructions on the subject.

(xi) In checking for lost mail, different records maintained for all classes of mail should be gone through before signature is taken for nondelivery on claim voucher.

(xii) Complaints or inquiries involving domestic or international registered, insured, or c. o. d. mail should be made at the post office.

(xiii) A complete record should be made by the hotel, if possible, of ordinary parcels received daily and their disposition, showing when forwarded, whether by mail or otherwise, or returned to the sender.

(xiv) Some hotels notify senders of all uncalled for packages after they have been on hand for 10 to 20 days, advising the sender that the parcel is on hand and requesting advice as to its disposition. This keeps their parcel post down to a minimum, resulting in fewer losses and inquiries.

(xv) As changes frequently occur in the personnel of large hotels, it is essential that close touch be kept with the management in the interest of uniform and efficient cooperation. A competent hotel employee is usually in charge of the mail desk, and the procedure to be followed should be explained to him fully, as well as the responsibility involved.

(xvi) The successful operation of this system of handling and checking hotel mail will depend on careful supervision in general by the post office employees concerned. Obviously good judgment will be needed to direct the greater amount of attention to the larger hostelries catering to transients.

(g) *Mail addressed to box number.* Mail addressed merely to the number of a box may be delivered to the holder thereof as long as no improper or unlawful business is conducted in this manner.

(h) *Matter without postage not to be put in box.* Bills and circulars shall not be placed in boxes by postmasters for themselves or anyone else without payment of regular postage thereon.

(i) *Handing out mail from lock boxes.* Postmasters may hand out mail from lock boxes or drawers when the holder or such person as may be authorized to take the mail has forgotten the key or cannot open the box.

§ 43.25 *Delivery of mail addressed to firm or corporation*—(a) *Use of business name.* A person being engaged in a legitimate business and having adopted a business name may when duly identified, receive his mail, registered or ordinary, by that name as well as by his proper name.

(b) *Mail addressed to firm.* Mail matter addressed to a firm may be delivered to any member thereof. Postmasters shall not decide disputes between members of an existing firm as to delivery of its mail. Where the mail has previously been delivered through a box or general delivery such delivery shall be continued; if through carrier the mail shall be handed to any member of the firm.

(c) *Mail addressed to corporation.* Mail matter addressed to a corporation shall be delivered to the agent or officer conducting its correspondence or to the person authorized to receive it.

§ 43.26 *Mail addressed to public officials or officials and employees of firms*—(a) *To public official.* Mail matter addressed to a public official by his official title shall be delivered to the person actually holding the office designated in the address.

(b) *To officer or employee of firm.* Mail matter addressed to an employee or to an officer of a corporation or other firm by his official title (e. g., John Doe, President, John Doe Corporation) shall be delivered in accordance with the order of the corporation or firm.

(c) *To place of employment.* Mail matter addressed personally to the addressee at his place of employment (e. g., Mr. John Doe, Richard Roe Corporation) shall be delivered in accordance with the employee's order. In the absence of an order, such mail may be delivered as though addressed to the employer, unless the employer refuses to receive it.

§ 43.27 *Pension letters*—(a) *Transmission by mail.* Pensions, compensation, insurance, or other allowances or benefits provided for by laws administered by the Veterans' Administration shall be paid by checks drawn, pursuant to certification by the Administrator of Veterans' Affairs, by the Division of Disbursement of, the Treasury Department in such form as to protect the United States against loss without separate vouchers or receipts, and payable by the Treasurer of the United States, except in any case in which the Administrator of Veterans' Affairs may consider a voucher necessary for the protection of the Government. Such checks shall be transmitted by mail to the payee thereof at his last-known address, and the envelope or cover thereof may bear an appropriate notice of the prohibition hereafter set forth in this section.

(b) *Prohibitions from delivery of letters bearing notice thereof.* Postmasters, delivery clerks, letter carriers, and all other postal employees are prohibited from delivering any mail addressed by the United States bearing such notice and containing any such check (except that in the case of checks in payment of allowances and benefits other than pensions, compensation, or insurance, the prohibition shall apply only insofar as the Administrator of Veterans' Affairs deems it necessary to protect the United States against loss), to any person whomsoever, if the addressee has died or removed, or in the case of a widow believed by the postal employee intrusted with the delivery of such mail to have remarried (unless such mail is addressed by the United States in the name which the widow shall have acquired by remarriage); and the postmaster in every such case shall forthwith return such mail with a statement of the reasons for so doing, and if because of death or remarriage, the date thereof, if known. (Sec. 3, 37 Stat. 312, as amended; 38 U. S. C. 50)

NOTE: The word "mail" as used in the law refers to letters containing checks in payment of pension drawn without separate vouchers or receipts, and the word "removed" has reference to removals beyond the delivery of the post office to which the mail is addressed and not to changes of residence or address within the delivery of such office. A temporary absence is not a removal within the meaning of the law.

(c) *Facts about addressee to be ascertained before delivery.* Before delivering a letter the envelope of which bears instructions referring to the act of June 3, 1936 (a provision of which act constitutes paragraph 1 of this regulation), the postal employee intrusted with the delivery of such letter shall ascertain that the addressee is living, has not removed from the delivery of the post office addressed, has not reenlisted in the military or naval service of the United States, is not under guardianship, and, if a widow, has not remarried.

(d) *When and how to be delivered.* If the addressee has not died, reenlisted, removed, or, if a widow, remarried, the letters bearing instructions under the act of June 3, 1936, may be delivered to the addressee, or without his or her written order, to any member of his or her family or household, his or her clerk, servant, or agent who has been in the habit of receiving the addressee's ordinary mail with his or her knowledge and consent, or to any responsible person who presents the addressee's written order, except that in no case shall such mail be delivered to a claim agent, attorney, or broker. Such letters shall not be forwarded to another post office. The postmaster of any office to which such a letter has been inadvertently forwarded shall not effect delivery thereof but shall immediately return such letter to the post office of original address, such return to

be made in post office penalty envelope together with a memorandum referring to the instructions printed on the Treasury Department envelope.

(e) *Letters not bearing instructions.* Letters from the Veterans' Administration, including those from the Disbursing Officer of that office, not bearing such instructions, addressed to a pensioner, a claimant for pension, or a payee of the pension (in whole or in part) of another person, may be delivered to the addressee, to his or her guardian, to the person in whose care they may be addressed, if a responsible person, or to a member of the addressee's family or household, or other person to whom other mail for the pensioner is delivered. They may also be forwarded at the addressee's request. They shall not be delivered to or placed in the box of an attorney, claim agent, or broker, even upon the addressee's written or verbal order or request. They shall not be held for delivery beyond the period given in the card request; and if the addressee has died, they shall be returned immediately with a statement of that fact and the date of death, if known.

NOTE: A payee of the pension of another person may be the wife (not widow) of a pensioner, the guardian of such wife of the pensioner, or his child or children.

§ 43.28 *Mail of husbands and wives.* Neither husband nor wife can control the delivery of matter addressed to the other. When so instructed, a postmaster shall refuse to deliver mail to the husband which is addressed to the wife, or mail to the wife which is addressed to the husband. In the absence of instructions to the contrary the wife's mail should be placed with the husband's and delivered to him with his own, unless they be known to live separately.

§ 43.29 *Mail addressed to minors*—(a) *Control of delivery.* Mail matter addressed to minor children should generally be delivered in accordance with the directions of their father, or, if he be dead, of their mother, unless the minors be under guardianship, in which event their mail shall be delivered as the guardian may direct. If deemed necessary the postmaster may require the directions to be in writing.

(b) *When to be delivered direct.* (1) In the absence of directions from a parent or guardian or one authorized to control the correspondence of a minor, mail matter addressed to such minor shall be delivered to him or her.

(2) Mail matter addressed to a minor who is not dependent upon a parent for maintenance and support, and does not reside with a parent or guardian or with some one in whose charge he may have been placed, shall be delivered to the minor, or in accordance with his instructions.

(c) *When addressee deceased.* Mail matter addressed to a deceased minor who up to the time of decease resided with parents or guardian may be delivered to the parent or guardian; but if the minor left a husband or widow, delivery may be made to him or her.

(d) *At educational institutions.* At colleges and similar institutions, where students have been placed under the charge of the principal by their parents or guardians, and where the rules of the institution provide that the principal shall have control of mail matter addressed to such students as are minors, such mail shall be delivered in accordance with the order of the principal. If, however, the principal has not authority from the parent or guardian to control the mail of the children placed under his care (which authority is understood by an acceptance of the rules, that being one), such mail shall not be delivered to the principal against the wishes of the scholar.

§ 43.30 *Mail for persons adjudicated of unsound mind.* Mail addressed to a person who has been adjudicated of unsound mind shall be delivered in accordance with the directions of his duly appointed guardian. In the absence of such directions, it should be delivered as addressed.

§ 43.31 *Mail addressed to deceased persons*—(a) *Persons entitled to delivery.* Mail matter other than pension mail addressed to a deceased person shall be delivered to the executor or administrator of his estate; if there be none, delivery may be made to the surviving husband or wife unless there be other claimants. If a person other than the executor, administrator or surviving spouse claims the right to receive mail of a deceased person, the postmaster shall report the facts with a written statement from the claimant to the Solicitor and await his instructions. If there are conflicting claims for such mail, the postmaster should proceed as provided in § 43.35.

(b) *When there is no claimant.* When there is no executor, administrator, surviving husband or wife, and no other claimant establishes his right to receive the mail of a deceased person, the mail should be marked "deceased" and returned to the sender; or if the sender is unknown, the mail should be sent to the proper dead letter branch, with the return of unclaimed matter, with a statement of the facts. (See § 45.2.)

§ 43.32 *When business transferred or corporation dissolved*—(a) *Dissolution.* Mail matter for a dissolved corporation shall be delivered to the receiver or other legal representative authorized to settle its affairs.

(b) *Assignment, receivership, or bankruptcy.* When the business of a firm, corporation or individual has passed into the hands of an assignee, receiver, or trustee in bankruptcy, the mail matter of such firm shall be delivered to the assignee, receiver, or trustee in the following cases:

(1) Where a copy of the assignment is filed with the postmaster and it authorizes the assignee to receive the mail.

(2) Where a copy of the Order of Court authorizing the receiver or trustee to receive the mail is filed with the postmaster.

(3) Where the members of the firm or the officers of the corporation to whom the mail is addressed consent that the receiver or trustee shall receive it, or fail to object when notified that the receiver or trustee has claimed it.

(c) *Sale or dissolution of a business.* When a business is sold or dissolved no change should be made in the manner of delivering the mail in the absence of directions by either of the parties. If the parties give conflicting directions regarding the delivery of mail or it is manifestly improper to continue to deliver it in the same manner as before, the postmaster shall deliver the mail to the party entitled to receive it under the agreement of sale or dissolution.

(d) *Reference to the Solicitor.* If the postmaster is in doubt as to the party properly entitled to receive the mail under this section, he shall request instructions from the Solicitor in the manner provided in § 43.35.

§ 43.33 *Court orders affecting delivery of mail.* When mail matter is claimed by different persons and suit is instituted between them to determined their rights thereto, any order of the court affecting the delivery of the mail shall be obeyed.

§ 43.34 *When more than one business has same name.* Attempts to secure the mail of an established house, firm, or corporation through the adoption of a similar name shall not be recognized. When disputes arise between individuals, firms, or corporations as to the use of a name or designation, matter addressed to a street, number, or building shall be delivered according to such address. When not so addressed, the mail shall be delivered to the firm or corporation which first adopted the name of the address at that place, except when a dispute exists as to the right of that firm or corporation to receive mail under the name in question.

§ 43.35 *Disputes over mail matter*—(a) *Withholding delivery of mail in dispute.* Whenever a dispute arises as to which patron is entitled to the delivery of any mail, the postmaster shall retain the disputed mail until the proper disposition of the mail is determined.

(b) *Receiver for mail.* When patrons make conflicting claims to mail matter and no other agreement can be reached as to its proper delivery, the postmaster shall request the parties to agree on a receiver for the disputed mail.

(c) *Reference to the Solicitor.* When patrons disputing the right to receive the same mail matter do not agree upon a receiver, the parties shall be required to submit to the postmaster written statements as to the grounds of their claims. Such statements shall be supported when possible by the documents or copies of documents (e. g., contracts, assignments, court orders) upon which the parties rely. If after receipt of the statements of the parties, the postmaster is in doubt as to the proper disposition of the mail, he shall submit the statements of the parties together with a full report of his own to the Solicitor. On the basis of the papers submitted, the Solicitor will determine the proper disposition of the disputed mail.

§ 43.36 *Packages of second-class matter*—(a) *Delivery of separate copies.* When bulk packages of second-class matter are received at any post office, addressed thereto, they shall be opened and the separate copies of the publication contained in such packages shall

be delivered according to the addresses thereon. (See §§ 34.45 to 34.47, and 34.62.)

(b) *For club subscribers, names to be written on separate copies.* When a package of second-class matter, intended for a club of actual subscribers at any except a letter-carrier office, is addressed to one of the members of such club, the addressee may call at the post office and write addresses on the single copies, which shall be delivered without payment of additional postage (see § 34.62); but the package cannot be taken away from the post office and the copies returned again for delivery or transmission in the mails unless additional postage is paid at the rate for transient matter of the second class (see §§ 34.45 to 34.47).

§ 43.37 *Letters "Opened by mistake"*—(a) *Treatment of.* When a letter intended for one person is delivered to another of the same name and returned by him, the postmaster shall reseal the letter in the presence of the person who opened it and request him to write upon it the words "Opened by me through mistake," and sign his name; the letter shall then be replaced in the post office. If the person who opens the letter is unable to sign his name, the postmaster shall make the indorsement and have the person sign by "mark" in presence of a witness.

(b) *Considered as sealed matter.* A letter opened by mistake shall be treated until its proper delivery as though it were sealed. Postmasters shall not examine the contents of such letters, but shall confine themselves to the information upon the envelope or wrapper.

§ 43.38 *Valuable letters received from dead-letter branch*—(a) *Treatment in delivery.* When dead letters containing money or other valuable matter are received from a dead letter branch, for delivery to the owners, diligent effort shall be made to deliver them to the proper persons. Such letters shall be treated as if under seal, and postmasters and their employees shall maintain the strictest secrecy as to their contents. No exchange shall be made for other funds of any money therein contained.

(b) *Disposal if undeliverable.* If letters received from a dead letter branch, containing money or other valuable matter cannot be delivered, after holding them 30 days from date of receipt, the reason for nondelivery shall be endorsed on the circular which accompanies each letter, and they shall be returned to the dead letter branch. Such letters shall be entered on one list, which shall be sent in duplicate, giving the record letter, number, and book. The package shall be endorsed "Dead registered matter from_____" (here add name of post office), and be addressed to the proper dead letter branch. (See § 60.19 as to manner of sending registered matter to a dead letter branch; § 45.1 as to points where undelivered matter should be sent.)

(c) *Registry of.* Letters containing articles of value, not money, shall not be registered on return unless they were received registered. No other letters shall be sent in the same package.

(d) *Not to be forwarded without permission.* Dead letters containing money or other valuable matter received from a dead letter branch for delivery shall not be forwarded to another post office without special permission of that branch. If the whereabouts of the owner be known, the letter shall be returned immediately to that branch, as provided in paragraph (b) with full information.

(e) *When received registered from dead letter branch.* Mail matter received under registered cover from a dead letter branch shall be handled as registered matter until finally disposed of, regardless of whether or not the piece of mail matter transmitted was registered when originally deposited in the mails. Postmasters of offices failing to do this will be held personally responsible for losses resulting therefrom.

§ 43.39 *Return of unclaimed card and request letters*—(a) *Collection of postage due.* Unclaimed card and request letters, prepaid one full rate but not wholly prepaid, shall, when returned to the office of mailing, be delivered to the sender, and the amount of postage due thereon collected. (See § 43.44.)

(b) *When bearing card of hotel or institution.* Unclaimed letters bearing the card of a hotel, school, college, or other public institution returned to the office of mailing in accordance with a special request thereon shall be presented to the hotel, school, college, or other institution, and if the writer or his address is unknown such letters shall be treated as other undeliverable matter.

§ 43.40 *Delivery of certain nonmailable matter reaching office of destination*—(a) *Authorization.* * * * If any matter excluded from the mails (§§ 34.73 and 35.2), except that declared nonmailable by 18 U. S. C. 1717 (see §§ 36.2 and 43.17) shall, by inadvertence, reach the office of destination, the same shall be delivered in accordance with its address. The party addressed shall furnish the name and address of the sender to the postmaster at the office of delivery, who shall immediately report the facts to the Postmaster General. If the person addressed refuse to give the required information, the postmaster shall hold the package subject to the order of the Postmaster General. * * * (Sec. 21, 20 Stat. 360, as amended; 39 U. S. C. 243)

(b) *What may or may not be delivered; reports.* All improperly wrapped mailable matter, all matter not absolutely excluded from the mail, but which from its form and nature is liable to destroy, deface, or otherwise damage the contents of mail bags, or harm the person of anyone engaged in the Postal Service (see §§ 35.13, 35.19, and 35.22 to 35.26, inclusive), all matter in excess of the weight prescribed by law (see § 35.2), upon which postage is paid for its full weight, and all matter exceeding the size prescribed by law (see §§ 34.73 and 34.74), which inadvertently reaches the office of address, shall be delivered under the provisions of the preceding statute. In such cases reports shall be made, giving the date and office of mailing and the names and addresses of the sender and addressee, reports concerning matter liable to injure or destroy being sent to the Second Assistant Postmaster General, Surface Postal Transport, and reports relative to matter exceeding the limit of weight or size to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail. Intoxicating liquors, poisons, explosives, and articles harmful and dangerous to handle absolutely excluded from the mails under § 35.13 of this chapter shall not be delivered, but shall be held intact and report thereof made to the inspector in charge of the division in which the office of mailing is located. Instructions as to the disposition of such matter will be issued by the inspector in charge.

§ 43.41 *Advertising of nondelivered letters*—(a) *Method.* The Postmaster General may direct the publication of the list of nondelivered letters at any post office by written list posted in some public place, or, when he shall deem it for the public interest, he may direct the publication of such list in the daily or weekly newspaper regularly published within the post-office delivery which has the largest circulation within such delivery, and where no daily paper is published within the post-office delivery, such list may be published in the daily newspaper of any adjoining delivery having the largest circulation within the delivery of the post office publishing the list; and in case of dispute as to the circulation of competing newspapers, the postmaster shall receive evidence and decide upon the fact. Such list shall be published as frequently as the Postmaster General may deem proper, but not oftener than once a week. (R. S. 3930; 39 U. S. C. 401)

(b) *Letters addressed to foreign-born persons.* The list of nondelivered letters addressed to foreign-born persons may be published in a newspaper printed in the language most used by them, which shall be selected in the manner prescribed in paragraph (a) of this section. (R. S. 3931; 39 U. S. C. 402)

(c) *Posting of list.* Every postmaster shall post, in a conspicuous place in his office, a copy of each list of nondelivered letters immediately after its publication. (R. S. 3933; 39 U. S. C. 403)

(d) *Payment for publishing.* The compensation for publishing the list of nondelivered letters shall in no case exceed one cent for each letter so published. (R. S. 3934; 39 U. S. C. 404)

(e) *Additional charge on advertised letters.* All letters published as nondelivered shall be charged with one cent in addition to the regular postage, to be accounted for as part of the postal revenue. (R. S. 3935; 39 U. S. C. 405)

(f) *Matter not to be advertised.* Unclaimed domestic and foreign matter shall not be advertised.

RETURN AND DISPOSAL OF UNCLAIMED MATTER

§ 43.42 *Period of detention of undelivered matter in post office.* The Postmaster General may regulate the period during which undelivered letters and parcels of the first class shall remain in any post office and when they shall be returned to the Dead Letter Office; * * *. (R. S. 3936, as amended; 39 U. S. C. 406)

§ 43.43 *Return of undelivered letters*—(a) *Bearing return card.* When the writer of any letter on which the

postage is prepaid shall indorse on the outside thereof his name and address, such letter shall not be advertised, but, after remaining uncalled for at the office to which it is directed the time the writer may direct or the Postmaster General prescribe, shall be returned to the writer without additional charge for postage, and if not then delivered, shall be treated as a dead letter. (R. S. 3939, as amended; 39 U. S. C. 409)

(b) *Limitations.* The writer's card request for the holding of a letter for a period shorter than 3 days or longer than 30 days shall be disregarded, except that a special-delivery letter bearing the specific request that it be returned to the writer if immediate delivery cannot be effected shall be so returned.

(c) *Holding time changed by sender.* The sender of a letter bearing a specific return request may by subsequent written instruction to the postmaster at the office of delivery lengthen or shorten the time originally allowed for delivery, but no letter shall be returned in less than 3 days (except as provided in § 42.23 as to the recall of mail) nor held for delivery more than 30 days.

(d) *Addressee's request for retention not valid.* Mail matter of the first class bearing the sender's return request shall be returned at the expiration of the time specified in the request, regardless of instructions from the addressee for the retention of his mail. Such matter placed in a patron's rented post office box shall not be returned, except such as is in a box when it is declared vacant.

(e) *When sender's return request to be disregarded.* First-class, ordinary mail, specifically addressed to street and number, building, rural route, or post-office box, bearing the sender's return request, which cannot be delivered as addressed shall be given directory service; and if addresses, the correctness of which is reasonably certain, are not found, such mail shall be returned at once to the senders without regard to the number of days specified or implied by the return cards thereon. Such mail shall not be placed in the general delivery nor held to await call. Undeliverable mail received at fourth-class offices addressed to a person in care of another person not bearing a specific address such as street and number, building, rural route, or post office box, shall be retained in compliance with the return card the same as general delivery mail.

§ 43.44 *Return of card letters*—(a) *When time not specified.* Ordinary mail of the first class (except that described in § 43.43 (e) and postal cards and post cards), bearing the name and address of the sender without a request specifying a number of days, which after proper service remains undelivered shall not be advertised but shall be returned to the sender at the expiration of:

(1) Five days if intended for delivery by village or rural carrier.

(2) Ten days if intended for general delivery service at an office having city carrier service.

(3) Fifteen days from offices not having city carrier service unless intended for delivery by village or rural carrier.

(b) *Official mail.* Unclaimed official mail sent under penalty envelope or label or the frank of a Member of Congress and unclaimed reports and bulletins sent out from State agricultural colleges (in accordance with § 37.18) and from agricultural experiment stations (as provided in § 37.20 (c)) shall be returned to the office of mailing if it is known. If the office of origin cannot be ascertained, such mail shall be returned to the post office at Washington, D. C.

(c) *Drop letters.* A request upon a drop letter for its return to the writer at another post office shall not be complied with unless the letter is prepaid with one full rate of postage.

(d) *Letters of hotels and institutions.* An unclaimed letter bearing the card of a hotel, school, or college, or other public institution printed upon the envelope as an advertisement shall not be returned unless the card includes a printed or written request for return.

(e) *Letters opened inadvertently.* If a prepaid letter bearing a return card is opened inadvertently or upon a wrong delivery and is undeliverable, it shall be returned to the writer without additional charge. (See § 43.37.)

(f) *Short-paid letters.* An undelivered letter or other matter of the first class bearing a return card and prepaid one full rate, but not wholly prepaid, shall be returned to the mailing office to be delivered to the sender upon his payment of the postage due.

(g) *Indorsement of reason.* Every piece of domestic first-class mail returned in accordance with the sender's return card shall bear on its face an indorsement of the reason for its return, as prescribed by § 43.49, and shall also be indorsed "Returned to writer," and bear a postmark showing the date of return and the name of the post office from which returned. The original address shall be canceled, but shall not be obliterated or rendered illegible.

(h) *Mail from White House or Congress.* Undeliverable mail bearing the card of the White House, the Speaker's room (House of Representatives), the United States Senate, or of the House of Representatives, with or without postage stamps affixed, shall be returned direct to the Washington, D. C., post office.

§ 43.45 *Undeliverable postal and post cards*—(a) *Those which may be returned to sender.* Unpaid, misdirected, unmailable, and unclaimed domestic postal cards and post cards, whether single or double and whether addressed for local delivery or otherwise, shall be returned to the sender only when they bear his return card in the upper left corner of the address side, together with a pledge to pay return postage. Such cards bearing the sender's return card and pledge to pay return postage shall be returned charged with postage due at the rate of 1 cent each, to be collected on delivery, as provided in § 43.48. This applies regardless of whether in the case of double cards postage has been prepaid on the reply portion. Care shall be taken in indorsing and returning double cards not to deface or destroy the unused half.

(b) *Disposal of others.* All other undeliverable domestic cards, except those bearing printed or circular matter, shall be held for reclamation 2 weeks and then, if not delivered, shall be destroyed or disposed of as waste by postmasters, except that such as are obviously obscene or scurrilous under the provisions of §§ 36.2 and 36.3 or 36.4 of this chapter shall be sent to the Post Office Inspector-in-Charge of the Division in which the office of mailing is located with a statement of the facts connected therewith (see § 42.18), and those that bear uncanceled postage stamps shall be sent to the proper dead letter branch. Before being disposed of as waste, the written communications on undeliverable cards shall be canceled or mutilated so as to prevent the improper use of the correspondence. Undeliverable domestic cards bearing printed or circular matter which are not returnable under the provisions of paragraph (a) of this section shall be disposed of at once by postmasters as waste.

§ 43.46 *Disposal of unclaimed printed matter*—(a) *Authority for.* The Postmaster General may provide, by regulations, for disposing of printed and mailable matter which may remain in any post office, or in the department, not called for by the party addressed; but if the publisher of any refused or uncalled-for newspaper or other periodical shall pay the postage due thereon, such newspaper or other periodical shall be excepted from the operation of such regulations. (R. S. 4061; 39 U. S. C. 411)

(b) *Matter without value to be treated as waste paper.* Domestic printed matter, obviously without value, including printed single postal cards, and post cards, and double post cards not having postage prepaid on reply portion, which are not returnable under the conditions prescribed in § 43.45 (a), shall not be sent to a dead letter branch when unclaimed, except that upon which postage is due, but shall be disposed of as waste paper, and the proceeds accounted for as other postal revenue. (See § 7.24.)

NOTE: Printed matter of obvious value means such as sheet music, pictures, photographs, books, or pamphlets likely to be of any special use or value to the addressee.

§ 43.47 *Disposal of undeliverable perishable matter*—(a) *By sale.* Under such regulations as the Postmaster General may prescribe, undeliverable parcels containing perishable matter may be sold and the amount realized, less a commission of 10 per centum, but in no case less than 15 cents, shall be remitted to the sender or other rightful owner. (Sec. 1, 46 Stat. 264; 39 U. S. C. 261)

(b) *When may be sold*—(1) *Procedure.* Undeliverable parcels containing live day-old poultry, dressed poultry, fresh meats, fish, vegetables, fruits, berries, cut flowers, nursery stock, eggs, hides and pelts, or other perishable articles, may, when there is insufficient time to forward them to the addressee at a new address or return them to the sender before the contents would spoil (72 hours from time of hatching with respect to live day-old poultry—see § 35.24) be disposed of by postmasters by sale through competitive bidding. Postal employees are strictly forbidden to submit bids at such sales nor shall bids be accepted from or on behalf of the original addressee of

such perishable article or articles. The amount realized, less a commission of 10 percent, but in no case less than 15 cents, shall be remitted to the sender or other rightful owner, or the net amount realized may be delivered at any time within 2 weeks to the sender, original addressee, or such other person as may be the rightful owner, or on his written order, and a receipt obtained therefor. In case of doubt as to the rightful owner of the proceeds, instructions shall be obtained from the Department. If at the expiration of that period the net proceeds remain unclaimed, such money shall be deposited with other postal funds and accounted for as miscellaneous receipts.

(2) *Postage-due stamps for commission retained.* Postage-due stamps representing the amount retained as a commission for the sale of the articles—that is, 10 percent of the proceeds, but in no case less than 15 cents—shall be affixed to the parcel or to a tag or sheet of paper attached to the article, canceled and delivered with the matter to the purchaser.

(c) *When cannot be sold.* In case articles of a perishable nature, with the exception of hides and pelts, cannot be sold through competitive bidding they may be delivered to the proper local municipal authority to be distributed to hospitals, asylums, or other charitable or reformatory institutions. If there is no such municipal authority, the matter may be delivered to any charitable institution or organization making application therefor; otherwise it shall be destroyed.

(d) *Destruction when offensive or injurious.* Perishable matter shall be delivered as promptly as possible, but if such matter cannot be delivered or sold and becomes offensive and injurious to health, postmasters may destroy it, or the injurious or offensive portion thereof. Under no circumstances shall such perishable matter be sent to a dead letter branch or to post offices at division headquarters of the Railway Mail Service.

(e) *Record of undeliverable perishable matter.* Postmasters shall keep a complete record of the receipt and disposition made of each piece of undeliverable perishable matter, in order that they may furnish at any time statistical information showing the number of perishable parcels sold, the proceeds therefrom, the amount retained by the Postal Service as commission, and the class of each parcel involved—that is, whether ordinary, insured, or c. o. d.

(f) *Samples of merchandise.* Undeliverable samples of merchandise sent for advertising purposes, such as tooth paste, shaving soap or cream, toilet soap, hair tonic, needles, lead pencils, polishes, paints, or articles of a like character having a salable value, shall be sent to post offices at division headquarters of the Railway Mail Service (except Cleveland, Ohio, and Pittsburgh, Pa.). They shall be listed on Form 1522 as one item, giving the number of articles and the name and address of each sender. Those of no salable value shall be destroyed and no record kept of their disposal.

(g) *Insured and c. o. d.* When the matter is insured or c. o. d., appropriate office record shall be made showing the full particulars of the parcel and, if sold, the amount obtained, disposition made thereof, and the necessity for the sale. The postmaster at the office of mailing or of address, as may be appropriate, or both, if the matter is disposed of in transit, shall be advised in detail of the action taken and the reason for such action, and they shall make proper notation on their office records. In the event of the filing of claim for indemnity covering any such insured or c. o. d. parcel, postmasters shall see that a full statement of the facts accompanies the claim papers for transmission to the duly designated paying postmaster or the department as may be appropriate.

§ 43.48 *Return of second-, third-, and fourth-class matter*—(a) *Charged with return postage.* Under such regulations as the Postmaster General may prescribe, fourth-class matter of obvious value which is of a perishable nature may * * * when * * * undeliverable to the addressee * * * be returned to the sender charged with the return postage. Other undeliverable matter of the second, third, and fourth classes * * * may be returned to the sender charged with the return postage, when it bears the sender's pledge that the postage for * * * return will be paid, such postage to be collected on delivery, but when the sender refuses to furnish such postage in accordance with his pledge, the acceptance from him of further matter bearing such pledge may be refused. (Sec. 4, 30 Stat. 344, as amended; 39 U. S. C. 276)

(b) *Not returned until postage fully prepaid.* Except as provided in paragraph (a) of this section, and § 34.63 (a) second-, third-, and fourth-class mail matter [except that of the second, third, and fourth classes bearing the sender's pledge to pay the return postage] shall not be returned to sender or remailed until the postage has been fully prepaid on the same. In all cases where undelivered matter of the second class is of obvious value [and does not bear the sender's pledge to pay the return postage], the sender, if known, shall be notified of the fact of nondelivery, and be given the opportunity of prepaying the return postage. In all cases when undelivered mail matter of the third and fourth classes is of obvious value [and does not bear the sender's pledge to pay the return postage and is not perishable], the sender, if known, shall be given the opportunity of prepaying the return postage or accepting delivery to himself or upon his order, at the office where it is held, upon the payment of 1 cent postage for each card notice given him, under such regulations as the Postmaster General may prescribe. (Sec. 4, 30 Stat. 444, as amended; 39 U. S. C. 278)

(c) *Matter bearing sender's pledge and perishable matter of obvious value*—(1) *Collection of postage due.* Undeliverable matter of the second, third, and fourth classes which bears the pledge of the sender that postage for its return will be paid, and undeliverable fourth-class matter of obvious value which is of a perishable nature, shall be returned to the sender rated with the postage chargeable for its return, such postage to be collected by means of postage-due stamps on delivery of the matter to the sender. Such matter as has first been forwarded from the office of the original address under the provisions of § 43.12 (d), without prepayment of the forwarding postage, is chargeable, when returned to the sender, with the postage for such forwarding, in addition to that required for its return, both to be collected on delivery of the matter as herein provided.

(2) *Manner in which sender's pledge should be indicated.* When the sender of matter of the second, third, or fourth class desires, in case it is undeliverable as originally addressed, that it be forwarded to the addressee or to some other designated person at another post office or that it be returned to the sender and the forwarding or return postage, or both, collected on delivery, he shall place on the matter an appropriate pledge that such postage will be paid. The pledge shall be placed immediately under the sender's return card, which the matter shall bear in every case, in the upper left corner of the address side, or on one of the outside covers of unwrapped copies of second-class publications. When the sender refuses to pay the forwarding or return postage in accordance with his pledge, report of all the facts shall be made to the Third Assistant Postmaster General, Division of Newspaper and Periodical Mail, in the case of second-class matter, and in the case of other classes to the Division of Letter and Miscellaneous Mail, but acceptance of further matter bearing such pledge shall not be refused until specific instructions to do so are received.

(d) *Rates of postage for return.* The rates of postage for the return of matter of the second class bearing the pledge of the sender to pay return postage are provided in § 34.63 of this chapter; of the third class, 2 cents for the first 2 ounces or fraction thereof and 1 cent for each additional ounce or fraction thereof, except that the rate on books, catalogues, seeds, cuttings, bulbs, roots, scions, and plants is 1½ cents for each 2 ounces or fraction thereof, up to and including 8 ounces; and of the fourth class, the rates prescribed in §§ 34.75 to 34.84 of this chapter, inclusive. In every case postage shall be computed on each separately addressed piece.

(e) *Matter not bearing sender's pledge.* The rate of postage for the return of second-class publications not bearing the pledge of the sender to pay return postage is the transient second-class rate (see § 34.42), except as provided in § 34.63 (e) of this chapter. Matter of the second, third, and fourth classes which does not bear the pledge of the sender to pay return postage, except perishable matter of the fourth class of obvious value, shall not be returned until the postage for such return shall have been prepaid. When such matter of obvious value bearing no pledge, except perishable fourth-class matter, is undeliverable, the postmaster shall notify the sender of that fact by card notice (Form 3540) and give him an opportunity to furnish the return postage or, in the case of third- and fourth-class matter, to withdraw the matter, if he so prefers, from the mails (either himself or

through some person authorized by him) at the office where it is held, upon payment of 1 cent postage for each card notice sent him. When postage shall have been furnished for the return of matter as herein provided, the postmaster shall affix the necessary stamps to each separately addressed piece, cancel the stamps, make the necessary change in address, and promptly return the matter. If the sender prefers to withdraw the matter and pay 1 cent postage for each notice furnished him, the stamp representing such postage shall be affixed to the matter itself when withdrawn, and be canceled by the postmaster.

NOTE: There is no provision of law by which the sender of undeliverable second-class matter may withdraw it in this manner from the mails at the office of address.

(f) *At letter-carrier offices.* Under the foregoing provisions undeliverable matter of the third and fourth classes addressed for local delivery at the office of mailing shall not be returned to the sender by letter carrier, or by rural carrier, without a new payment of postage on each piece at the rate chargeable thereon, as stated in paragraph (d) of this section.

(g) *At terminal offices.* Undeliverable "nixie" matter of the second, third, and fourth classes of obvious value received at a terminal office from railway postal clerks shall at once be returned to the sender, if known, without additional charge for postage. Such matter shall be properly indorsed to show the reason for its return. If the sender is unknown or the matter is not of obvious value, it shall be treated as if the office receiving it were the post office of original address.

(h) *Period of holding.* When a notice concerning undeliverable matter of the second, third, or fourth class, of obvious value, has been sent as provided in this section, the postmaster shall hold such matter not longer than 2 weeks, unless the office of mailing be so remote from the office of address than a response could not be received from the sender within that time, in which case the matter shall be held not exceeding 4 weeks; except that 6 weeks may be allowed for the notice to be dispatched and returned between any post office in the Territory of Hawaii and any other United States post office outside the Territories of Hawaii and Alaska, and 90 days for such service between any post office in the Territory of Alaska and any other United States post office not in the same Territory.

(i) *Definition of "obvious value."* Matter of obvious value within the meaning of this section is such as the postmaster may so regard, all registered, insured, and c. o. d. matter, and such as bears the pledge of the sender that postage for its forwarding and return will be furnished. Copies of second-class publications shall ordinarily be considered as being of obvious value only when they bear the pledge of the sender to pay return or forwarding and return postage.

(j) *Undeliverable third- and fourth-class matter which cannot be returned.* Undeliverable matter of the third and fourth classes of obvious value which cannot be returned to the sender under the provisions of this section shall be sent to the post office at the headquarters of the division of the Railway Mail Service (except Cleveland, Ohio, and Pittsburgh, Pa.) that includes the State, Territory, or part of a State in which the office of detention is located, except that such matter detained at offices in the lower peninsula of Michigan shall be sent to the postmaster at Chicago, Ill.

NOTE: Matter detained at post offices in Pennsylvania will be sent to the dead parcel post branch at New York; and such matter detained at post offices in Ohio shall be sent to the dead parcel post branch at Cincinnati.

(k) *Matter for foreign countries posted in violation of law or treaty.* Mail matter addressed to foreign countries, posted in violation of law or treaty stipulation and bearing a return address, shall be returned at once without charge to the sender with reason for return properly endorsed thereon. All such matter without return address, except that of the first class in letter form, shall be listed on Form 1522 and dispatched to the proper dead parcel post branch, where it shall be treated and finally disposed of in the same manner as ordinary domestic matter: *Provided, however,* That matter of foreign address which is found to be undeliverable and of obvious value shall be held in the dead parcel post branch 6 months awaiting reclamation. (Sec. 4, 30 Stat. 444, as amended; 39 U. S. C. 276, 278)

CROSS REFERENCE: See §§ 42.16 and 42.17 as to return of matter to sender before dispatch where postage is unpaid, or the matter is misdirected, without payment of new postage; § 43.12 (note) as to sending local matter redirected to new address without new postage; § 114.2 as to insufficiently prepaid matter addressed to foreign countries; § 45.15 (e), for postage charges on parcels returned by dead parcel post branches.

§ 43.49 *Reason for nondelivery to be endorsed on articles.* (a) Upon every undelivered article of mail matter shall be endorsed or stamped the reason for nondelivery, using a term that is applicable and easily understood, such as: "Moved—no address," "Unknown at address," "No such number," "No such street," "Refused," "Deceased," "Firm dissolved—no order," "In dispute," "House quarantined," or such other term as clearly explains the failure of delivery; and when no other reason can be ascertained the matter should be endorsed "Unclaimed." At offices having city or village delivery service, mail properly distributed to a carrier, but which he is unable to deliver, shall be endorsed by the carrier with the correct reason for nondelivery and the endorsement shall include the initials of the carrier and the number of the route served by him. In endorsing or stamping undelivered matter the original address or postmark shall not be defaced or obscured.

(b) Mail the further handling of which is to be at the office to which addressed should be treated as directed in paragraph (a) of this section except that initials of the carrier and the number of his route may be omitted.

§ 43.50 *Return of matter bearing postage-due stamps.* When at letter-carrier post offices matter to which postage-due stamps have been affixed is returned to sender, the provisions of § 43.16 relating to postage-due bill shall be observed.

PART 44—LOSS, RIFLING, DAMAGE, OR OTHER MISTREATMENT OF MAIL MATTER; INQUIRIES, COMPLAINTS, AND INVESTIGATIONS; REQUESTS FOR AND FAILURE TO RECEIVE RETURN RECEIPTS; AND COLLECTIONS FROM POSTAL EMPLOYEES AND MAIL CONTRACTORS

Sec.

44.1 Complaints, of loss, rifling, damage, or other mistreatment of mail.
44.2 Complaints on domestic registered mail.
44.3 Inquiries on insured mail exchanged with Canal Zone.
44.4 Report of loss or rifling of domestic mail, except registered.
44.5 Preliminary inquiries as to loss or rifling.
44.6 Inquiries on insured and ordinary Canal Zone mail.
44.7 Report of damage of domestic insured or c. o. d. mail.
44.8 Report of missending, delay, or damage of ordinary mail.
44.9 Wrong delivery or tampering with domestic mail, except registered.
44.10 Domestic parcels devoid of contents.
44.11 Report of damage of mail or equipment in R. M. S.
44.12 Investigation of losses and irregularities by Chief Inspector.

AUTHORITY: §§ 44.1 to 44.12 issued under R. S. 161, 396, 3926 (as amended), sec. 8, 37 Stat. 558 (as amended), secs. 304, 309, 42 Stat. 24, 25, sec. 3, 47 Stat. 340, 45 Stat. 1177, 48 Stat. 992; 5 U. S. C. 24, 25, 39 U. S. C. 244, 246a, 246d, 381, 384a.

§ 44.1 *Complaints of loss, rifling, damage, or other mistreatment of mail—*(a) *Handling of.* Postmasters and other postal officers shall report in the manner outlined in this chapter and in §§ 118.1 to 118.12, of this chapter, every complaint made to them, and they shall encourage the filing of and accept complaints of the loss, rifling, damage, or other mistreatment of mail matter, regardless of class, kind or contents. Complaints of delay and damage to, wrong delivery of, and tampering with mail shall be disposed of by correspondence, but complaints of the loss or rifling of mail matter shall be reported on Form 1510, which, except in case of firm mailers to whom the forms have been supplied in quantities, shall be executed by postal employees. Instances not mentioned herein or in §§ 118.1 to 118.12, of this chapter, shall be reported by letter to the bureau of the department having jurisdiction of the subject involved. (See §§ 1.9 to 1.16, inclusive.)

(b) *Unauthorized settlements and concealments of knowledge forbidden.* Postmasters and other postal officers shall not make, nor attempt to make settlements in whole or in part direct with patrons of the Postal Service on account of loss, rifling, damage, or other mistreatment of mail matter unless specially authorized to do so. They shall not conceal from the department or its representatives entitled to the information any known facts or circumstances concerning a depredation upon or loss of mail matter. They shall take no action which may forewarn persons who may have had access to lost or rifled mail or

may be suspected of committing depredations that irregularities have been reported or made the subject of inquiries.

(c) *Inquiries not to be addressed by postmasters to Canal Zone.* Postmasters (except postmasters at United States exchange offices when specifically authorized) shall refrain from addressing inquiries to postmasters or other postal officers in the Canal Zone regarding the alleged loss, rifling, damage, wrong delivery, or other improper treatment of mail matter by postal employees.

(d) *Extraordinary loss or damage.* All cases of extraordinary loss or destruction of mail matter, as well as any accident, occurrence, or depredation of consequence requiring the immediate attention of inspectors, shall be reported promptly by telegram, if possible, to the inspector in charge of the proper division. (See § 25.12 as to the burglary of a post office.) Also an immediate report by letter shall be made to the same inspector in charge, giving, if possible, all the facts and circumstances connected with the irregularity. Full particulars regarding registered mail lost or rifled shall be reported, and if the loss includes the mail key the number shall be given. (See § 99.32.) The inspector in charge shall, when the circumstances warrant, report the matter to the Chief Inspector by telegraph.

§ 44.2 *Complaints on domestic registered mail*—(a) *Delay.* Complaints concerning the delay of domestic registered mail, including that exchanged with the Canal Zone, shall be reported to the Third Assistant Postmaster General, Division of Registered Mails. These reports shall be made by letter, and the envelope or wrapper shall be submitted if possible.

(b) *Loss, rifling, damage, or wrong delivery*—(1) *Report, to whom.* Loss, rifling, damage, or wrong delivery of, and tampering with domestic registered mail (see subparagraph (3) of this paragraph as to Canal Zone) shall be reported to the inspector in charge of the division in which the irregularity occurred if known; otherwise to the inspector in charge of the division in which the office of mailing is located. Where it is apparent in a case of wrong delivery that no loss is involved, report shall be made to the Third Assistant Postmaster General, Division of Registered Mails, rather than to the inspector in charge.

(2) *Report, how.* Complaints of loss or rifling of domestic registered mail at all classes of offices shall be reported on Form 1510 in duplicate. At offices of the first and second classes claims for indemnity for domestic registered mail shall be made on Form 565, in addition to the report on Form 1510, and at such offices complaints of other than loss or rifling, where indemnity is not claimed, shall be reported by letter. (See paragraphs (a) and (b) (1).) Offices of the third and fourth classes will report complaints, other than loss or rifling and any claims for indemnity, by letter. The inspector in charge will issue necessary instructions on receipt of claims by letter from offices of the third and fourth classes. Whenever available, the envelope or wrapper shall be submitted, and in cases of damage, the damaged contents and packing material shall be retained, if practicable, until the investigation is completed.

(3) *Canal Zone.* Where Canal Zone is involved, the procedure prescribed in § 118.1 or § 118.2 of this chapter (registered), as the case may be, shall be followed. (See also note under § 118.1.)

§ 44.3 *Inquiries on insured mail exchanged with Canal Zone.* Inquiries concerning insured mail exchanged with the Canal Zone shall be executed on Form 3812, and at the same time, if prima facie loss or rifling is indicated, Form 1510 shall be executed. Form 3812 shall be transmitted to the Third Assistant Postmaster General, Division of Registered Mails, and Part II of Form 1510, endorsed to show the date of reference of Form 3812 to the foregoing official, shall be sent to the inspector in charge of the division of origin or destination. When Form 1510 is executed, Form 3812 shall be completed to show to what inspector in charge Form 1510 is sent. The Third Assistant Postmaster General, Division of Registered Mails, shall notify the Chief Inspector when loss, rifling, or wrong delivery in the United States Postal Service is disclosed in instances not previously reported to inspectors in charge.

§ 44.4 *Report of loss or rifling of domestic mail, except registered.* Loss or rifling of domestic mail (see § 44.2 (b) (2) as to registered mail, and § 44.6 as to Canal Zone), shall be reported on Form 1510, in duplicate, to the inspector in charge of the division in which the article was mailed: *Provided,* That where loss or rifling occurred while an article was being forwarded or returned, the office which forwarded or returned it shall make report to the inspector in charge of the division in which that office is located: *Provided further,* That if the loss or rifling occurred at the office of address, that office shall make report to the inspector in charge of the division in which it is located, indicating whether individual responsibility has been fixed. Indemnity applications required by §§ 64.37 to 64.38 shall be made independent of the foregoing action. Complaints filed at the office of address shall be transmitted to the office of mailing for insertion of any missing information and reference to the inspector in charge.

§ 44.5 *Preliminary inquiries as to loss or rifling.* Before concluding (unless the sender initially produces written evidence from the addressee) that a loss or rifling of an ordinary or minimum fee insured article (including ordinary or minimum fee insured mail sent special delivery) is involved, inquiries shall be made directly of the addressee to determine whether the article has been received. In the case of registered, insured (except minimum fee), or c. o. d. mail, inquiries shall be made of the postmaster at the address office to determine, in all instances of loss or rifling, whether there is any record of the article, whether the article has been delivered intact, is on hand, or has been forwarded or returned. Inquiries shall be made for all classes of mail to determine whether the article is held at the mailing office, or missent when probable.

§ 44.6 *Inquiries on insured and ordinary Canal Zone mail.* Where Canal Zone is involved, the procedure prescribed by § 44.3 (insured) or §§ 118.9 and 118.10 (ordinary) of this chapter, as the case may be, shall be followed. (See also note under § 118.1.)

§ 44.7 *Report of damage of domestic insured or c. o. d. mail.* Damage of domestic insured or c. o. d. mail for which indemnity is claimed shall be reported on Form 3812, as directed in §§ 64.37 to 64.40 of this chapter, accompanied with the wrapper or cover wherever practicable.

§ 44.8 *Report of missending, delay, or damage of ordinary mail.* Missending, delay, or damage of ordinary mail, including air mail and special-delivery mail, while in transit, shall be reported to the general superintendent, Railway Mail Service, of the division in which the irregularity occurred, if known; otherwise to the general superintendent, Railway Mail Service, of the division in which the mailing office is located. Complaints of delay or other mistreatment of such mail in post offices shall be reported to the inspector in charge of the division in which the office is located. Reports shall be made by letter, and the envelope or wrapper submitted therewith, if possible.

§ 44.9 *Wrong delivery or tampering with domestic mail, except registered.* Wrong delivery of or tampering with domestic mail, except registered (see § 44.2 (b) (2)), shall be reported by letter, to the inspector in charge of the division in which the irregularity occurred, if known; otherwise to the inspector in charge of the division in which the mailing office is located. Where it is apparent in a case of wrong delivery of insured or c. o. d. mail that no loss is involved, report shall be made to the Third Assistant Postmaster General, Division of Registered Mails, rather than to the inspector in charge. The envelope or wrapper shall be submitted whenever available. Indemnity applications required by §§ 64.37 to 64.38 of this chapter shall be made independent of the foregoing action.

§ 44.10 *Domestic parcels devoid of contents*—(a) *Treatment of.* When domestic parcels (except registered) entirely, rather than but partially, devoid of contents, are observed in transit, whether in the Railway Mail Service, in post offices, or elsewhere, the postal employees making such discovery shall completely execute Form 5258 in duplicate. Railway Mail Service employees shall endorse each Form 5258 with the name of the post office to which they are due to send articles found loose in the mails. The original Form 5258, together with the wrapper or container, shall be forwarded to the postmaster at the mailing office. The duplicate Form 5258, with the sack or pouch label, shall be forwarded at the same time to the inspector in charge of the division in which the condition of the parcel was first observed.

(b) *Search and record.* The postmaster at the office of mailing shall, upon receipt of Form 5258, obtain sufficient in-

formation from the sender of the parcel to permit the completion of Form 1510. Parts II and III of Form 1510, with Form 5258 attached, shall be referred to the postmaster at the office in which the empty parcel wrapper was found, or, in case of the finding of the wrapper in the Railway Mail Service, to the office named at the bottom of Form 5258. The postmaster receiving the Forms 1510 and 5258 under such conditions shall search his office for the parcel's contents and return the forms with an endorsement showing the result of his search, together with any recovered articles, to the postmaster at the office of mailing, who will restore any recovered articles to their rightful owner, and file the Form 5258. In the case of an ordinary parcel, the wrapper or container shall be returned to the sender, but when an insured or c. o. d. parcel is involved, the postmaster shall notify the sender in writing that the wrapper or container will be held at the post office unless the sender makes objection thereto; if objection is made, the wrapper or container shall be relinquished. A copy of the notice to the sender shall be filed with the Form 5258 and appropriate information as to the disposition of the wrapper or container entered on the mailing record.

(c) *Disposition of wrappers or containers.* Wrappers or containers of insured or c. o. d. parcels retained in accordance with the foregoing may be treated as waste paper after the expiration of six months, or such longer period as may be found advisable in exceptional cases, unless claim for indemnity or complaint is filed, in which event they shall be preserved until the claim or complaint receives final action. Wrappers or containers of ordinary parcels not delivered to the sender for any reason may be immediately treated as waste paper.

§ 44.11 *Report of damage of mail or equipment in R. M. S.* Damage of mail sacks or pouches and contents in the exchange of mail by railway postal clerks shall be reported to the district superintendent, Railway Mail Service, in charge of the line on which the damage occurred. The report shall contain a description (name and address of addressee, name and address of sender, and office of mailing) of any registered mail or ordinary mail of the third or fourth class damaged. If registered mail is damaged, report shall also be made to the proper inspector in charge with full description.

§ 44.12 *Investigation of losses and irregularities by Chief Inspector.* The loss, rifling, damage, wrong delivery of, or depredation upon registered or other mail, and the failure to collect or remit c. o. d. funds shall be investigated by the Chief Inspector, who shall ascertain the facts.

(a) *Collection for losses.* When the Chief Inspector finds that the facts ascertained in connection with such investigation establish the responsibility, by reason of fault or negligence, of a postal employee or mail contractor or an agent or employee thereof, the Chief Inspector shall demand the amount of the loss from such employee or contractor.

(b) *Report to administrative officer; disciplinary action.* The Chief Inspector in such cases shall communicate the facts to the officer having charge of the employee or service with information of any collection made or contemplated, for consideration of the advisability of imposing fine or of taking other disciplinary or corrective measures. The amount of the fine or the character of disciplinary action taken or proposed to be taken shall upon request be reported to the Chief Inspector by such officer.

(c) *Receipt for collection.* When collection is made under the provisions of this section a receipt shall be given on a form furnished by the department showing the amount, the case number, a description of the mail, and the grounds on which the collection is based.

(d) *Right of protest.* If after payment the propriety of the collection is questioned, the matter may be taken up by the person from whom the collection was made through his superior officers, but this shall be done within 30 days from the date of the collection. Any statement which it is desired to submit shall be forwarded promptly through official channels to the office having the employee or service in charge for transmission to the Chief Inspector; at the same time the officer with whom it is originally filed shall immediately notify the Chief Inspector that a statement has been submitted. Unless the Chief Inspector sustains the propriety of the collection, the money shall be returned. This information shall be printed on the receipt mentioned in paragraph (c).

(e) *Institution of suit.* If full recovery is not made and the Chief Inspector determines that further proceedings should be had, he shall present the facts to the Solicitor for the Post Office Department for advice as to the advisability of suit by the United States for recovery of the amount involved. Upon receipt of the reply of the Solicitor the Chief Inspector shall, if he deem proper, prepare the request of the Post Office Department upon the Department of Justice for suit.

(f) *Disbursement of collections.* All amounts recovered under the provisions of this section shall be paid to the United States and to the senders or owners of the mail as their interests shall appear.

(g) *Payment of indemnity.* If the facts ascertained by the Chief Inspector establish an irregularity for which indemnity may be payable and recovery cannot be made without materially delaying the settlement of the indemnity claim, he shall transmit the papers to the officer charged with consideration of such claims for certification or rejection.

PART 45—DEAD MAIL MATTER

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45.1 Forwarding of undeliverable and unmailable matter not returned to senders.

MAKING RETURNS FROM POST OFFICES

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DISPOSITION OF LETTERS WITHOUT VALUABLE ENCLOSURES: PRINTED AND UNMAILABLE MATTER

45.14 Disposition of letters not containing valuables.
45.15 Disposition of undeliverable printed matter obviously without value.
45.16 Disposition of seized or detained matter.

AUTHORITY: §§ 45.1 to 45.16 issued under R. S. 161, 396, 3895, 3936, 3938 (as amended), secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 258, 406, 408.

WHERE TO BE SENT

§ 45.1 *Forwarding of undeliverable and unmailable matter not returned to senders*—(a) *Provisions.* Undeliverable and unmailable matter which is not returned to senders from post offices (except that for which other treatment is provided), shall be forwarded by postmasters and other employees of the Postal Service in the following manner.

(b) *In Hawaii, Virgin Islands, and Puerto Rico.* Such matter reaching any post office in the Territory of Hawaii shall be forwarded to the post office at Honolulu; in the Virgin Islands of the United States and in Puerto Rico, to the post office at San Juan.

(c) *First-class matter except parcels at first-class rate.* Such matter of the first class, except first-class parcels and parcel-post matter charged with postage at the first-class rate (see §35.6), reaching any central-accounting post office or other post office of the first class in a salary grade of $5,650 or above shall be treated in the dead-letter branch of that office. Such matter of the first class, except first-class parcels and parcel-post matter charged with postage at the first-class rate, reaching post offices of the first class below the salary grade of $5,650 (except central-accounting office) and all second-, third-, and fourth-class offices shall be sent to the central-accounting post office.

(d) *Third- and fourth-class and parcels at first-class rate.* Undeliverable matter of the third and fourth classes, of obvious value, and undeliverable first-class parcels and parcel-post matter charged with postage at the first-class rate (see § 35.6), which cannot be returned to the sender, shall be sent to the proper dead parcel-post branch, except that any such matter having postage-due stamps affixed for which credit is claimed shall first be sent to the central-accounting post office for adjustment of the claim.

MAKING RETURNS FROM POST OFFICES

§ 45.2 *Classification of dead matter.* Dead matter, or that of the first class and obscene, scurrilous, or lottery matter of any class, which is to be sent from the post office of address to a dead-letter branch and that of the third and fourth classes which is to be sent to post offices at division headquarters of the Railway Mail Service, shall be made up as follows:

(a) *Unclaimed matter.* That which is not called for and cannot be delivered or returned as provided in §§ 42.16 and 43.44 to 43.48 of this chapter, other than matter of the second class, treated as waste paper, as provided in §§ 43.47 and 34.63 of this chapter.

(b) *Refused matter.* That which for any reason the parties addressed decline to receive, other than matter of the second class and printed matter, treated as waste paper, as provided in §§ 43.46 and 34.63 of this chapter.

(c) *Fictitious matter.* That which is addressed to fictitious or assumed names or to initials, or in any manner so that the person or persons for whom it is intended cannot be identified. (See § 43.18.)

(d) *Illegible matter.* That which having reached the office of destination is so illegibly or imperfectly addressed that it cannot be ascertained for whom it was intended.

(e) *Hotel matter.* That which has been delivered at a hotel or public institution, or to a consul, agent, or other public officer, or individual who is in the habit of receiving mail for transient persons, and which has been returned to the post office from such hotel, etc., as unclaimed. (See §§ 43.44 and 45.6.)

(f) *Obscene and scurrilous matter.* That which inadvertently reaches the office of delivery, but of which delivery is forbidden by §§ 36.2 to 36.4 of this chapter. (See § 43.17.)

(g) *Lottery matter.* Circulars or other matter concerning lotteries, gift concerts, or similar enterprises offering prizes, which are unmailable under the provisions of § 36.6 of this chapter. (See § 43.17.)

§ 45.3 *Unclaimed matter*—(a) *Retention and disposition.* Unclaimed mail matter shall be held at post offices of the fourth class for 1 month and at all other offices (except as hereinafter provided) 2 weeks and then if undelivered shall be sent to the proper dead-letter or dead parcel-post branch if of domestic origin and of the first class, third class and of obvious value, or fourth class, in regular returns to be made once a week. At the expiration of the proper period for retention, first-class post offices shall treat unclaimed and unmailable first-class matter daily.

(b) *Matter not bearing sender's return request.* With the exception of postal cards and post cards, city carriers' returns of first class ordinary mail matter of domestic origin which do not bear the senders' return requests, and also noncard letters, addressed simply to a city delivery office but without local street or other address and without the words "General delivery," "Transient," or other indication that the addressee is a transient patron, shall be given directory service, and if addresses, the correctness of which is reasonably certain, are not found shall be held one week and sent to the proper dead letter branch in regular periodical returns. All letters on hand at the time of the return shall be included therein.

(c) *General delivery matter.* At letter-carrier offices ordinary, first-class, noncard letters, or parcels of domestic origin specifically addressed to the general delivery or bearing the word "Transient" or other indication that the addressee will call at the general delivery for his mail shall, if not delivered at the expiration of 10 days, be sent to the proper dead letter branch in regular periodical returns.

(d) *In Hawaii, Puerto Rico, and Virgin Islands.* Postmasters in the Territory of Hawaii shall transmit to the postmaster at Honolulu, and postmasters in Puerto Rico and the Virgin Islands of the United States to the postmaster at San Juan, all matter and reports required by these regulations to be sent to a dead letter branch and to the post offices at division headquarters of the Railway Mail Service.

(e) *Where to forward unclaimed matter.* Postmasters at all first-class offices below the salary grade of $5,650 (except central-accounting offices), and at all second-, third-, and fourth-class offices shall transmit to the central-accounting office all matter and reports required by these regulations to be sent to a dead-letter branch. All central-accounting offices and other first-class offices in a salary grade of $5,650 or above shall send such matter to the inquiry section or designated dead-letter employee of their offices. Postmasters in the Territory of Alaska shall forward all matter and reports required by these regulations to the postmaster at Seattle, Wash.

(f) *Quarterly report of dead-letter work.* Promptly at the close of each quarter postmasters at post offices which are designated as dead letter branches shall submit a report of the dead letter work at their offices on Form 4913, to the First Assistant Postmaster General.

§ 45.5 *Valuable matter found loose in mails and post offices*—(a) *Treatment of.* (1) Postmasters at all central-accounting post offices and at other offices of the first class in a salary grade of $5,650 or above receiving money or uncanceled postage stamps found loose in the mails shall, if they be unclaimed, retain the same for 1 month, and shall keep a complete record of such matter, with full particulars, such as may enable the rightful owners to identify and receive their property without loss of time. These postmasters may deliver such matter to the proper claimants, and take receipts therefor upon blanks provided for the purpose. They shall make every effort to match or identify money or articles found with losses or deficiencies in registered, insured, collect-on-delivery, or ordinary mail coming to their knowledge, and, if possible, deliver the same to the proper owners at the same time as the letters or packages from which they have become separated, or as soon thereafter as possible. Any article of merchandise found loose in the mails and unclaimed at the end of 2 months shall be disposed of by postmasters at division headquarters of the Railway Mail Service by public sale. A suitable record shall be kept thereof, and the net proceeds shall be accounted for as part of the postal revenues under the head "Miscellaneous Receipts" of the monthly and quarterly report with a separate supporting schedule.

(2) Money or uncanceled postage stamps found loose in the mails at all first-class post offices below the salary grade of $5,650 (except central-accounting offices), and at all second-, third-, and fourth-class offices, shall be forwarded weekly to the proper central-accounting postmaster and shall then be retained for 1 month awaiting reclamation. At the end of that period, if not reclaimed, the money shall be deposited as part of the postal revenue and accounted for under the head of "Miscellaneous Receipts" of the monthly and quarterly report with a separate supporting schedule, and the postage stamps shall be destroyed by burning under proper supervision, in the presence of a witness.

(b) *Returns of articles except money and stamps.* Postmasters at other offices shall make weekly returns to postmasters at division headquarters of the Railway Mail Service of all articles except money and uncanceled postage stamps, which were found loose in the mails and forwarded to them from the Railway Mail Service or other sources. All such matter on hand at the time of such return shall be included therein.

(c) *Returns of money and stamps.* Postmasters at all first-class post offices below the salary grade of $5,650 (except central-accounting offices), and at all second-, third-, and fourth-class offices receiving money or uncanceled postage stamps found loose in the mails from the Railway Mail Service or other sources shall make weekly returns thereof to the central-accounting office and include therein all such matter on hand at the time of making the returns. Each article of this matter shall be enclosed in a separate envelope or wrapper, endorsed with a description of the article and a statement of when and where found. Such packages shall be numbered and described on Form 1522. Stamps may be transmitted in bulk, but the list shall show the total number of each denomination and the total value of the entire return. Dispatches shall be made by official registered mail when the value thereof is $1 or more.

(d) *Returns of merchandise.* All articles of merchandise found loose in the mails shall be sent to the proper dead parcel post branch as shown in the Manual of Instructions for Postal Personnel.

§ 45.6 *Returns of unmailable matter.* Unmailable matter shall not be held to be advertised. All central-accounting and other offices of the first class in a salary grade of $5,650 or above shall treat daily unmailable first-class matter and such matter reaching all other post offices shall be forwarded weekly to the proper central-accounting postmaster. Unmailable matter of the second, third, and fourth classes shall be forwarded to the proper dead parcel post branch. All

unmailable matter received through the mails and on hand at the time of return (see § 43.17) shall be included in the dispatches, except that which is to be disposed of otherwise. (See § 42.19.)

§ 45.7 *Make-up and transmission of unmailable matter*—(a) *List or statement to accompany.* Each return of unmailable parcels shall be accompanied with a list of such matter on Form 1522, the full name and address on each parcel to be given as nearly as possible; but matter of the first class shall be accompanied with a statement only of the number of pieces transmitted and sent separate from matter of the third and fourth classes.

(b) *Reason for sending.* Every piece of unmailable matter sent to a dead letter branch, or to post offices at division headquarters of the Railway Mail Service, shall have plainly written or stamped upon it the specific reason therefor as provided in §§ 43.49 and 114.26, and shall also bear the name of the post office and the date on which it was so sent, care being taken in endorsing or stamping such matter not to deface the original postmark or address.

(c) *Preparation of returns.* Returns of unmailable matter shall be securely fastened in one package, with list enclosed, addressed "Postmaster, Dead Letter Branch, ----------," or "Postmaster, Dead Parcel Post Branch, ----------," as may be proper, and plainly endorsed "Return of unmailable matter from ----------" (here add the name of the post office). All matter shall be included in the same return.

(d) *Duplicates.* Duplicates of all lists and statements shall be retained by postmasters.

(e) *Separate from ordinary matter.* Unmailable matter shall not be sent with returns of ordinary unclaimed matter.

CROSS REFERENCE: See §§ 60.17 and 60.20 as to unclaimed registered matter; § 43.38 as to delivery of valuable letters received from dead letter branches.

TREATMENT

§ 45.8 *Return of undelivered letters, authority for.* The Postmaster General * * * may make regulations for * * * return (of undelivered letters) from the dead letter office to the writers when they cannot be delivered to the parties addressed. When letters and parcels of the first class are returned from the dead letter office to the writers, a fee of 5 cents shall be collected at the time of delivery, and in addition a charge shall be made of the minimum registry fee for the return of all ordinary dead letters containing $1 or more in cash, and parcels of the first class apparently valued at $1 or more, under such rules and regulations as the Postmaster General may prescribe. (R. S. 3936, as amended; 39 U. S. C. 406)

§ 45.9 *Return of undelivered matter to senders by dead letter or dead parcel post branches*—(a) *Conditions.* All matter unclaimed by the addressees and undelivered matter of every character reaching a dead letter or dead parcel post branch shall, as far as circumstances and conditions permit, be returned to senders, except such as is obviously of no value or is unmailable under any provision of law, which shall be disposed of as the First Assistant Postmaster General may direct. All registered matter shall be returned to the senders upon payment of any postage due thereon required to be paid before transmission.

(b) *Fee for return.* The fee of 5 cents for the return of ordinary letters and parcels of the first class to writers which do not bear the card address of the sender shall be collected by means of postage-due stamps to be affixed by postmasters to such letters and parcels before delivery, and the amount to be charged shall be indicated on official or penalty envelops before dispatch to post offices from a dead letter branch. In addition to the fee of 5 cents charged for the return, all ordinary letters and parcels of the first class dispatched under official registered mail to postmasters for delivery to the rightful owners shall be charged with the minimum registry fee for such service, which shall be collected by means of postage-due stamps. The total amount of the collection shall be indicated upon the proper receipt form prior to dispatch. Postmasters at all dead letter branches shall keep a record of the number of all letters returned to the writers subject to the collection of a fee of 5 cents for return and in addition the number of letters containing $1 or more in cash and valuable first class parcels returned subject to the collection of the minimum registry fee, together with the total amount to be collected. These data shall be entered on Forms 4911 and 4913.

§ 45.10 *Opening of letters to effect proper disposition.* When necessary to open letters for the purpose of making proper disposition of them, they shall be opened only by clerks or employees designated for that purpose by the postmasters at dead letter branches. Every letter containing a valuable inclosure shall be indorsed with the name of the person opening it and a brief memorandum of the character of the inclosure. When a letter is found to contain money, a record of the address thereon and the amount shall be immediately made by the person who opens it, and the record and all such letters, together with all other letters containing inclosures of value, shall be delivered at the close of each day to the clerk designated to receive them.

DISPOSITION OF VALUABLE INCLOSURES AND LETTERS CONTAINING THEM

§ 45.11 *Disposal of letters containing valuables*—(a) *Authority for.* All letters of domestic origin which cannot be delivered by postmasters shall be sent to the Post Office Department or to a post office designated by the Postmaster General and such as contained inclosures of value, other than correspondence, shall be recorded. If the sender or addressee cannot be identified, such letters shall be held for a period of one year awaiting reclamation. If within one year they have not been claimed, they shall be disposed of as the Postmaster General may direct. All other undeliverable letters shall be disposed of without record and not held for reclamation. (R. S. 3938; 39 U. S. C. 408)

(b) *Government securities not reclaimed.* Unregistered Government bonds, Government-bond coupons, and other securities of the United States (with the exception of postage stamps, savings stamps, and thrift stamps) and all other negotiable paper or intangible property susceptible of being converted into cash, which may be found in unclaimed letters or be found loose in the mails, shall, if not reclaimed after the expiration of one year, be converted into cash, and the proceeds deposited with other postal funds as miscellaneous postal receipts.

(c) *War savings securities.* Any war savings securities, either registered or unregistered, which shall be found in unclaimed letters or be found loose in the mails, in railway postal cars, in letter boxes, or on post-office premises shall, if affixed to a certificate or card on which the name of a person has been inscribed, be transmitted to the Secretary of the Treasury, Division of Loans and Currency, Washington, D. C., for disposition, and where the securities are not affixed to a certificate or card or folder on which the name of a person is inscribed, such securities shall be delivered to the Third Assistant Postmaster General, Division of Finance, for redemption, the proceeds of which shall be disposed of as miscellaneous receipts of the Postal Service.

§ 45.12 *Recording and filing of dead matter containing valuables*—(a) *Provision for.* Suitable record shall be kept of all articles containing money, negotiable paper, notes, drafts, money orders, wills, checks, deeds, and other valuable and important papers, valuable personal photographs or pictures, and more than 5 cents in postage stamps. Such of the matter as cannot be restored to proper claimants shall be filed for reclamation.

(b) *Treatment of money.* Money enclosed in a letter which cannot be restored to the owner shall be kept in such letter during the year allowed for reclamation. Before such letters are filed a record in ink shall be made on the envelope or cover showing the amount of money contained therein. A permanent book record shall be kept to show the amounts contained in all letters filed, withdrawn from file or delivery to owners, or (at branches) for deposit as part of the postal revenues, and the amount of such money on hand at close of business each day. After the expiration of the time allowed for reclamation the branches shall remove unclaimed money letters from the files, strip the money from the letters and deposit at least once a month as part of the postal revenues, and account for it under the head "Miscellaneous Receipts," of the monthly and quarterly report, with a separate supporting schedule. The letters and correspondence shall be destroyed and any valuable enclosure found therein, except money, disposed of as the First Assistant Postmaster General may direct. Each employee through whose hands such matter passes shall receipt and account for it. Unclaimed postage stamps after expiration of time for reclamation shall be destroyed under proper supervision by burning in the presence of a witness, and a record kept of their value.

§ 45.13 *Third- and fourth-class matter containing valuables, and letters containing merchandise*—(a) *Records.* Records shall be kept of the addresses and contents of valuable third- and fourth-class matter received in dead parcel post branches: *Provided, however,* That it shall not be deemed necessary to open and examine the contents of parcels bearing the names and addresses of both senders and addressees; and when such parcels or inclosures cannot be delivered or restored to senders they shall be held in the file awaiting reclamation for the following periods from date of recording. All matter from the ordinary mails shall be held 60 days; all mail matter including that of the first class not in the form of a letter addressed to foreign countries, posted in violation of law and treaty stipulations that is found upon examination to contain merchandise or other valuable inclosures shall be held 6 months; and all insured and c. o. d. matter shall be held 6 months, after which claims for reclamation may not be allowed: *Provided, however,* That ordinary, insured, or c. o. d. articles which the records show to be undeliverable to the addressees, and which bear written or printed instructions of senders that they are to be treated as abandoned if undeliverable to the addressees, may be disposed of immediately upon receipt in dead parcel post branches, or at post offices especially designated by the First Assistant Postmaster General. The treatment prescribed in the foregoing provision shall also apply to parcels of domestic origin and foreign address, including ordinary, registered, insured, and c. o. d. which have been returned to this administration as undeliverable to the addresses and which bear written or printed instructions of the senders that they are to be treated as abandoned if undeliverable to the addressees, and those whose contents are obviously of no value which the records show to have been refused by the senders.

(b) *Disposition.* All articles remaining unclaimed at the expiration of the time prescribed shall be disposed of under such conditions as the Postmaster General may direct. Postal employees are strictly forbidden to submit bids at auction sales of unclaimed merchandise.

(c) *Account of proceeds of sales.* An account shall be kept of the proceeds of sales of dead matter and the net amount realized deposited by postmasters as part of the postal revenues and accounted for under the head "Miscellaneous Receipts," of the monthly and quarterly report, with a separate supporting schedule.

(d) *Packages containing liquids or injurious matter to be destroyed.* Packages reaching post offices at division headquarters of the Railway Mail Service containing medicine, perishable articles, liquids, or articles of a like character liable to injure other matter with which they come in contact, or to attract rodents or vermin, shall be destroyed as soon as it is ascertained that they cannot be restored to the owners, but a suitable record shall be kept of all articles thus destroyed.

(e) *Postage on returned parcels.* A parcel of fourth-class mail returned to the sender from a post office at division headquarters of the Railway Mail Service shall be charged with postage at the zone rate from such division headquarters, together with an additional charge for postage at the zone rate from the post office where the matter was originally detained to such division headquarters.

DISPOSITION OF LETTERS WITHOUT VALUABLE ENCLOSURES: PRINTED AND UNMAILABLE MATTER

§ 45.14 *Disposition of letters not containing valuables*—(a) *Return to senders when possible.* Letters without valuable enclosures shall be returned to the writers, so far as possible, subject to a charge of 5 cents each and a record shall be kept thereof in accordance with § 45.9 (b).

(b) *When not returned to senders.* Letters containing personal correspondence only not returned to the writers shall be mutilated by tearing across two ways and shall be sold as waste paper. Undeliverable advertising matter mailed under first-class postage shall be sold as waste paper without mutilation.

§ 45.15 *Disposition of undeliverable printed matter obviously without value.* Undeliverable printed matter obviously without value shall be sold as waste paper. Undeliverable magazines and other periodicals not disposed of in accordance with § 7.25 of this chapter, illustrated papers, and picture cards, not classed as merchandise and appropriate in character, may be disposed of to such hospitals, asylums, and other charitable and reformatory institutions as the First Assistant Postmaster General may direct.

§ 45.16 *Disposition of seized or detained matter*—(a) *Authority for.* All letters, packets, or other matter which may be seized or detained for violation of law shall be returned to the owner or sender of the same or otherwise disposed of as the Postmaster General may direct. (R. S. 3895; 39 U. S. C. 258)

(b) *Third- and fourth-class matter.* All domestic matter of the third or fourth class received by dead letter branches, or post offices at division headquarters of the Railway Mail Service, which is unmailable under §§ 36.1 to 36.6, inclusive, shall be destroyed or otherwise disposed of under the direction of the superintendents or the postmasters, except when it can be ascertained therefrom by whom it was deposited in the mails, in which case the matter shall be held and the fact reported to the Chief Inspector, or unless on submission to the Postmaster General he shall direct its preservation as evidence or other disposition.

(c) *Sealed matter which is nonmailable.* Sealed matter declared nonmailable by law and received by dead letter branches, or post offices at division headquarters of the Railway Mail Service shall be disposed of in accordance with the order of the Postmaster General.

(d) *Matter forbidden delivery under fraud orders; fictitious matter.* All mail matter the delivery of which is forbidden by order of the Postmaster General under §§ 36.9 and 36.10 of this chapter, which is received by dead letter branches, or post offices at division headquarters of the Railway Mail Service, shall be treated in accordance with such order. (R. S. 3895; 39 U. S. C. 258)

Subchapter F—Delivery Service

PART 50—CITY DELIVERY

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AUTHORITY: §§ 50.1 to 50.25 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

ESTABLISHMENT AND SUPERVISION

§ 50.1 *City Delivery Service.* (a) Letter carriers shall be employed for the free delivery of mail matter, as frequently as the public business may require, at every incorporated city, village, or borough containing a population of fifty thousand within its corporate limits, and may be so employed at every place containing a population of not less than ten thousand, within its corporate limits, according to the last general census, taken by authority of State or United States law, or at any post office which produced a gross revenue, for the preceding fiscal year, of not less than ten thousand dollars. This section shall not affect the existence of the free delivery in places where it was established prior to January 3, 1887. In offices where the free delivery shall be established, such free delivery shall not be abolished by reason of decrease below 10,000 in population or $10,000 in gross postal revenue, except in the discretion of the Postmaster General. (Sec. 1, 24 Stat. 355; 39 U. S. C. 151)

(b) When two or more post offices situated within the corporate limits of any city, village, or borough are consolidated by authority of the Postmaster General, and the said offices together produced a gross revenue for the preceding fiscal year of not less than ten thousand dollars, letter carriers may be employed for the free delivery of mail matter in like manner as if any one of such post offices had produced such revenue in said fiscal year. (36 Stat. 911; 39 U. S. C. 152)

(c) All mail addressed to residences and business houses within the city delivery limits of a city or town shall, as far as possible, be delivered by carriers unless addressees direct otherwise. If a patron

so directs, all of his mail however addressed shall be delivered by carrier or through his post office box; otherwise it shall be delivered as addressed. Heavy or bulky packages of any class shall be delivered as addressed if facilities are available.

(d) City delivery service may be established at any city having postal receipts of at least $10,000 for the preceding fiscal year and having a population of 2,500 or more residing within territory possessing good continuous sidewalks, improved streets, house numbers, street lights and signs, and mail receptacles or door slots. The territory must also be 50 percent improved with houses.

(e) (1) Specific authority must be obtained from the First Assistant Postmaster General for the extension of city delivery limits. The territory to which it is proposed to extend service must generally meet the requirements for establishment of service as outlined above.

(2) When two or more building lots constitute the grounds of one residence the plot may be regarded as improved. It is preferable that the new territory be contiguous, but this is not an absolute requirement. The Department will waive the requirement with regard to sidewalks provided all other requirements are met; that is, if the carrier can safely travel the street during all seasons of the year. There must, however, be satisfactory walks leading from the street to the front entrances of dwellings. Walks of any material, including gravel and cinders, that render them passable throughout the year, are acceptable. When new territory is ready for service, postmasters should immediately report to the Department with a detailed statement of conditions and should not wait for patrons to submit a petition for such service.

(3) When recommending an extension of service, the postmaster must certify that each of the foregoing requirements is met and must show clearly the relation of the extension to the adjacent territory being served, the number of deliveries to be made daily, whether foot or mounted, the population within the proposed extension, the number of stops, the distance the carrier will travel, the time required to serve the new territory, and whether the extension can be made with the present carrier force without additional expense. A sketch or map should be submitted showing each street involved, the line of travel of the carrier, and the location of occupied and vacant lots.

(4) In connection with all requests for the extension of city delivery, postmasters shall, either in person or through competent supervisors, make careful survey of the territory in question, and, in the event it meets the requirements, recommend the extension. Form 697–C should be carefully completed and forwarded with the recommendation. If in doubt, postmasters should submit to the Department a detailed statement of conditions and request advice.

(f) Patrons of the city or village delivery service must provide mail receptacles or door slots. Postmasters must not commence delivery to any residence where this requirement has not been met. Business houses are not required to provide mail receptacles or door slots if they are always open and someone is on hand to receive the mail when the carrier calls. In such cases a location near the street entrance should be designated at which delivery may be made. In office buildings equipped with elevators, carriers may make deliveries to the individual offices, provided they are open for business. Otherwise, mail receptacles or door slots must be provided. Delivery should not be made to offices located above the first (ground) floor of buildings not equipped with elevators. In such cases patrons should provide receptacles on the first floor.

(g) Every private mail box or other receptacle intended for use for the receipt or delivery of mail by any city or village letter carrier shall be used exclusively for the reception of matter regularly in the mails, and any mailable matter, such as statements of accounts, circulars, sale bills, or other like matter, deposited therein shall be treated in accordance with the rules governing the mails, including the proper addressing and the payment of postage at the regular rate.

When a carrier finds deposited in such a mail box or other mail receptacle mailable matter on which no postage has been paid, addressed to or intended for the person in whose box it is deposited, he shall take such matter to the post office to be held for postage.

§ 50.2 *Limits and frequency of service*—(a) *Authorization.* The limits of the City Delivery Service and the number of daily deliveries and collection trips to be made shall be fixed by the department and shall not be changed except by authority of the First Assistant Postmaster General.

(b) *Changes in routes.* Postmasters may make changes in carrier routes within established limits so as to equalize the carriers' work and to improve the service.

(c) *Hours of service.* The routes shall be laid out in such a manner that none of the carriers shall be required to work more than 8 hours a day within a period of 10 consecutive hours.

DELIVERY AND COLLECTION OF MAIL BY CARRIERS

§ 50.10 *Prohibitions in delivery of mail.* (a) Carriers shall not deliver mail matter to patrons in the street unless such delivery can be made without unreasonable delay.

(b) Mail matter shall not be delivered by carriers in boxes or other receptacles at premises not occupied in whole or in part by the addressees unless expressly ordered by the postmaster.

(c) Carriers shall not enter any house while on their trips, except in the discharge of their official duties.

(d) Carriers shall not deliver mail matter which has not passed through the post office or station with which they are connected.

(e) Mail matter intrusted to carriers shall not be exhibited to persons other than those addressed, except on the order of the postmaster or some one authorized to act for him.

(f) Letters for delivery shall not be carried by carriers in their pockets.

(g) Carriers shall not deviate from their respective routes nor stop for their meals while on their trips.

(h) Carriers shall not throw away or improperly dispose of mail matter, however trifling or unimportant it may appear to them.

(i) Stamps shall not be removed from mail matter intrusted to carriers for delivery or collected by them for mailing.

§ 50.11 *Delivery where vicious dogs are kept.* Carriers are not required to deliver mail at residences where vicious dogs are permitted to run at large.

§ 50.12 *Collection of postage due.* Carriers shall collect and promptly return to the postmaster all postage and other charges due on mail intrusted to them for delivery, as indicated by the postage-due stamps attached or otherwise. Such mail matter must not be delivered until the amount due shall have been paid.

§ 50.13 *Preference to first-class matter in collections from boxes.* When carriers, making collections from letter boxes, find that it will be impossible on any one trip to carry to the post office the contents of all the boxes on their routes, preference shall be given to mail matter of the first class. Newspapers and packages placed on the tops of letter boxes should be collected when it can be done without overloading the mail sacks and preventing the prompt collection of mail matter properly deposited in the boxes.

§ 50.14 *Carriers to receive matter for mailing*—(a) *Letters.* Carriers, while on their routes, shall receive letters with postage stamps affixed, handed them for mailing, and, when making delivery at any residence, shall collect such letters placed on or in the mail box; but they should not delay their deliveries by waiting for such letters. Carriers shall not accept money to pay postage on letters tendered to them for mailing.

(b) *Other matter.* Carriers should also receive other small articles of mailable matter with postage properly prepaid, but they should refuse to receive packages that are cumbersome on account of size, shape, or weight, especially when the carrying of such packages would interfere with the prompt delivery of mail and the collections from letter boxes.

(c) *Receipt and registry of first-class matter.* Carriers shall receive and register all letters and packages of first-class matter that are not cumbersome on account of size, shape, or weight, and properly offered them for registration, and shall give the regulation receipt therefor.

(d) *Collections by mounted carriers.* Mounted carriers making curb delivery shall collect letters with postage affixed from boxes on their routes where the flag is up indicating that there is mail therein, even though there is no mail for delivery.

§ 50.15 *Carrier not to return mail to sender.* Carriers shall not return, under any circumstances, to any person any

letter or letters said to have been deposited in a letter box, or which have come into the custody of the carrier in a regular way. An applicant for the return of such mail should be directed to the postmaster. (See §§ 42.22 and 42.23.)

§ 50.16 *Return of undelivered mail to office; exception.* After the last daily delivery, carriers shall return to the post office or station with which they are connected their satchels and all mail that cannot be delivered, except that when in the opinion of the postmaster the interest of the service will be promoted thereby, carriers may be permitted to take their satchels home with them direct from their routes, but undelivered ordinary mail matter remaining in satchels shall first be deposited in the nearest letter box.

LETTER BOXES

§ 50.17 *Street letter boxes*—(a) *Authorization.* The Postmaster General may establish, in places where letter carriers are employed, and in other places where, in his judgment, the public convenience requires it, receiving boxes for the deposit of mail matter, and shall cause the matter deposited therein to be collected as often as public convenience may require. (R. S. 3868; 39 U. S. C. 155)

(b) *Inside buildings only when open to public.* No boxes for the collection of mail matter by carriers shall be placed inside of any building except a public building, or a building which is freely open to the public during business hours, or a railroad station, * * * (R. S. 3868, sec. 1, 24 Stat. 569, as amended; 39 U. S. C. 155, 156)

§ 50.18 *Mailing chutes and receiving boxes*—(a) *Care and custody.* * * * the Postmaster General is hereby authorized, in his discretion, to declare by official order that the chutes connected with mail boxes that are attached to any chute or device which may be approved by him are a part of said receiving boxes and under the exclusive care and custody of the Post Office Department. (Sec. 1, 24 Stat. 569, as amended; 39 U. S. C. 156)

(b) *Where may be placed.* Mailing chutes and receiving boxes may be placed subject to the approval of the postmaster, in public buildings, railroad stations, hotels and business, or office buildings of not less than 4 stories in height, and apartment houses comprising not less than 40 residential apartments. Buildings in which receiving boxes are or may be located shall be open to the general public, without restriction, at all times during the hours prescribed for mail collections, in order to afford access to such receiving boxes for the deposit of mail matter therein. Mailing chutes installed in conformity with these regulations shall be approved by the postmaster before they are accepted for service.

(c) *Unapproved chutes.* Unapproved chutes shall not bear any sign or insignia indicating that they are under the jurisdiction and protection of the United States Postal Service.

(d) *Location of receiving boxes.* No receiving box shall be located more than 100 feet from a main entrance. In no case shall a receiving box be placed on other than the ground floor of a building.

(e) *Specifications for construction.* Mailing chutes and receiving boxes shall be constructed in accordance with specifications prescribed by the department. Application for approval of such chutes and boxes shall be made to the First Assistant Postmaster General, Division of City Delivery Service.

(f) *Maintenance.* Owners or lessees of buildings shall be required to maintain mailing chutes and receiving boxes in good order at all times.

(g) *Inspection.* Every mailing chute and receiving box shall be inspected by a representative of the postmaster at least once each year.

(h) *For first-class matter only.* Only matter of the first class shall be deposited in mailing chutes and receiving boxes.

(i) *Property of United States.* Mailing chutes and receiving boxes shall be considered the property of the United States whenever and so long as collections of mail matter are made therefrom, and shall be and remain under the exclusive custody and control of the postmaster until such collections are discontinued by his direction.

(j) *Mail chute contracts*—(1) *Waiver of claims.* Every mail-chute contract shall contain an explicit waiver by the owner or owners of patents issued and to be issued upon the chute and receiving box, or either of them, covered by such contract, and upon any device or devices connected therewith, of all claims against the United States and its officers and agents on account of the use or employment of such chute and box and such device or devices, and shall also contain a full warranty by the company or person proposing to erect such chute and receiving box against claims on account of infringements of the patents of others. Before commencing collections of mails the postmaster shall also require such person or company to file with him a waiver of all claims of every name and nature arising under the contract, with a bond in such form and with such penalty as shall be prescribed by the Postmaster General, conditioned that the obligor and his or its sureties shall and will protect and indemnify the United States from any and all such claims, accompanied with a written notice from such person or company that they have no claim of any kind against such mailing chute and receiving box or either of them.

(2) *Bond of indemnity.* With every mail-chute contract submitted for approval there shall be furnished evidence that a surety bond in such form and with such penalty as shall be prescribed by the Postmaster General has been given to the purchaser guaranteeing the construction and installation of the mail-chute equipment in accordance with the rules, regulations, and specifications of the Post Office Department, and that any defect arising within 3 years will be remedied by the manufacturer without expense to the purchaser.

(k) *When erected under lease.* When mailing chutes and receiving boxes are erected under lease, the postmaster may sign an agreement, indorsed on the back of the contract, between the proprietor or lessee of the building and the person or company erecting such chutes and boxes, providing that if the lessor of such chutes and boxes shall request the discontinuance of mail collections therefrom and the return of the mailing apparatus to him the postmaster shall, after due notice to such proprietor or lessee, discontinue such collections, remove the lock from the receiving box, and permit the removal of the mailing apparatus by said lessor.

(l) *Attachment of collection time cards.* Printed cards, properly framed, dustproof, and glazed and giving information as to the use of mail chutes and receiving boxes, as well as stating that the hours of collection are posted on the receiving box and calling attention to the penalties for tampering with mail equipment, shall be attached to each mail opening. The card on the receiving box shall be completed to show the hours of collection therefrom.

(m) *Regulations to become part of contract.* These regulations shall be printed on the back and become a part of every contract hereafter entered into between manufacturers or owners of mailing chutes and receiving boxes for the erection and use of such chutes and boxes and the proprietor or lessee of the building in which they are located.

§ 50.19 *Location of letter boxes.* Postmasters may locate boxes within the city delivery limits in places where, in their judgment, they are most needed.

§ 50.20 *Collection time cards on letter boxes.* All letter boxes shall be supplied with time cards showing the hours at which collections are made therefrom.

§ 50.21 *Care of street letter boxes*—(a) *List of.* A list of street letter boxes, giving number and location, shall be kept in the post office.

(b) *To be kept in repair.* Letter boxes shall be kept in repair and in neat condition. If this should involve any expenditure, the postmaster shall first write to the Fourth Assistant Postmaster General, Division of Equipment and supplies.

(c) *Damaged boxes; disposition if irreparable.* Whenever a letter box is broken or the time card thereon defaced, the carrier on whose route the box is located shall promptly report the facts to the postmaster. Broken or unserviceable letter boxes, collection boxes, and storage boxes that cannot be easily and cheaply repaired shall be thoroughly demolished and sold as waste postal material. Postmasters shall charge themselves in the quarterly postal account with the proceeds of such sales. Postmasters shall notify the Fourth Assistant Postmaster General, Division of Equipment and Supplies, each time a box is demolished, so that proper record can be made. (See § 6.22.)

§ 50.23 *Private mail receptacles*—(a) *Rules and regulations.* Private mail receptacles should be used to facilitate the delivery of mail. When designated by the owner or user thereof for the purpose of receiving mail, all rules and regulations affecting the use of such receptacles issued by the Postmaster General

shall be effective and apply to such receptacles.

(b) *Apartment-house mail receptacles.* Approved apartment-house mail receptacles, one for each apartment, conforming to the apartment-house mail receptacle regulations set forth in Appendix C of the Manual of Instructions for Postal Personnel should be provided in apartment houses, family hotels, and flats containing three or more apartments except where the management has arrranged that mail for the tenants be delivered at the office or desk for distribution by its employees. Directory boards, showing the names of all persons receiving mail, should be provided in apartment houses where there are 25 or more receptacles. Copies of the apartment-house mail receptacle regulations pamphlet may be secured upon application to the First Assistant Postmaster General, Division of City Delivery Service.

(c) *Designated "letter boxes."* Every letter box or other receptacle intended or used for the receipt or delivery of mail matter on any city delivery route, rural delivery route, star route, or other mail route is hereby designated a letter box for the receipt or delivery of mail matter and an authorized depository for mail matter within the meaning of 18 U. S. C. 1702, 1705, and 1708. (See §§ 130.44 and 130.49.)

(d) *To be used for mail only.* Every such private mail box or other receptacle intended for use for the receipt or delivery of mail matter by any city or village letter carrier shall be used exclusively for the reception of matter regularly in the mails, and any mailable matter, such as statements of accounts, circulars, sale bills, or other like matter, deposited therein shall be treated in accordance with the rules governing the mails, including the proper addressing and the payment of postage at the regular rate.

(e) *Matter in box to be held for postage.* When a carrier finds deposited in such a mail box or other mail receptacle mailable matter on which no postage has been paid, addressed to or intended for the person in whose box it is deposited, he shall take such matter to the post office to be held for postage and treated as prescribed by § 42.16.

(f) *Specifications for door slots.* The clear rectangular opening in the outside plate of door slots shall be 1½ inches wide and 7 inches long. The slot shall have a spring flap, hinged at the top if placed horizontally, and hinged on the side away from the hinge edge of the door if placed vertically. When the hinged flap is pushed back it shall not obstruct the 1½ by 7 inch opening. The size of chute shall conform to the slot plate opening. When a hooded plate is used inside to provide greater privacy, the bottom line of the hooded portion shall be not more than three-quarters of an inch below the bottom line of the slot in the outside plate if placed horizontally, or more than three-quarters of an inch beyond the side line of the slot in the outside plate nearest the hinge edge of door if placed vertically. The hood at its greatest projection shall be not less than 2$\frac{1}{16}$ inches beyond the inside face of the door. Slots should be placed not less than 30 inches from the outside finished floor line.

(g) *Penalty for misuse.* Whoever knowingly and willfully deposits any mailable matter such as statements of accounts, circulars, sale bills, or other like matter, on which no postage has been paid, in any letter box established, approved, or accepted by the Postmaster General for the receipt or delivery of mail matter on any mail route with intent to avoid payment of lawful postage thereon, shall for each such offense be punished by a fine of not more than $300. (62 Stat. 784; 18 U. S. C. 1725)

§ 50.24 *Police protection of letter boxes.* Postmasters shall arrange with the police authorities of their respective cities for the arrest of all unauthorized persons found tampering with, defacing, or collecting matter from street letter boxes, and of all persons wearing the carriers' uniform (including the carriers) found tampering with or collecting from the boxes at other than the usual and regular collection hours, of which the police authorities shall be kept informed.

CROSS REFERENCE: See § 130.44 as to penalty for injuring letter boxes or matter therein; § 137.88 (a), (b), as to penalty for wearing carrier's uniform.

§ 50.25 *Apartment house mail receptacles.* (a) The delivery of mail in apartment houses, family hotels, residential flats, and business flats in residential areas containing three or more apartments having a common street entrance shall be contingent upon the installation and maintenance of United States mail receptacles, one for each apartment, including resident manager and janitor unless the management has arranged that the mail be delivered at the office or desk for distribution by its employees.

(b) (1) Postmasters shall take steps to inform themselves as to the proposed erection or remodeling of apartment houses. They shall inform builders and owners of the requirements of these regulations and shall cause suitable inspection to be made for the purpose of seeing that receptacles of safe and durable construction are installed in conformity with these regulations.

(2) Apartment houses, family hotels, and flats, equipped with old-type mail receptacles, when remodeled shall be equipped with approved receptacles, and owners and managers must be urged to install such up-to-date and approved receptacles to assure more adequate protection of the mails of occupants.

(c) The receptacles shall be manufactured of material, of such substantial strength and thickness, as to render mail deposited therein reasonably safe.

(d) The receptacles shall be of sufficient capacity to receive long-letter mail 4½ inches in width and certain large and bulky magazines, unrolled as well as rolled, and they shall be so constructed and of such height or length and capacity that magazines 14¼ inches in length and 2½ inches in diameter, if rolled, may be deposited therein by the carrier and removed therefrom by the tenants with facility.

(e) (1) Where it is necessary or desirable to install apartment-house mail receptacles in conjunction with a telephone unit of a standard size they may be placed in two tiers, or they may be installed in groups or batteries of less than eight if required for the proper arrangement of the groups in the two tiers. This applies only where it is desirable to install a telephone unit in connection with mail receptacles and does not apply to cases where the telephone unit is installed independently of mail receptacles. While there is no objection to combining these two services, the mail receptacles must be separated from the telephone or electrical unit. There is no objection to the use of electric push buttons in the flange of the face of the nests of apartment-house mail receptacles connecting with wires outside the mail receptacles, provided the push buttons may be removed from the outside and provided that in the repair of the wire connection with such push buttons it will not be necessary to remove the receptacles.

(2) In installations in which telephone units are combined with mail-receptacle units, they should be so constructed that access to the telephone unit is not dependent on entering the mail receptacle, and the latter must not be accessible when the telephone unit is opened.

(f) (1) Where no telephone units are connected therewith the receptacles shall be arranged in groups, as many in each group as is consistent with safety, but in no case shall there be less than eight receptacles in a group, except where the number of apartments is less than eight or where the number of boxes cannot be evenly divided into multiples of eight.

(2) Receptacles in apartment houses shall be located at points reasonably near the entrance in vestibules, halls, or lobbies adequately lighted, so as to afford the best protection to the mail and enable the carriers to read the addresses on mail and the names on boxes without undue strain on their eyes and without molestation by swinging or opening doors.

(g) (1) Each group shall be equipped with a master door or device on the opening of which the entire group of receptacles is accessible for the deposit of mail by carrier. The master door or device shall be secured by a master lock furnished by the Post Office Department for use so long as mail is delivered by letter carriers, the key of which lock shall be in the custody of postal employees. (See paragraph (n) of this section.)

(2) Architects, builders, and owners of apartment houses should arrange for the installation of boxes under such conditions as will permit the installation of the largest number of boxes with the smallest number of master locks.

(3) Not more than two tiers of boxes may be installed. The receptacles shall be so placed that the center of the barrel of the master lock of the upper tier will not be more than 5½ feet from the floor, and the center of the barrel of the master lock of the lower tier will not be less than 30 inches from the floor. If fastened to the wall with screws, roundhead screws should be used.

(h) (1) Each individual receptacle shall be equipped with a door through which the mail may be removed from such receptacles by the holder. The doors of the several receptacles shall be

secured by key locks or combination keyless locks. In case key locks are furnished, manufacturers shall make provisions for a sufficient number of key changes to prevent the opening of receptacles by the use of the key to any other receptacle in the same house and in the immediate locality. These locks must be securely fastened to the door or receptacle. Each lock should be clearly numbered on the back so that if key is lost a duplicate may be ordered by number. The lock number should also be clearly shown on the inside of the master door directly above the individual box to which it is attached.

(2) Apartment-house managers shall maintain a record of key numbers furnished by manufacturers and jobbers relating the key number to the receptacle number so that when necessary, new keys may be ordered. Key numbers shall not be placed on the barrels of the locks, as it is thus possible for unauthorized persons to secure keys and gain access to the boxes. In the case of keyless locks, apartment-house managers should be instructed to keep a record of the combinations so that new tenants may be advised. These records of key numbers and combinations shall be kept in the custody of the manager himself or a trusted employee.

(i) In the face of each receptacle a slot 2 inches in length and one-eighth inch wide for the deposit of carrier and special delivery notices shall be provided.

(j) Mail receptacles shall be satisfactorily numbered or lettered in numerical or alphabetical sequence from left to right so as to enable the carrier to expeditiously deliver the mail.

(k) (1) Each receptacle shall be fitted with clasps or holders for placing a card on which shall be placed a list of the names of persons receiving mail through such receptacles. There is no objection to placing the holders for the lists of names on the outside of the receptacles instead of the inside, but in such case the holders shall be wide enough for not less than three names, and shall be placed so that the carrier while in a standing position may easily read the names when the master door is open.

(2) In all apartment houses where there are 25 or more receptacles, a complete directory, alphabetical by surname, of all persons receiving mail shall be maintained and kept corrected to date. The receptacle number and apartment number should always be the same, and the apartment number should appear on the right of the name on the directory. If, for any cause, the apartment number is different from the number on the receptacle, the receptacle number should appear on the left of the name in the directory. The same arrangement shall be followed where the apartments and receptacles are either lettered or lettered and numbered.

(3) The directory shall be prepared by the use of legible type in a suitable frame for protection purpose, and attached to the wall immediately above or to the side of the mail receptacles where it can be easily read. In all cases where an attendant such as telephone operator, doorman, or elevator conductor, is on duty between the hours of 7 a. m and 11 p. m. and mail is delivered to either approved apartment-house receptacles or in bulk for distribution by employees of the building, the directory may be kept in the custody of the employee on duty in the building so that it may be available for use by the carrier or special-delivery messenger on request.

(4) Where an apartment house is divided into units with separate entrances and 25 or more receptacles are installed to the unit, a separate directory shall be provided for each unit. In addition, where mail is not generally addressed to specific units, a directory shall be kept at the main unit of the building, listing all persons receiving mail in the various units.

(l) (1) The owners or managers of buildings shall keep receptacles in good repair, and when apartment buildings are remodeled mail receptacles in conformity with these regulations shall be installed.

(2) Carriers shall report all cases where apartment houses are being remodeled and where mail boxes in apartment houses are not locked or are out of repair.

(Form 3521, "Carriers' Report of Condition of Mail Receptacle," is to be used for this purpose.)

(3) Upon receipt of a report of lack of repair or irregularity in the operation of apartment-house mail receptacles postmasters will have prompt investigation made, and direct what repairs must be made by and at the expense of the owners or managers. In order that there shall be no question as to the disposition or treatment of mail, repairs must be made only when a representative of the post office is present. It is unlawful for other than postal employees to open receptacles and expose mail.

(4) Failure to keep boxes locked or in proper repair as directed by postmasters is sufficient justification for withholding delivery of mail therein and requiring the occupants of the apartments to call for their mail at the post office, if this action is believed advisable for safety reasons.

(5) Complaints of loss, theft, or injury of mail deposited by carrier in apartment-house mail receptacles, shall be investigated and where it is shown that some one has willfully or maliciously injured, defaced, or destroyed mail deposited in such mail receptacles or has willfully taken or stolen mail from such receptacles, suitable action shall be taken looking toward the prosecuting of the offender under section 198 of the United States Penal Code, as amended.

(m) Section 191 and section 198, as amended, of the United States Penal Code prescribe penalties for the wrongful possession of mail locks and the willful or malicious injury or destruction of letter boxes and the theft of mail therefrom. Manufacturers are authorized to place on each installation of apartment-house mail receptacles the words "U. S. Mail" and a warning notice of these provisions of law. Manufacturers are also authorized to place inconspicuously on each installation their name and the words "Approved by the Postmaster General," where the designs have been approved by the Post Office Department.

(n) (1) Postmasters shall furnish inside letter-box arrow locks for use on master doors, upon request of owners or builders of apartment houses for attachment to mail receptacles when inspection discloses that such receptacles can be approved by the Department and are installed in conformity with these regulations. The locks shall be attached to the group of receptacles by the owner or builder of the apartment house or by his direction, under the supervision of a representative of the postmaster, who shall see that they are securely attached.

(2) Postmasters shall make requisition on the Fourth Assistant, Division of Mail Equipment Shops, for a suitable supply of inside letter-box arrow locks when they find there is need for such locks and shall maintain a suitable reserve stock. Requisitions for locks should include a statement as to the number of keys required. Any locks that become defective or by reason of renovation of the building are no longer needed shall be returned to the postmaster. All delivering employees and all postmasters must see that such locks are properly accounted for when buildings are torn down or remodeled and that defective locks are recovered.

NOTE: The names of manufacturers of approved apartment-house mail receptacles may be procured on application to postmasters.

PART 51—VILLAGE DELIVERY

Sec.

51.1 Village delivery.
51.2 Auxiliary allowance on account of vacations.
51.3 Mail receptacles.
51.4 All mail to be delivered by carrier; exceptions.
51.5 Carrier's record of changes of address.

AUTHORITY: §§ 51.1 to 51.5 issued under R. S. 161, 396, sec. 9, 37 Stat. 559, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 153.

§ 51.1 *Village delivery* — (a) *Establishment.* (1) Village delivery may be established under such regulations as the Postmaster General may prescribe in towns and villages having post offices of the second or third class and in communities adjacent to cities having city delivery.

NOTE: See 39 U. S. C. 153 and annual appropriation acts.

(2) Village delivery service may be established at any village or town having postal receipts of $5,000 or more for the preceding fiscal year and having a population of 1,500 or more residing in territory possessing the same improvements as are required for the establishment of city delivery service.

(b) *Administration and operation.* The administration and operation of the Village Delivery Service shall be governed by the provisions of the Postal Laws and Regulations relating to City Delivery Service, so far as they are applicable. (See §§ 50.1 to 50.16.)

(c) *Limits and frequency.* The limits of the Village Delivery Service and the number of daily delivery and collection trips to be made shall be fixed by the department and shall not be changed except by authority of the First Assistant Postmaster General.

(d) *Changes in routes.* Postmasters may make changes in carrier routes within established limits so as to equalize the carriers' work and to improve the service.

(e) *Village carriers.* Village carriers shall deliver all mail addressed to patrons, if practicable. Patrons shall be notified to call at the post office for packages too large to be handled by village carriers, which cannot be delivered by a rural carrier without deviating from his route.

§ 51.2 *Auxiliary allowance on account of vacations.* Requests for auxiliary allowance on account of vacations shall be submitted to the First Assistant Postmaster General, Division of City Delivery Service.

§ 51.3 *Mail receptacles.* Patrons shall provide private mail receptacles. Delivery service shall not be accorded any residence not equipped with a door slot or receptacle.

§ 51.4 *All mail to be delivered by carrier; exceptions.* Village carriers shall deliver all mail addressed to patrons if practicable. Patrons shall be notified to call at the post office for packages too large to be handled by the village carriers, or which cannot be delivered by a rural carrier.

§ 51.5 *Carrier's record of changes of address.* Village delivery carriers shall not be required to keep a complete directory of all patrons on their routes, but shall keep a record of all changes of address. Unlimited forwarding orders and permanent changes of address shall be observed for a period of 2 years.

PART 52—RURAL DELIVERY

ESTABLISHMENT OF SERVICE

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52.1 Rural delivery service.
52.2 Who may be served by rural carriers.
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52.39 When required postage uncertain.
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52.86 Damage to or depredations upon collection or rural boxes.
52.87 Locks on rural boxes.
52.88 Master keys to locks on rural boxes.
52.89 Rural box numbers.
52.90 Owner to be notified of box number assigned.
52.91 Numbering of boxes subsequently erected.

UNITED STATES COLLECTION BOXES

52.92 United States collection boxes.

AUTHORITY: §§ 52.1 to 52.92 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

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§ 52.1 *Rural delivery service*—(a) *Establishment.* Rural mail delivery shall be extended so as to serve, as nearly as practicable, the entire rural population of the United States. (Sec. 1, 39 Stat. 423; 39 U. S. C. 191)

(b) *Classes of service.* All rural mail-delivery routes shall be divided into two classes to be known as:

(1) Standard horse-drawn vehicle routes, which shall be twenty-four miles in length, and

(2) Standard motor-vehicle routes, which shall be fifty miles in length, and shall only be established when a majority of the proposed patrons who are heads of families residing upon such proposed routes shall by written petition ask the Post Office Department to establish the same.

(c) *Length of routes.* (1) Nothing herein contained shall be construed to prohibit the establishment of horse-drawn vehicle routes of less length than the standard of twenty-four miles. If, in the discretion of the Postmaster General, in order to render more complete service, it should be necessary to do so the Postmaster General is hereby authorized to increase the length of routes not to exceed fifty per centum above the standards herein prescribed. (Sec. 1, 39 Stat. 423; 39 U. S. C. 192)

(2) Rural routes of a length above 36 miles and less than 50 miles, also, may be established there being no recognized standard route of 50 miles.

NOTE: See decision of April 17, 1925, of Comptroller General (4 Comp. Gen. 862), citing act of February 28, 1925, 43 Stat. 1063.

(d) *Requirements as to condition of roads.* Roads on which rural delivery service is established shall be in good condition and so maintained, unobstructed by gates, and there shall be no unbridged streams not fordable at all seasons of the year.

(e) *Frequency of service on new route.* The frequency of service on a newly established route shall not exceed three times a week, unless such route is formed wholly, or in greater part, by rearrangement of six-times-a-week service.

(f) *Consolidation of routes.* No consolidation of rural routes shall be made otherwise than on account of the resignation, death, retirement, or dismissal on charges of carriers in the Rural Mail Delivery Service. (Sec. 3, 48 Stat. 1213; 39 U. S. C. 192a)

§ 52.2 *Who may be served by rural carriers.* All persons, except those who reside within the city delivery limits of cities where city delivery service is in operation, or within the village delivery limits of cities, towns, or villages where village delivery service is in operation, may be served by rural carriers, provided they will erect approved boxes on the established line of the routes in the manner required by the department.

§ 52.11 *Holidays*—(a) *No service.* Service shall not be required on rural delivery routes on the legal public holidays (see § 137.76 for list of holidays in the Postal Service).

(b) *When falling on Sunday.* When a holiday on which service is not required falls on Sunday, the following Monday shall be observed unless otherwise specially provided.

§ 52.17 *Obstructions of travel to be reported.* In all cases of impassable roads, bad condition of roads, unsafe bridges, dangerous fords, or other obstructions to service on rural routes, the postmasters at delivery offices shall notify the patrons affected and the road supervisors or officials in charge of such matters and request that the necessary repairs be made, using for the purpose Forms 4024 and 4024–A. If the repairs are not made within a short time the postmaster shall report the facts to the First Assistant Postmaster General, with recommendation for an amendment of the route to withdraw it from impassable or unsuitable roads. Postmasters shall in like manner report every instance where a nonautomatic gate is being maintained on any road covered by rural delivery service.

§ 52.18 *Deviations from routes forbidden*—(a) *Exceptions.* Rural carriers shall serve their routes as ordered by the department and as officially described, except in cases of emergency, when they shall make such deviations and use such roads as may be available and will enable them to serve the great-

est possible number of their patrons. When the deviations involve but slight additional travel and are likely to be of short duration, reports thereof to the department are not necessary. If the changes from the established route are of considerable extent, prompt and full report shall be made to the First Assistant Postmaster General. Correct copies of rural maps and official descriptions of routes shall be kept on file in the post office.

(b) *Assistant to carrier.* A rural route shall be served each schedule day when by the use of suitable equipment the performance of the service is practicable. When essential to the performance of full service, a rural carrier shall employ, at his own expense, some suitable person, preferably a bonded substitute, to assist him, and in such circumstances the assistant may accompany the regular carrier, if by such an arrangement more nearly complete service can be performed than otherwise would be possible. Ordinarily, when the employment of assistance is necessary, the person employed by the carrier shall, if practicable, serve a different part of the route from that covered by the regular carrier. A rural carrier when serving his route shall not be accompanied by any person to serve as driver or in any other capacity except as herein provided.

(c) *Deviation from regular days of service on triweekly route.* When, owing to climatic or other conditions which cannot be controlled, a carrier serving one triweekly route is unable to perform service on the days prescribed by the department, he shall, if conditions permit, be required to perform service on the next working day.

(d) *Service on horseback.* Postmasters may permit carriers to perform service on horseback when, on account of storms or other causes, roads are temporarily impassable for vehicles. In such cases the mail shall be completely protected from loss or damage.

§ 52.20 *Carriers to report for duty regardless of weather.* Rural carriers shall report at the offices for duty in accordance with schedule without regard to the condition of the weather and make every effort to perform full service. If a carrier is temporarily prevented from traveling over his route as officialy described, he shall, if necessary to serve some of his patrons, reverse the order of travel, and shall, in case of any obstruction to travel over the regular route, use any available roads in order to serve his patrons.

§ 52.21 *No interruption of service to be permitted.* Postmasters at delivery offices shall not permit suspension or interruption of service on rural delivery routes because of the absence of regular carriers or substitutes, but in such emergency shall employ a suitable person to perform service temporarily.

§ 52.22 *Delivery schedules* — (a) *Maintenance of.* Rural carriers shall report at the post offices to which they are attached, not less than 30 minutes prior to the scheduled hour of departure to serve their routes, or as much earlier as may be necessary to enable them to assort their mail for delivery, shall have their conveyances at the post offices by the starting time, and shall return with their collections before going to their homes. They shall cover their routes expeditiously, but so regulate the rate of travel that the respective boxes will be reached at about the same hour each day.

(b) *Changes of.* (1) In case of emergency a temporary deviation from the schedule may be permitted, but no permanent change in a carrier's schedule shall be made except by direction of the department.

(2) When a change of schedule is rendered advisable by reason of change in the time of arrival or departure of mails or for any other reason, the postmaster shall notify the First Assistant Postmaster General accordingly and submit a new schedule.

(c) *Awaiting belated mails.* Postmasters shall require carriers to delay departure for service of their routes one hour when advisable on account of delay of incoming mails at the post office, provided such delay in departure will not prevent the complete performance of service on the route or the regular dispatch of mails collected by the carrier.

(d) *Stop for dinner.* Carriers, while serving their routes, may stop not to exceed 30 minutes for dinner, provided such stop will not prevent their return to the post offices to which they are attached on schedule time. During such interval the carrier shall retain personal custody of the mail and equipment.

§ 52.25 *Outside employment*—(a) *Restrictions.* Letter carriers of the rural free-delivery service shall not solicit business or receive orders of any kind for any person, firm, or corporation, and shall not, during their hours of employment, carry any merchandise for hire: *Provided,* That said carriers may carry merchandise for hire for and upon the request of patrons residing upon their respective routes, whenever the same shall not interfere with the proper discharge of their official duties, and under such regulations as the Postmaster General may prescribe. (Sec. 1, 33 Stat. 439, as amended; 39 U. S. C. 196)

(b) *Soliciting of patronage or furnishing of lists forbidden.* (1) Rural carriers shall not, either in person or through others, directly or indirectly, or by any method whatever, cooperate with or assist publishers or others in securing the patronage of the public, nor furnish, directly or through others, the names and addresses of patrons of the service, with or without compensation, to any individual or company, except to officers who are, under the regulations, entitled to them.

(2) Rural carriers shall not engage in any business while on or off duty which offers temptation to solicit patronage on their routes or in which their official position would give them special advantage over competitors.

(c) *Carrying of unmailable packages.* Rural carriers shall be permitted to carry outside of the mails, for and upon request of patrons of their routes, articles and packages of merchandise which under the law and regulations are unmailable provided there is no delay or interference with the regular mail service; but intoxicating liquors, explosives, or any articles exhaling bad odor shall not in any circumstances be carried by them while on duty.

(d) *Mailable matter not to be carried unless postage prepaid.* Rural carriers shall not carry while on duty any package of mailable matter the weight of which is within the limit prescribed for admission to the mails (except franked and other matter entitled under the law to free transportation), unless postage shall have been paid thereon at regular rates. Admissible matter shall be properly prepared for mailing and carried only in the mails.

(e) *Kinds of packages not to be carried.* Rural carriers shall not while on duty convey outside the mails any package which has been rendered unmailable by the addition of extraneous matter, nor any package containing articles or parcels to be delivered by the carrier to different persons.

(f) *Not to leave route to handle packages carried outside the mails.* Articles and packages which patrons desire conveyed outside the mails shall be delivered to the carrier in person. Carriers shall not leave their routes while on duty to receive or deliver such matter.

(g) *Fees from patrons.* Any fees charged by the carriers for transporting and delivering matter outside the mails shall be paid by the patrons for whom such service is rendered. Carriers shall not receive compensation from merchants for such service.

§ 52.26 *Passage of carrier not to be obstructed.* The passage of a carrier on a rural route shall not be willfully obstructed, but rural carriers are not entitled to privileges on public highway not possessed by private individuals. (See §§ 130.51 and 130.58.)

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§ 52.29 *Rural carriers accountable for mail*—(a) *Care in delivery.* Rural carriers shall be held strictly accountable for the care and proper delivery or dispatch of mail intrusted to them; they shall not carry mail in the pockets of their clothing, throw it into yards, nor leave it where it is likely to be lost.

(b) *Delivery of parcel-post mail.* All ordinary parcel-post packages for patrons of rural routes shall be carried out on the routes on the first trip after their receipt at the post office. Where a patron lives within hailing distance of the route, the carrier shall make reasonable effort to hail him and have him meet the carrier to receive parcels too large to be placed entirely within the mail box. If delivery is not effected in this manner and a written request for delivery outside of the box has not been filed with the postmaster by the patron in accordance with the provision hereinafter stated, a notice on Form 4233 shall be left in the box requesting that the patron indicate thereon the day on which he will meet the carrier to receive the parcel. A parcel that is too large to be placed in the box of the addressee shall not be left outside of the box unless the patron shall, by written request filed in the post office, direct that parcels be delivered in this

manner, with the express proviso that the Department and the carrier are relieved of all responsibility in case of loss or depredation.

§ 52.30 *Showing of mail to others forbidden.* Mail shall not be exhibited by rural carriers to others than the addresses.

§ 52.31 *Mail bearing box number without name*—(a) *Delivery.* Mails other than registered, insured, and collect-on-delivery mail, for delivery by rural carriers which is addressed merely to the box and route number may be delivered to the owner of the box as long as no improper or unlawful business is conducted in this manner. Matter which is unaddressed shall be treated as undeliverable.

(b) *Return.* First-class matter mailed by a patron and returned on account of failure of delivery to the addressee shall be placed in the box of the sender if the name of the post office and the route and box numbers are given on the return card, regardless of the absence of the sender's name.

(c) *Insured and c. o. d. mail.* Insured and collect-on-delivery mail shall be delivered in accordance with the provisions of § 64.7 of this chapter.

§ 52.32 *Delivery into boxes; direct to patron if known.* Ordinary mail shall be delivered only into boxes of patrons to whom it is addressed, or into those of persons duly authorized to receive it. Carriers may deliver such mail directly to patrons whom they meet provided their identity is known and carriers are not thereby unduly delayed.

§ 52.33 *Box signals*—(a) *Use of.* Rural carriers shall open and examine boxes of patrons only when signals are displayed to indicate that they contain mail for dispatch. When the mail is collected from the box, the carrier shall lower the signal, whether he has deposited mail in the box or not.

(b) *Carrier not to raise signal.* The carrier shall not raise the signal on a box at any time.

§ 52.34 *Office delivery to rural patrons.* Postmasters shall deliver newspapers to patrons of rural-delivery routes who call therefor at the offices when they are open for business on Sundays and holidays, and shall deliver mail of any class to rural patrons who call for it during business hours on ordinary week days at times when such delivery will not interfere with the business of the office nor delay the rural carriers in departing to serve their routes.

§ 52.35 *Postage-due mail at rural delivery offices.* When mail matter on which the required postage has not been fully paid is received at a delivery office, addressed to a patron of a rural route, the postmaster shall affix the necessary postage-due stamps thereon and hand the mail to the carrier for delivery on collection of the amount due. If the deficient postage cannot be collected by the carrier without leaving his route, he shall fill in a notification card (Form 4233), deposit it in the addressee's box and return the unpaid or partly paid matter to the post office to be held until the amount of postage due is paid or directions received from the addressee as to the disposition of such mail. (See § 43.11.)

§ 52.36 *Diversion of mail in transit prohibited.* Postmasters and rural carriers shall not divert in transit any mail addressed to a post office other than the delivery office for the purpose of effecting more expeditious delivery thereof by carrier to the box of the addressee. All mail shall be delivered from the post office to which it is addressed except as otherwise provided by the Postal Laws and Regulations.

§ 52.37 *Intermediate offices.* Rural carriers shall stop regularly at intermediate offices on their routes for mail addressed to such offices for patrons of the rural delivery routes. If such patrons reside on the part of the route already traveled by the carrier, the mail shall be left overnight in the delivery office and delivered by the carrier on his next trip. Such action shall not be considered as forwarding mail and no additional postage shall be required. Carriers shall enter intermediate offices to obtain mail from the postmasters or their assistants, provided it is not necessary for them to go a greater distance than 50 yards from their vehicles or out of sight of them.

§ 52.38 *Acceptance of all mail required.* A rural carrier shall accept any mailable matter which may be tendered to him by any person for delivery or dispatch provided the postage is fully prepaid or money equal to the postage required is furnished, unless it is ascertained that the purpose of thus handing mail to the carrier for deposit into one office is to "boycott" another office, or deprive it of its legitimate revenue. This provision applies also to registry business, the insurance of third- and fourth-class matter, the sale of stamped paper supplies, and to money-order business.

§ 52.39 *When required postage uncertain.* When matter is tendered to a rural carrier for mailing, the weight of which or the postage rate for which he is unable to ascertain, he shall receive from the sender an amount sufficient to insure full payment of postage, take the mail to the post office, and affix the necessary postage, returning to the sender on the next trip any excess amount collected.

§ 52.40 *Treatment of mail collected by rural carriers.* All mail collected by rural carriers shall be taken by them to the offices from which the respective routes are operated, and shall be properly faced by the carriers for cancellation and for delivery or dispatch, unless the regulations provide, or instructions are specifically issued by the department, for the delivering or depositing of the mail in some other manner. (See §§ 52.42 and 52.43.)

§ 52.41 *Unstamped mail placed in rural boxes*—(a) *When sufficient money for postage is provided.* When a rural carrier finds unstamped mail in a patron's box and the requisite amount of money for postage, he shall collect the mail and money and affix the necessary stamps, provided that, if the mail box does not have a corrugated bottom, the money is properly wrapped, is in a coin-holding receptacle, or is attached to the mail by means of a clip or other suitable fastener.

(b) *When sufficient money for postage not provided.* When mailable matter is deposited in a box for dispatch and the required postage has not been paid nor sufficient money left for the purchase of stamps, a rural carrier shall, when the identity of the sender is known, place in the box a notice that such matter cannot be dispatched until the necessary postage is paid. If the identity of the sender is unknown, the matter shall be taken to the delivery office and treated as prescribed in § 42.16 of this chapter.

(c) *Boxes to be used for mail only.* Mail boxes erected on rural routes shall be used exclusively for the reception of matter regularly in the mails, and any mailable matter, such as circulars, sale bills, etc., deposited therein shall be treated in accordance with the rules governing the mails, including proper addressing and the payment of postage at the regular rate.

(d) *Unpaid mailable matter intended for box owner.* When a rural carrier finds deposited in a box mailable matter on which postage has not been paid, addressed to or intended for the person in whose box it is deposited, the carrier shall take such matter to the delivery post office to be held for postage and treated as prescribed in § 42.16 of this chapter.

§ 52.44 *Return of mail by carriers forbidden.* Mail which has come into the custody of a rural carrier shall not be returned by him to any person. Any application for return of a letter or package shall be referred to the postmaster at the office of mailing.

§ 52.45 *Undelivered mail and postal funds to be turned in promptly*—(a) *Requirement.* Rural carriers shall deliver to the postmaster or other authorized person, each day, immediately after completing their trips, the undelivered matter and the mail collected by them and all postal funds and stamped paper supplies, and complete their money-order and registry business records and make all required reports before going off duty. When conditions warrant it, postmasters may require carriers before going off duty, to arrange for delivery by them mail received after the departure of the carriers upon the service of their routes. Carriers shall not, except by specific authority of the department, or in cases of extreme emergency, retain any mail in their possession overnight.

(b) *Notation of nondelivery.* Carriers shall note on the face of each piece of mail which they are unable to deliver the reason for nondelivery.

§ 52.46 *Unidentified mail.* When the addressee of mail received at a delivery office is unknown, such mail shall be placed in the hands of the rural carriers for possible identification and delivery before it is treated as undeliverable matter.

§ 52.47 *Two or more routes on one road.* A patron residing on a road traveled by two or more rural carriers may select the carrier by whom he prefers to

have his mail delivered and collected, in which case only the designated carrier shall handle his mail. Unless such selection is made by the patron, each carrier passing the box shall deliver mail into it and collect therefrom any mail which he can expedite in dispatch or delivery, provided the box is on the right-hand side of the road as traveled by the carrier.

§ 52.48 *Service where contagious disease prevails.* A rural carrier shall deliver mail into the box of a patron in whose family a contagious disease exists, when this can be done without exposure to contagion, but no mail other than first-class mail or printed matter shall be collected from such box while quarantine is in force.

§ 52.49 *Special-delivery service on rural routes*—(a) *To patron more than mile from post office.* Special-delivery mail addressed to a patron of a rural route who lives more than 1 mile from the post office shall be sent out by the carrier on his first trip after the receipt of such mail and shall be delivered by the carrier at the patron's dwelling or place of business, provided it is not more than one-half mile from the route and there is a passable road leading to it, for which service the carrier shall be paid the regular fee. If the patron resides more than one-half mile from the route, the mail, after being properly recorded, shall be delivered by the carrier into the patron's box the same as ordinary mail. (See § 52.29 as to parcels too large for box.) In the latter case, or in any case where delivery is effected without extra travel or special effort, the special-delivery fee shall not be paid to the postmaster, the clerk in charge of a rural station, nor the rural carrier.

(b) *To whom delivery may be made.* Special-delivery mail shall be delivered to the addressee or to someone authorized to receive his mail.

(c) *When to be placed in box.* If a rural carrier cannot make personal delivery of special-delivery matter at the residence or place of business of the addressee, it shall not be returned to the post office, but shall be deposited in the patron's box, and the carrier shall leave at the residence or place of business notice of nondelivery (Form 3955).

(d) *To patron within one mile of post office.* Special-delivery mail addressed to a patron of a rural route who resides within 1 mile of the post office or its delivery units, including rural stations, shall be delivered immediately by other than the rural carrier unless equally prompt and efficient delivery by the rural carrier is assuredly possible.

§ 52.50 *Special-delivery matter collected and delivered en route.* When a rural carrier collects on his route special-delivery mail addressed to a patron of his route which can be delivered before he returns to the office, he shall make proper entry on Form 3954, or on messenger's receipt book (Form 3951), as the case requires, cancel the stamps, and make delivery in the regular way, and upon arrival at the delivery office promptly notify the postmaster or clerk in charge of such collection and delivery so that the proper entry can be made on the records.

§ 52.51 *Exchange of special-delivery matter by carriers.* Special-delivery matter shall be transferred by one carrier to another at a point where regular exchange of ordinary mail is authorized, either in person or through a United States collection box, if such action will facilitate delivery. The carrier who makes or attempts to make delivery to the addressee shall be paid the regular fee by the postmaster at the office from which his route emanates.

§ 52.52 *Receipts for special-delivery matter.* A rural carrier starting from an office having city delivery service shall take a receipt on Form 3951 for special-delivery matter delivered. At other than city delivery offices receipts shall be taken on sheets (Form 3954). If receipts cannot be obtained on delivery, proper record shall be made of the reasons for failure to obtain them. (See §§ 53.14 and 53.15.)

§ 52.53 *Record of special-delivery matter*—(a) *In post office.* Special-delivery matter addressed for delivery along a rural route, beyond the special-delivery limits of an office, shall be recorded in the post office and treated in accordance with the regulations governing the handling of such mail.

(b) *Forms.* For recording special-delivery matter received, Form 3951 shall be used at city delivery and village delivery offices, and Form 3953 at all other offices.

(c) *At city delivery offices.* At city delivery offices the postmasters shall keep a record of the number of articles specially delivered by each rural carrier, and at the end of each month shall pay him the fee earned, taking his receipt therefor on Form 1592–A.

§ 52.54 *Registered special-delivery mail.* In registering special-delivery mail and in making delivery of registered special-delivery matter, the rules and regulations governing the registry system also shall be observed.

§ 52.64 *Mail in transit, when delivery permitted.* Upon the personal application or written request of the addressee, ordinary mail in transit to a post office, which is supplied by rural carrier, may be delivered from the distributing office on Sundays and holidays, when the office is open to the public.

VEHICULAR AND OTHER EQUIPMENT AND STAMP SUPPLIES

§ 52.65 *Vehicular equipment* — (a) *Carriers shall furnish.* Carriers in rural mail-delivery service shall furnish and maintain at their own expense all necessary vehicle equipment for prompt handling of the mail. Nothing herein shall be construed, and no order shall be issued, to prevent the use of motor vehicles on horse-drawn vehicle routes. The Postmaster General in his discretion may require all carriers to furnish sufficient equipment to properly handle postal business on their routes. (Sec. 1, 39 Stat. 423; 39 U. S. C. 193, 194, 195)

(b) *Character of conveyances.* The conveyances provided by rural carriers shall be so constructed and maintained as to accommodate the mail and thoroughly protect it from damage or loss. The automobiles used by rural carriers in the performance of service shall be of sufficient capacity to enable the carriers properly to handle the business on their routes. When the use of horses is necessary or desirable the stock shall be kept in such condition as will enable the carriers to perform complete and uninterrupted service under adverse weather and road conditions.

(c) *No advertising permitted on equipment.* Rural carriers shall not display advertising matter of any character upon their equipment.

§ 52.67 *Sale of stamped paper by rural carriers*—(a) *Stock.* Rural carriers when on duty shall carry, for sale, a stock of postage stamps, postal cards, and stamped envelopes to the value of $3 or more sufficient to meet the demands of purchasers. (See §§ 8.23 and 52.45.)

(b) *Accounting for stock.* The amount advanced by the postmaster shall be kept intact, and the stock of each carrier shall be replenished each schedule day by purchase from the postmaster from the proceeds of the sales of the day. The excess from sales of stamped envelopes accruing each day shall be turned over to the postmaster at the end of each trip, to be charged to his accounts as provided in § 8.24 of this chapter.

(c) *Checks not acceptable.* Carriers shall not accept checks in payment for postal supplies purchased of them.

RURAL STATIONS

§ 52.68 *Rural stations*—(a) *Establishment.* Rural stations shall be established and maintained in connection with rural deliver service when considered necessary to facilitate the transaction of postal business in communities where a considerable number of people would be seriously inconvenienced if compelled to transact business with the rural carrier only, or at such points where rural carriers are required to exchange mails and it is deemed inadvisable to establish post offices.

§ 52.70 *Functions of rural stations.* At rural stations mail shall be dispatched, received, and delivered, money orders issued, mail registered, and stamp supplies sold.

§ 52.72 *When rural stations are to be open.* Rural stations shall be kept open during ordinary business hours each week day, except on holidays when service on routes emanating therefrom is not required, and shall invariably be open in ample time to permit the rural carriers to work their mail, and shall be open when the rural carriers return from their routes, in order to permit them to deposit collections and attend to other duties.

§ 52.73 *Mail addressed to rural station.* Mail addressed to a rural station shall be retained there to be called for, unless the addressee is a patron of a rural route starting from such station or of a route contiguous thereto, in which case the mail shall be delivered in the patron's box by the carrier of the route. The usual notices for registered, insured, and collect-on-delivery mail addressed to a rural station for delivery shall be

issued in accordance with the requirements of § 60.80 of this chapter.

PATRONS' BOXES

§ 52.78 *Patrons' boxes*—(a) *Sizes.* Persons wishing to become patrons of rural routes shall provide and erect, at their own expense, standard boxes of either the No. 1 or the No. 2 size, the manufacture of which has been approved by the Department.

The box of the No. 1 size is 18½ inches long, 6¼ inches wide, and 7½ inches high.

The box of the No. 2 size is 23$^{3}/_{16}$ inches long, 11 inches wide, and 13$^{3}/_{8}$ inches high.

(b) *Copies of specifications obtainable.* Copies of the specifications and drawings to be followed in the manufacture of these standard boxes may be obtained on application to the First Assistant Postmaster General.

(c) *Use and transfer of boxes.* Patrons shall not be required to discard boxes which were in use on and before July 1, 1929, while they remain serviceable. A box which has been approved for use in the Rural Delivery Service, although it may not be either a No. 1 or a No. 2 size box, may be transferred by the owner to another route when he moves, or it may be continued in use at the old location by a person moving into the place occupied by the former owner of the box, but a box which is not a standard box of either the No. 1 or the No. 2 size or which has not been approved by the Department, obtained by one patron from another, may not be erected and used by the former at a different location.

§ 52.79 *Inscriptions on rural mail boxes*—(a) *Limitation.* The following inscriptions shall be placed on rural mail boxes, other inscriptions not being permitted:

(1) Name of owner.

(2) Name and address of manufacturer, inconspicuously placed.

(3) The words "Approved by the Postmaster General," "U. S. Mail."

(b) *Advertising on boxes or posts prohibited.* The display of advertising matter on rural mail boxes or on the posts, stands, or other supports upon which such boxes are erected or placed is prohibited.

§ 52.80 *Manufacture and sale of boxes*—(a) *Approval required.* Individuals, firms, or companies proposing to manufacture rural-delivery mail boxes for sale shall submit to the First Assistant Postmaster General a full-sized sample constructed in exact conformity with the specifications and drawings adopted by the Department. If the sample is approved, the manufacture and sale of the box will be authorized on condition that the manufacturer shall emboss or stamp in a conspicuous place on each box the words "Approved by the Postmaster General" and inconspicuously the name of the manufacturer. No box shall be approved for manufacture or sale that does not conform in every respect with the specifications adopted by the Department.

(b) *Purchase of boxes.* Authorized manufacturers may employ agents throughout the country to promote the sale of their boxes. But, regardless of any contracts or arrangements between manufacturers and agents, patrons may purchase boxes direct from manufacturers at authorized prices, patrons paying cost of transportation. (See Official Postal Guide for list of authorized manufacturers of rural-delivery mail boxes.)

(c) *Concerns authorized to manufacture and sell mail boxes for use on rural routes.* The following list shows the manufacturers of mail boxes whose samples have been approved:

Akron Metal Sales Co., 1045 S. High St., Akron 10, Ohio.

American Sheet Metal Works, Post Office Box 547, New Orleans 1, La.

Boyle Manufacturing Co., 5100 Santa Fe Avenue, Los Angeles 11, Calif.

Cincinnati Pump & Mfg. Co., 117 East Liberty Street, Cincinnati 10, Ohio.

Dayton Plastic & Metal Stampings, 321 North Western Avenue, Dayton 7, Ohio.

The Deshler Mail Box Co., 101 East Maple Street, Deshler, Ohio.

Diamond Metal Products Corp., Morewood and Johnson Avenue, Blairsville, Pa.

Inland Steel Products Co., Box 393, Milwaukee 1, Wis.

Montgomery Ward & Co., 619 West Chicago Avenue, Chicago 10, Ill.

Northwest Metal Products, Inc., 55 Spokane Street, Seattle 4, Wash.

Northwestern Mail Box Co., 2714 La Salle Street, Saint Louis 4, Mo.

Phillips and Buttorff Mfg. Co., Nashville 3, Tenn.

Reed Engineering & Mfg. Co., Thirteenth and John Streets, Newport, Ky.

Rex Tool & Die Co., 430 Island Ave., McKees Rocks, Pa.

Reynolds Metals Co., 2000 South Ninth Street, Louisville 1, Ky.

Sears, Roebuck & Co., Department 817, Chicago 7, Ill.

Stone-Nicholson Mfg. Co., 104 Fifth Avenue South, Nashville 3, Tenn.

Superior Sheet Metal Works Co., 3201–3–5–7–9 Roosevelt Avenue, Indianapolis 1, Ind.

Union Sheet Metal & Welding Corp., 2713 Fox Street, Baltimore 11, Md.

(d) *Inspection of boxes.* The boxes produced by the authorized manufacturers will be inspected from time to time by representatives of the Department and no boxes will be accepted that do not conform with the specifications as to material, mode of construction, workmanship, and finish.

§ 52.81 *Erection of rural mail boxes*—(a) *Accessibility.* Each box shall, if practicable, be erected on the right hand side of the road regularly traveled by a rural carrier and in such position as to be easily and safely accessible for the delivery and collection of mail by the carrier without leaving his conveyance.

(b) *Posts or other supports.* The posts or other supports upon which rural mail boxes are erected shall be of neat design and may be of wood, metal, or concrete, of suitable strength and dimensions. They may be either round or square, plain or ornamental, and with or without fixed or movable arms. Supports shall not be in the form of effigies or in forms intended to represent figures or mechanical objects, either grotesque or otherwise.

(c) *Receptacle for newspapers permitted on post.* A receptacle may be placed, by the patron, on the post or support of the rural mail box for use in delivering newspapers. The use of the box must not be restricted to any particular newspaper and it should display no advertising. The receptacle should be placed on the support below the mail box in such a manner that it will not interfere with the delivery of mail nor create a hazard for the rural carrier.

(d) *Approaches to boxes to be kept clear.* Patrons shall, as far as practicable, keep clear the approaches to their boxes by promptly removing obstructions which may render difficult or impossible the delivery of mail by the carrier.

§ 52.82 *Use of same box by more than one family.* More than one family, but not more than five families, may use the same box, provided that written notice of agreement, signed by the respective heads of families or individuals desiring to join in the use of such box, shall be filed with the postmaster at the distributing office.

§ 52.83 *Withdrawal of service from box owner.* Service shall not be withdrawn from any box owner by a postmaster or carrier without specific authority of the department.

§ 52.84 *Boxes which do not conform to regulations.* Rural carriers shall make report to postmasters of any boxes erected which do not conform to the regulations in the matter of type, condition, location, or inscriptions, and to the owners of these boxes the postmaster shall send Form 4056 (notice to patron of irregularity in rural-mail box), requesting that the irregularities or defects be remedied. If, after a reasonable time, any patron fails to comply with the requirements, the postmaster shall make report thereof to the First Assistant Postmaster General, giving the name of the patron and a statement as to what is required in connection with the box. The same action shall be taken by postmasters in respect to boxes which they note in making the annual inspections required by § 52.4 are not in conformity with the regulations.

§ 52.85 *Manufacture or sale of boxes by employees forbidden.* Officials and employees of the Post Office Department and Postal Service shall not act as agents for manufacturers of rural-mail boxes and shall not be interested, directly or indirectly, in the manufacture or sale of any rural-mail box. A postmaster may, however, order, without compensation or profit to himself, on request of a patron or prospective patron, a standard box as required by the regulations.

§ 52.86 *Damage to or depredations upon collection or rural boxes*—(a) *Report of.* Cases of depredations on or interference with United States collection boxes or their contents, or with rural-mail boxes or their contents, shall be promptly reported by the postmaster of the distributing office to the post-office inspector in charge of the division where such depredation occurs.

(b) *Collection boxes broken or in bad condition.* When a United States collection box becomes broken, or is in bad condition, the carrier on the route shall notify the postmaster, who shall report the facts to the Fourth Assistant Postmaster General, Division of Equipment and Supplies. If the lock is out of order

or the key broken, appropriate report shall be made to the Fourth Assistant Postmaster General, Division of Mail Equipment Shops.

§ 52.87 *Locks on rural boxes.* The use of locks on boxes shall not be required, but is considered advisable as a measure of protection. If patrons provide locks, carriers shall accept keys and unlock and lock boxes when serving them. To facilitate the carrier's work, patrons should, as far as practicable, adopt locks for each route of such pattern that a master key may be provided the carrier for use in unlocking the boxes.

§ 52.88 *Master keys to locks on rural boxes.* Master keys to locks on rural-mail boxes intended for carriers' use shall be delivered only to postmasters, who shall place them in the hands of the carriers. Carriers shall protect from misuse, loss, or destruction master and other keys to patrons' boxes. The loss of a key by rural carrier shall be promptly reported to the postmaster, who shall require the carrier to replace the key at his own expense.

§ 52.89 *Rural-box numbers*—(a) *Assignment of on new route.* Box numbers shall not be assigned until the expiration of 2 months from the date of installation of new service. If at that time 75 percent of the heads of families residing on the route have not erected boxes, the postmaster shall report that fact to the First Assistant Postmaster General, stating how many boxes have been erected.

(b) *Numbering system.* Each mail box on a rural delivery route shall have a number assigned to it, beginning with No. 1 for the first box reached by the carrier after leaving the office, succeeding boxes to be numbered in regular sequence in the order reached by the carrier in traveling over the route in accordance with the official description.

(c) *Box served by more than one route.* A box served by more than one route shall be given a number in the regular order for each route.

(d) *Entered in carrier's roster.* The box numbers so assigned shall be entered in the carrier's roster as required by § 52.15, but shall not be inscribed upon the boxes.

§ 52.90 *Owner to be notified of box number assigned.* When the assignment of box numbers on a route is completed, the postmaster shall furnish each box owner with the official number of his box, with request that he advise his correspondents to include in his address the number of the rural route and his box number.

§ 52.91 *Numbering of boxes subsequently erected.* New boxes erected between those already numbered shall be given any regular numbers which may have been vacated, and which would appear in order of sequence; otherwise new boxes shall be designated in the following manner: Those between the carrier's starting point and box No. 1, as A, B, C, etc.; those between Nos. 1 and 2, as 1–A, 1–B, etc., and so on throughout the route.

UNITED STATES COLLECTION BOXES

§ 52.92 *United States collection boxes*—(a) *Provision of.* United States collection boxes shall be supplied by the department for use in the rural delivery service, to be erected only at points where, after proper investigation, it is ascertained that they are necessary for the proper and convenient handling of the mail, such as at junction points of two or more routes, as a means for effecting exchange of mail by carriers, or as a depository for mail for dispatch in communities where there are no post offices. After such boxes have been erected at designated points in accordance with official instructions they shall not be removed therefrom except by order of the First Assistant Postmaster General.

(b) *Report to Department if not sufficiently used.* Postmasters shall from time to time take count of the amount of mail matter taken by carriers from United States collection boxes, and if it shall appear that the maintenance of a box is no longer necessary they shall so report to the First Assistant Postmaster General.

(c) *Record of.* A record shall be kept in the distributing offices of all United States collection boxes erected on rural delivery routes, giving the location thereof, and full information concerning exchange through them.

PART 53—SPECIAL DELIVERY

ESTABLISHMENT: RATE: DISPATCH

Sec.
53.1 Special-delivery service.
53.2 Postmaster's responsibility for immediate delivery.
53.3 Rates on special-delivery matter.
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53.5 Expense of special-delivery service.
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SPECIAL-DELIVERY MESSENGER SERVICE

53.20 Special-delivery messengers.
53.21 Employment as special-delivery messengers.
53.22 Delivery of special-delivery matter by letter carrier on regular trip.
53.23 Receiving of special-delivery matter by carriers and messengers on their trips.

AUTHORITY: §§ 53.1 to 53.23 (except for authority cited in text) issued under R. S. 161, 396, sec. 2, 24 Stat. 221, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 171.

ESTABLISHMENT: RATE: DISPATCH

§ 53.1 *Special-delivery service*—(a) *Establishment.* Every article of mailable matter upon which * * * [a] special [delivery] stamp shall be duly affixed [in addition to the lawful postage thereon] shall be entitled to immediate delivery, within the carrier-delivery limit of any free-delivery office, and within one mile of any other post office which the Postmaster General shall at any time designate as a special-delivery post office. * * * (Sec. 1, 24 Stat. 220; 39 U. S. C. 167)

(b) *Special-delivery offices.* Special-delivery service shall be performed at every post office. Delivery shall be made within a radius of 1 mile of every post office, or delivery station, or branch of such post office, and within the delivery limits of every office having village or city-delivery service.

(c) *Regulations.* The Postmaster General shall prescribe suitable regulations, not inconsistent with law, for the performance of the immediate-delivery service, the keeping of the records and rendering of accounts thereof, and all matters connected therewith, and may prescribe the hours within which such immediate delivery shall be made at any post office. (Sec. 2, 24 Stat. 221; 39 U. S. C. 171)

§ 53.2 *Postmaster's responsibility for immediate delivery.* * * * The postmaster shall be responsible for * * * the immediate delivery of every * * * article [bearing a special-delivery stamp], and shall cause delivery to be made of all such articles received at his office bearing such stamp and entitled to delivery thereat. * * * (See § 137.52.) (Sec. 1, 24 Stat. 220; 39 U. S. C. 167)

§ 53.3 *Rates on special-delivery matter*—(a) *Amounts; stamps.* To procure the most expeditious handling and transportation practicable and the immediate delivery of mail matter at the office of address, special-delivery stamps shall be affixed thereto, in addition to the regular postage, in accordance with the following schedule: Matter weighing not more than two pounds, if of the first class, 15 cents; if of any other class, 25 cents. Matter weighing more than two but not more than ten pounds, if of the first class, 25 cents; if of any other class, 35 cents. Matter weighing more than ten pounds, if of the first class, 35 cents; if of any other class, 45 cents: *Provided,* That, under such regulations as the Postmaster General may prescribe, ordinary postage stamps of equivalent value may be accepted in lieu of the special-delivery stamps. (Sec. 2, 46 Stat. 1469, as amended; 39 U. S. C. 276c)

(b) *"Special Delivery" endorsement.* Postmasters and other employees shall endorse every special-delivery article, except ordinary-sized long and short envelopes bearing the distinctive special-delivery stamp, with the words "Special Delivery" on the envelope or wrapper directly above the name of the addressee, regardless of whether or not the distinctive special-delivery stamp, or the equivalent in ordinary stamps, is affixed.

(c) *Rating and endorsement for fee paid.* All special-delivery mail, except ordinary-sized long and short envelopes, shall be properly rated and plainly endorsed, by rubber stamp or otherwise, with the words, "Special-Delivery Fee Paid _____ cents," thus indicating the proper special-delivery fee according to the weight of the article.

§ 53.4 *Expediting of special-delivery matter*—(a) *All personnel to cooperate.* Postmasters and all persons employed in the Postal Service shall facilitate in every way not inconsistent with the Postal Laws and Regulations the prompt dispatch, transmission, and immediate delivery of all special-delivery matter.

Where delivery is possible, failure to deliver shall not be considered excusable.

(b) *Cases of neglect to be reported.* Any disregard of the regulations relative to the special-delivery service or failure to give proper attention to special-delivery matter shall be reported to the First Assistant Postmaster General, Division of City Delivery Service.

§ 53.5 *Expense of special-delivery service.* The expense of the special-delivery service shall be paid out of the receipts of said service and charged against the appropriation for said service.

§ 53.6 *Special-delivery matter bearing insufficient postage*—(a) *Delivery.* * * * The omission by the sender to place the lawful postage upon a letter bearing such special-delivery stamp and otherwise entitled to immediate delivery under the provisions of § 53.1 shall not hinder or delay the transmission and delivery thereof as provided in § 53.1, but such lawful postage shall be collected upon its delivery, in the manner provided by law for the collection of deficient postage resulting from the overweight of letters. (See § 43.11.) (Sec. 3, 23 Stat. 387, as amended; 39 U. S. C. 165)

(b) *Letters only.* The foregoing provision permitting the dispatch of mail matter bearing a special-delivery stamp without prepayment of postage shall apply to letters only.

(c) *First-class matter other than letters.* Mail matter of the first class other than letters, when prepaid one full rate by stamps affixed in addition to the special-delivery stamp, shall be dispatched with the deficient postage rated thereon; but such matter with postage wholly unpaid, although bearing a special-delivery stamp, shall be held for postage.

(d) *Second-, third-, and fourth-class matter.* Wholly unpaid and insufficiently prepaid matter of the second, third, or fourth class, although bearing a special-delivery stamp, shall be held for postage, *Provided,* That when through inadvertence a parcel of third- or fourth-class matter prepared for mailing as special-delivery matter is partly but not fully prepaid, and it is not practicable to collect the deficiency from the sender without delaying the parcel, it shall be rated with the amount due and dispatched, the deficiency to be collected upon delivery. In such case, however, the sender should be advised that it is expected that the full postage, together with the proper special-delivery charge, will be prepaid on parcels mailed in future.

(e) *Postage due, how rated.* One full rate of postage due shall be required of the addressee on special-delivery letters weighing 1 ounce or less transmitted without any prepayment of postage. On special-delivery letters exceeding 1 ounce in weight transmitted without any prepayment of postage the deficient postage at the single rate and an additional charge of 1 cent for each ounce or fraction thereof, computed on the unpaid weight, shall be collected on delivery. All other special-delivery matter which through inadvertence reaches its destination with no prepayment of postage shall be charged with postage due at double rates. (See §§ 34.3, 34.12, 43.6, 43.10, and 43.11)

(f) *Collection of postage on delivery.* On partially prepaid special-delivery matter the deficient postage shall be collected on delivery, the same as on other short-paid matter.

§ 53.10 *Contract for special delivery*—(a) *Authorization.* * * * The Post- (a) *Authorization.* * * * [The Postmaster General] may contract for the immediate delivery of all articles [bearing special-delivery stamps] from any post office at any price less than eight cents per piece, when he shall deem it expedient. (Sec. 1, 24 Stat. 220; 39 U. S. C. 167)

(b) *Maximum price for bulk delivery.* When 100 or more pieces are received for delivery to 1 address on 1 trip the contract price shall not be more than 50 percent of the total special delivery fees involved.

§ 53.12 *Hours of special-delivery service*—(a) *Schedule.* Special-delivery matter shall be delivered at city delivery offices from 7 a. m. to 11 p. m., and at all other post offices from 7 a. m. until 7 p. m., and after the arrival of the last mail, provided this is not later than 9 p. m. Special orders may be made fixing later hours for delivery in particular cases.

(b) *Sundays and holidays.* Special-delivery matter shall be delivered at post offices of the first and second classes on Sunday and at other offices if the mail or mails arrive between 9 p. m. on Saturday and 6 p. m. on Sunday. Special delivery shall be made at all offices on holidays. (See §§ 25.6 and 25.7.)

§ 53.13 *Prompt delivery to be constant aim.* Every reasonable effort shall be made to effect the prompt delivery of special-delivery mail. If the address is deficient or incorrect, it shall be completed or corrected if possible. If the addressee has removed to the delivery of another post office, the article, if ordinary mail of the first class, shall be immediately forwarded if the new address is known or can be ascertained; if the article be registered mail, it shall not be forwarded without such authority as is required by § 60.14 of this chapter, in the absence of which a registry notice shall be sent. (See § 43.12 as to immediate forwarding of perishable or "pledge" matter of second, third, or fourth class.)

§ 53.15 *Manner of delivery or other disposition*—(a) *To authorized recipient.* Ordinary special-delivery matter shall be delivered to anyone authorized to receive the ordinary mail of the addressee. Where possible, receipts shall be obtained for deliveries made at second-, third-, and fourth-class offices, except as provided in paragraph h of this section.

(b) *Delivery in mail receptacle*—(1) *When adequate.* When no one responds to the repeated ringing of the bell or knocking on the door, the messenger may deposit the mail in the usual mail receptacles (including door slots and apertures under doors) after determining through close observation of the premises and suitable inquiry that the mail is correctly addressed and the occupants are only temporarily absent.

(2) *Care to be exercised.* Care shall be exercised that mail be not left in receptacles at offices, houses, or apartments where the occupants are to be away for more than a day. The messenger shall be held to a high degree of diligence and common sense in dealing with such cases.

(3) *Notation on receipt and separate notice beneath door.* When special-delivery mail is left in the receptacle after observing the foregoing precautions, a messenger at other than a first-class office shall note in the proper space on the receipt form the time of such action and the reason why he felt justified in leaving the mail. Messengers at all classes of offices shall also push beneath and beyond the door a notice showing that there is a letter in the receptacle.

(c) *Delivery beneath door.* Where the mail receptacle is unsafe, or no receptacle is provided, or where it is not possible to place the letter in the receptacle, special-delivery ordinary mail may be pushed beneath the door of the dwelling, apartment, or place of business. When delivery is made in this manner, Form 3955 shall be placed in the receptacle, or if receptacle is not provided, the Form 3955 shall be pushed beneath the door. Where mail or notices are pushed beneath the door they shall not be visible from the outside.

(d) *Notice to addressee of attempted delivery.* When special-delivery matter cannot be delivered as above described, Form 3955, special-delivery notice, shall be left under the door or in the receptacle, properly checked to show that the article has been returned to the post office. If the article, the delivery of which has been attempted, is a registered, insured, or c. o. d. piece, or is marked or known to be perishable, the messenger shall indicate its character on the face of Form 3955. The messenger's number, the date, and the name of the addressee shall be entered on this form, and at post offices having carrier-delivery stations, the station where the article is being held, and its location, shall be entered.

(e) *When no receipt obtained.* When delivery is made without obtaining receipt, entry shall be made on Form 3951, showing what disposition was made of the mail and time of delivery.

(f) *Delivery into post-office box.* (1) At city and village delivery offices, special-delivery mail addressed to a post-office box or to the general delivery shall be delivered into the box or held for delivery through the general delivery window, unless the addressee has given written notice that such mail be delivered to the residence or place of business. Where special-delivery mail is received at a city or village delivery office addressed to a street address and the addressee usually receives his mail through a post-office box or through the general delivery window, the mail shall be delivered as addressed, unless the addressee has given a written notice directing delivery into the box or through the general delivery window. At first-class offices such mail shall not be recorded, but at all other city and village delivery offices of the second or third class, special-delivery mail for delivery through post-office boxes of the general delivery window

shall be recorded on Form 3951 (Form 3954 at village delivery offices) when delivered to the box section of the general delivery section, as the case may be and the signature of the addressee will not be required.

(2) At offices not having city or village delivery service, all special-delivery mail shall be delivered to the residence or place of business of the addressee, unless the addressee has filed a written request that such mail be deposited into his post-office box or held for delivery through the general delivery window.

(g) *Undeliverable special-delivery mail*—(1) *Procedure.* Special-delivery mail which is returned to the post office by messengers as undeliverable shall be given attention by the supervisor or clerk in charge of the special-delivery section to ascertain the correct address of the addressee. If it is not possible to ascertain the correct address of the addressee and put the article in the way of delivery from the directory in the post office, it shall, if the office has delivery service, be listed on Form 3951 and turned over to the supervisor in charge of carrier service for further attempt at delivery. The supervisor shall deliver the special delivery in question to the proper carrier, making note on Form 3951 to show the carrier to whom it was delivered. Carriers need not sign for such special-delivery mail. However, if it cannot be delivered as addressed, the carrier should return it to the supervisor, properly marked for forwarding or endorsed to show the reason for nondelivery. At the end of the trip the supervisor will return Form 3951 to the special-delivery section with all undelivered specials and suitably endorsed to show the designation of the carrier to whom the specials were delivered that are not returned. The special-delivery records shall show final disposition of the article.

(2) *Disposal of.* Special-delivery matter which cannot be delivered shall be treated in accordance with the regulations governing the return of other undeliverable matter. (See §§ 43.43 to 43.50, and 114.26.)

(h) *Special-delivery perishable matter*—(1) *Acceptance of.* Parcels containing perishable articles likely to spoil within the time reasonably required for transportation and delivery shall not be accepted for mailing, except that when special-delivery service will enable such articles to be delivered before spoiling when they are received at the delivery office after delivery hours or on Sundays and holidays, they may be accepted for mailing if the proper special-delivery charges are paid in addition to the regular postage.

(2) *Accepted inadvertently without special-delivery charge prepaid.* When perishable parcels are received at the delivery office after hours or on Sundays or holidays when there is no delivery, and which have been inadvertently accepted for mailing without the special-delivery charge being prepaid, such articles, if likely to spoil before the next regular delivery, shall be rated up as short paid the amount for special-delivery service that should have been affixed at the mailing office and handled as special-delivery matter.

(i) *Matter bearing request for return.* Paragraphs b and g of this section shall not apply to a special-delivery letter bearing the specific request that it be returned to the writer if prompt delivery cannot be effected by either the messenger or the regular carrier. (See § 43.43 (b).)

§ 53.16 *Special-delivery mail registered, insured, or sent c. o. d.* When special-delivery mail is registered, insured upon payment of other than the minimum fee, or sent collect on delivery, the usual registry, insurance, or collect-on-delivery receipts shall be taken, and all other requirements of the registry, insurance, and collect-on-delivery regulations shall be observed, but no special-delivery receipt need be taken. When special-delivery insured mail is endorsed "Insured—Minimum Fee," the mail shall be treated as ordinary special-delivery mail, but requests of senders for return receipts (Form 3811) or restricted delivery service shall be complied with. The usual special-delivery receipt will be obtained and any required special-delivery record made of such matter at offices other than first-class. (See § 64.15.)

§ 53.17 *Forwarding of special-delivery matter.* After special-delivery matter has been taken out for delivery and returned with the information that the person addressed has removed to the delivery of another office, and such matter is then forwarded, it is not entitled to special delivery at the office of second address. Such matter shall be indorsed by the forwarding postmaster "Forwarded, fee claimed by office of first address." Where a forwarding order has been given by the addressee in advance of the arrival of the matter, so that no attempt to deliver is necessary, it shall be forwarded with the indorsement, "Forwarded, fee not claimed," and the postmaster at the office of final destination shall make special delivery and be entitled to the regular fee therefor. Special-delivery matter forwarded from one post office to another without any indorsement shall be taken out for immediate delivery the same as if indorsed "Forwarded, fee not claimed," and the facts reported to the First Assistant Postmaster General Division of City Delivery Service. The failure of the postmasters to properly indorse special-delivery matter may deprive them of the fee to which they would otherwise be entitled. (See § 43.12 of this chapter.)

§ 53.18 *Responsibility for efficient service and supervision of messengers.* Postmasters shall hold strictly responsible for effective and accurate special-delivery service the supervisory official or other employee directly in charge of such service, who shall at all times maintain proper discipline among the messengers, see that they perform their full duty in all cases, and that in the event of failure to make proper effort at delivery suitable disciplinary action is taken. A messenger's claim for pay for an unsuccessful effort to deliver a piece of mail shall not be allowed unless he exercises diligence and good faith in attempting delivery.

§ 53.19 *Postmasters or others acting as special-delivery messengers*—(a) *At fourth-class offices.* Special-delivery matter may be delivered at fourth-class post offices by the postmaster or any assistant or employee or other competent person whom the postmaster may employ as messenger. Such postmaster, assistant, employee, or other person so employed as a messenger shall be paid compensation as shown in § 137.52 of this chapter on all special-delivery mail on which special-delivery service is given or attempted.

(b) *At second- and third-class offices.* At second- and third-class post offices when, because of the small volume of special-delivery mail, it is impossible to employ substitute carriers or clerks as special-delivery messengers or to obtain messengers, special-delivery matter may be delivered by the postmaster, who shall be paid the compensation prescribed in § 137.52 of this chapter.

SPECIAL-DELIVERY MESSENGER SERVICE

§ 53.20 *Special-delivery messengers.* * * * The Postmaster General may, in his discretion, direct any free-delivery office to be excepted from the foregoing provision [concerning the delivery of special-delivery matter by postmasters, clerks, or other persons], and require the delivery to be made entirely by special messengers, according to the provisions of 39 U. S. C. 169 and 170. * * * (Sec. 1, 24 Stat. 220; 39 U. S. C. 167)

§ 53.21 *Employment as special-delivery messengers*—(a) *Minors.* Postmasters at first-class offices should employ substitute special-delivery messengers where the volume of such business is sufficient to warrant these employees in taking up the work and the conditions are otherwise favorable. At other than first-class offices messengers should be employed and paid on a fee basis. If this is not possible substitute carriers and clerks, preferably the former, instead of boys, may be used in delivering specials for which the fees should be paid. When in the judgment of the postmaster circumstances require the employment of minors, or he is of the opinion that the efficiency of the service will thereby be promoted, compliance shall be made with the State Child Labor Laws respecting age and hours of employment. Minors under 18 years of age must not be permitted to operate automobiles or motorcycles in the delivery of special-delivery matter.

(b) *Suitable number.* The force of special-delivery messengers in each office shall be so arranged that a suitable number may always be on hand to secure immediate delivery of all special-delivery matter at any time within the prescribed hours of the day, but postmasters shall not employ a greater number of messengers than actually necessary.

(c) *Use of other employees when messengers not available.* When delivery of special-delivery mail cannot be made promptly by regular special-delivery messengers, postmasters may cause such delivery to be made by regular, substitute,

and temporary employees, and such employees shall be paid their regular rate of compensation for such delivery service. However, at offices of the first, second, and third classes, regular employees (other than rural carriers and clerks in charge of rural stations) shall not receive any extra compensation for delivering such mail during their regular tours of duty, nor shall substitute employees receive any extra compensation for effecting special deliveries during the time for which they are paid at the hourly rate.

(d) *Additional messengers.* Additional special-delivery messengers shall not be appointed to handle special mailings, but such mailings shall be delivered by the regular special-delivery messengers. If there are insufficient regular messengers to effect prompt delivery, the work shall be assigned as indicated in paragraph c of this section.

§ 53.22 *Delivery of special-delivery matter by letter carrier on regular trip.* Whenever special-delivery matter can be as promptly delivered by a letter carrier on his regular trip as by special messenger it may be given to him for that purpose, but he shall not be allowed any compensation therefor. At other than first-class offices the carrier shall be provided with a delivery book, or its equivalent, and a receipt shall be taken by him, or delivery effected into a receptacle the same as in the case of delivery by messenger.

§ 53.23 *Receiving of special-delivery matter by carriers and messengers on their trips.* Letter carriers, whether assigned to delivery or collection duty, and special-delivery messengers shall receive all prepaid matter bearing a special-delivery stamp which may be handed to them on their trips, and shall keep such matter separate from other mail, and deliver it to the proper clerk immediately upon their arrival at the post office. Letter carriers shall not turn over local matter for special delivery directly to messengers, even though they may be satisfied that it will be more speedily delivered.

Subchapter G—Registry System; Insurance and Collect-on-Delivery Services

PART 58—REGISTRATION OF DOMESTIC MAIL MATTER

ESTABLISHMENT OF SYSTEM OF REGISTRATION

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PREPARATION OF MATTER FOR REGISTRATION

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REGISTRATION OF UNOFFICIAL MATTER

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REGISTRATION OF PENALTY AND FREE MATTER

Sec.
58.12 Free registration of official matter.
58.13 Free registration of currency mailed for redemption.

AUTHORITY: §§ 58.1 to 58.13 (except for authority cited in text) issued under R. S. 161, 396, 3926, as amended, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 381.

ESTABLISHMENT OF SYSTEM OF REGISTRATION

§ 58.1 *Establishment of registry system.* For the greater security of valuable mail matter the Postmaster General may establish a uniform system of registration, * * *. (R. S. 3926, as amended; 39 U. S. C. 381)

PREPARATION OF MATTER FOR REGISTRATION

§ 58.2 *Requirements for registration*—(a) *General.* Postmasters and other postal employees before accepting matter for registration shall require it to be properly enveloped or wrapped, to be legibly and correctly addressed, to bear the name and address of the sender, and the necessary stamps or printed or metered indicia showing that postage, registration fee, surcharge, if any, and other fees for available services specially requested, have been fully prepaid. Unsealed parcels of second-class matter mailed at the second-class pound rates shall not be accepted for registration, but may be accepted for registration when postage is prepaid at the transient second-class rate. Letters contained in business reply envelopes, however, may be accepted for registration without prepayment of postage, but the registry fees, any required surcharges, and the fees for other special services shall be prepaid. If a return receipt is requested, the words "Return receipt requested" or "Return receipt requested showing address where delivered," as may be proper, shall be placed conspicuously upon the cover, preferably above and near the address. Inquiry shall be made as to contents and method of packing of articles presented for registration. Improperly packed articles shall not be accepted. Articles containing fragile matter shall be indorsed "Fragile." Any indorsements restricting delivery and any other required indorsements shall similarly be placed upon the cover near the address. Postmasters and other postal employees shall not assist in the preparation of matter for registration, either by placing the contents in an envelope or by sealing or addressing it.

(b) *Fee not to cover two or more articles.* Two or more articles tied or otherwise fastened together shall not be registered as one unless inclosed in the same envelope or wrapper.

(c) *Sealing.* Envelopes presented for registration shall be securely sealed in every part with mucilage or glue and be strong enough to carry their inclosures safely. Postmasters shall discourage the use as covers for registered mail of envelopes constructed in such a manner as to facilitate rifling. Postmasters shall not accept for registration articles inclosed in flimsy envelopes, or which are not so wrapped or enveloped as to carry safely, or an unsealed parcel containing first-class matter. Parcels containing merchandise (other than those consisting of currency or securities which must be securely sealed in every part) may be sealed with paper strips without first being sealed with mucilage or glue, provided the paper strips completely and securely seal the parcels, but parcels containing currency or securities must be securely sealed in every part. No sealed letter or parcel which appears to have been opened and resealed shall be accepted for registration, except as provided in §§ 58.7, 60.15, and 60.16 of this chapter.

(d) *Window envelopes.* Window envelopes having no panels covering the openings shall not be accepted for registration. Articles containing nonnegotiable securities or matter of no intrinsic value enclosed in window envelopes, the transparent panels of which are pasted or glued to the envelopes, may be accepted for registration to domestic destinations. When such envelopes are used, indemnity will be paid only for the outright loss of the registered articles. Articles containing matter of intrinsic value enclosed in window envelopes, the transparent panels of which constitute integral parts of the envelopes, may be accepted for registration to domestic destinations. The envelopes must be sufficiently strong in all cases to safely carry the enclosures and their use must not unduly expose the nature of their contents.

(e) *Currency packages.* Packages of paper money should be enclosed in canvas sacks closed with lead seals or tied and placed within an outer wrapper, strong enough to protect the enclosure and to withstand handling itself, or be enclosed in cloth or linen-lined envelopes. Sheets of currency should be made into a compact package. The contents of a package must not be so bulky or ill-fitting that the outer cover will be broken through or cracked by protruding corners or edges. Letters or parcels not prepared in this way must have a piece of cardboard or like material placed on top of and underneath each package of money before being placed in the outside cover; these packages must be wrapped at least three times with a heavy grade of paper and securely sealed with mucilage or glue in addition to wax, if used. Wax is frequently knocked off or broken in handling.

(f) *Coin and currency sacks.* In some instances the tags attached to lead-seal sacks containing coin or currency are simply tied to the sack after it has been lead sealed, in such manner as to permit the string to become untied and the tag lost. To avoid this the senders of registered sacks containing coin or currency should be instructed to attach securely the lead seal to the neck of the sack in such a way that the tag bearing the name and address of the addressee will be securely attached between the neck and the lead seal, immediately under the lead seal. This can be accomplished by passing the cord through the eyelet of the tag, the cord being drawn taut and the seal compressed while the tag rests flat on the neck of the sack, between the sack and the head of the seal. The sealing of the ends of the cord with wax is not alone a sufficient safeguard, as the wax is liable

to become broken. When lead seals equipped with a steel pin are used, the pin should not be so long or the neck of the sack gathered together in such a manner as to permit the pin to protrude through the folds of the sack to such an extent that a sharp point will be exposed, resulting possibly in injury to postal employees.

(g) *Merchandise.* Parcels containing merchandise presented for registration must be packed and wrapped in the manner prescribed in Part 35 of this chapter. Inquiry shall be made to determine whether the contents are fragile and are packed and wrapped in such a manner as to assure safe transmission in the mails. Inadequately packed parcels shall not be accepted. Parcels containing fragile matter must be endorsed "Fragile."

Two or more articles tied or otherwise fastened together shall not be registered as one unless enclosed in the same envelope or wrapper.

(h) *Enclosing and sealing of registered mail.* (1) Before accepting letters for registration, postal employees shall see that the article is securely sealed in every part with mucilage or glue and that it is enclosed in a cover of sufficient strength to withstand transmission in the mails. While the use of wax, paper strips, or seals on letter mail is not encouraged, their use will be permitted provided the articles are first securely sealed in every part with mucilage or glue and the sealing devices are affixed in such a manner as not to interfere with the articles being properly postmarked at and over the intersection of the sealing flaps without any wax, paper strips, or seals intervening between the sealing flaps and the postmark. In other words, paper strips, wax seals, or paper seals must not be affixed over the space intended for impressions of the postmarking stamp. The paper strips or seals must bear the name of the sender, and it is preferred that the sender's address also be shown. The paper seals should be of a distinctive character made of soft, thin paper (preferably transparent and unglazed). However, letter mail which is satisfactorily prepared in every respect except that it may bear plain strips or seals instead of strips or seals bearing in printing or by rubber-stamp impression the name (and preferably the address of the sender) may be accepted for registration after requiring the sender or his representative to write the name of the sender, to agree with the name in the return card, across the paper strip or seal in such a manner that the signature will appear partly on the strip or seal and partly on the envelope, after which the impression of the postmarking stamp shall be placed over the signature.

(2) Parcels containing only merchandise may be sealed with plain paper strips without first being sealed with mucilage or glue, provided the strips are of such quality and character as to seal the parcels completely and securely. Parcels should not be accepted if the strips are of such quality or character or affixed in such a manner as to result in an insecure sealing of the parcels. The strips need not be of a distinctive character nor bear the name and address of the sender although patrons should be encouraged to use strips which are distinctive or bear their names and addresses.

(3) The above ruling regarding the preparation of parcels does not apply to registered articles containing currency or securities, nor does it apply to envelopes presented for registration. The specific instructions issued from time to time regarding the use of paper strips continue to apply to envelopes.

(4) If a parcel is sealed only with paper strips instead of first being sealed with mucilage or glue, two, or if necessary, several impressions of the registry postmarking stamp must be placed on the parcel, regardless of whether the strips are distinctive or bear the name and address of the sender. The impression of the postmarking stamp shall be placed partly on the wrapper and partly on the paper strips, and when practicable, on opposite edges of the strips. When under these instructions it is required that impressions of the postmarking stamps be placed partly on the wrapper and partly on the paper strips, articles sealed with cellophane or other glazed paper strips shall not be accepted for registration as the strips cannot be legibly postmarked.

(i) *Indefinitely addressed matter not accepted.* Matter indefinitely addressed, or addressed to fictitious names, to initials, to box numbers or buildings only, or "owner" or "occupant" followed by street and number without the name of addressee, shall not be accepted for registration. This applies to the names and addresses of senders as well as addressees.

REGISTRATION OF UNOFFICIAL MATTER

§ 58.3 *Registry fees and limits of indemnity*—(a) *Schedule of.* Mail matter shall be registered on the application of the party posting the same. The registry fees, which shall be in addition to the regular postage, and the limits of indemnity therefor within the maximum indemnity provided by this subsection, shall be as follows: For registry indemnity not exceeding $5, 25 cents; for registry indemnity exceeding $5 but not exceeding $25, 35 cents; for registry indemnity exceeding $25 but not exceeding $50, 40 cents; for registry indemnity exceeding $50 but not exceeding $75, 45 cents; for registry indemnity exceeding $75 but not exceeding $100, 50 cents; for registry indemnity exceeding $100 but not exceeding $200, 60 cents; for registry indemnity exceeding $200 but not exceeding $300, 70 cents; for registry indemnity exceeding $300 but not exceeding $400, 85 cents; for registry indemnity exceeding $400 but not exceeding $500, $1; for registry indemnity exceeding $500 but not exceeding $600, $1.10; for registry indemnity exceeding $600 but not exceeding $700, $1.20; for registry indemnity exceeding $700 but not exceeding $800, $1.30; for registry indemnity exceeding $800 but not exceeding $900, $1.40; for registry indemnity exceeding $900 but not exceeding $1,000, $1.50. (Sec. 208, 62 Stat. 1265; 39 U. S. C. 387)

(b) *Surcharges for over-value registered mail.* For registered mail having a declared value in excess of the maximum indemnity covered by the registry fee paid, there shall be charged additional fees (known as "surcharges") as follows: When the declared value exceeds the maximum indemnity covered by the registry fee paid by not more than $50, 2 cents; by more than $50 but not more than $100, 3 cents; by more than $100 but not more than $200, 4 cents; by more than $200 but not more than $400, 6 cents; by more than $400 but not more than $600, 7 cents; by more than $600 but not more than $800, 8 cents; by more than $800 but less than $1,000, 10 cents. If the excess of the declared value over the maximum indemnity covered by the registry fee paid is $1,000 or more, the additional fees for each $1,000 or part of $1,000 on articles destined to points within the several zones applicable to fourth-class matter shall be as follows: For local delivery or for delivery within the first zone, 11 cents; for delivery within the second zone, 12 cents; for delivery within the third zone, 14 cents; for delivery within the fourth zone, 15 cents; for delivery within the fifth or sixth zone, 16 cents; for delivery within the seventh or eighth zone, 18 cents. (Sec. 208, 62 Stat. 1265; 39 U. S. C. 387)

(c) *Surcharges for over-value insured mail treated as registered.* For insured mail treated as registered mail having a declared value in excess of the maximum indemnity covered by the insurance fee paid, there shall be charged additional fees (known as "surcharges") as follows: When the declared value exceeds the maximum indemnity covered by the insurance fee paid by not more than $50, 1 cent; by more than $50 but not more than $100, 2 cents; by more than $100 but not more than $200, 3 cents; by more than $200 but not more than $400, 4 cents; by more than $400 but not more than $600, 5 cents; by more than $600 but not more than $800, 6 cents; by more than $800 but less than $1,000, 7 cents. If the excess of the declared value over the maximum indemnity covered by the insurance fee paid is $1,000 or more, the additional fee for each $1,000 or part of $1,000 on articles destined to points within the several zones applicable to fourth-class matter shall be as follows: For local delivery or for delivery within the first zone, 8 cents; for delivery within the second zone, 9 cents; for delivery within the third zone, 10 cents; for delivery within the fourth zone, 11 cents; for delivery within the fifth or sixth zone, 12 cents; for delivery within the seventh or eighth zone, 13 cents. (Sec. 208, 62 Stat. 1265; 39 U. S. C. 387)

(d) *Accounting for fees.* All such fees shall be accounted for in such manner as the Postmaster General shall direct. * * * (Sec. 208, 62 Stat. 1265; 39 U. S. C. 387)

§ 58.4 *Rules and regulations.* The Postmaster General may make such rules and regulations in accordance with 39 U. S. C. 381, 381a, and 384 as he may consider necessary or advisable. (Sec. 3, 47 Stat. 340; 39 U. S. C. 384a)

§ 58.5 *Acceptance of matter for registration*—(a) *Places where the domestic registry service is in operation.* (1) Uniform conditions, regulations, fees and surcharges and provisions for indemnity apply to registered mail handled to and

from post offices in the continental United States, Alaska, Hawaii and other outlying possessions of the United States, except the Canal Zone which has a separate postal service. Indemnity for registered matter exchanged with the Canal Zone is limited as stated in subparagraph (2) of this paragraph. Registered matter mailed to the Canal Zone is subject to registry surcharges.

(2) *Canal Zone.* Indemnity is payable in connection with registered mail exchanged between post offices in the United States proper and the Canal Zone not exceeding $1,000. Indemnity payable in connection with registered mail exchanged between post offices in Alaska, Hawaii, and the other island possessions of the United States, and the Canal Zone, is limited to $100.

(3) *Service to Alaska.* Winter restrictions upon mail for interior Alaska are in effect from about November 1 to April 1 each year. Offices to which dispatch of mail is limited during this season are designated "R" under Alaska in the State list of post offices. During the winter season mail matter, except for offices on the southern coast and those supplied by railroads, is limited to, first, letters, postal cards, and packages of seeds not exceeding one pound in weight and, second, single newspapers and magazines. Any matter other than letters in their usual and ordinary form is liable to delay if the letter mail available for dispatch exhausts the limit of weight the contractor is required to transport on each trip during the winter season.

The rate of postage on gold coin, gold bullion, and gold dust between any two points in Alaska, or between any point in Alaska, and any point in the United States or its possessions, is 2 cents an ounce or fraction, regardless of distance. Such matter must be enclosed in sealed packages not exceeding 50 pounds in weight and sent by registered mail.

(4) *Air mail registry service.* Any mailable matter not liable to damage from freezing, on which the air mail rate of postage is paid and which is securely sealed, may be registered. Registered air mail should be endorsed "Air Mail" and is given the most expeditious handling consistent with the safeguards required for registered mail. For restrictions on the air mail service see Part 34 of this chapter.

(5) *Naval establishments.* Domestic registry service is available to and from Navy organizations both within the United States proper and outside its limits.

(6) *Army mail.* Domestic registry service is available to and from Army organizations both within the United States and outside its limits. However, there are certain restrictions in connection with registered mail addressed to Army personnel or to other persons served through Army Post Offices outside the United States, including Alaska. Consult postmaster with regard to current restrictions.

(b) *Sender to be advised as to fees.* In accepting mail for registration, postmasters shall advise sender as to the amount of registry fee necessary if sender desires indemnity covering the full declared value, but not exceeding $1,000.

(c) *Not acceptable if full value not stated.* When the full value knowingly and wilfully is not stated at the time of mailing, the article is rendered nonacceptable. When this fact is known by any postmaster he shall refuse to accept the article until the requirement is met by the sender.

(d) *Matter without intrinsic value.* Mail matter without intrinsic value for which no indemnity is provided may be registered at the minimum fee of 25 cents.

(e) *Classes of mail acceptable.* Postmasters shall register all mailable first-, second-, and third-class matter properly prepared and offered for that purpose.

(f) *Second- and third-class matter.* Mailable second- and third-class matter valued in excess of $100 upon which a registry fee providing indemnity in excess of $100 is paid shall be sealed and first-class postage paid thereon.

NOTE: The requirement for the sealing of registered matter of the second and third classes valued in excess of $100 on which a registry fee providing indemnity in excess of $100 is paid and the prepayment of letter postage thereon does not prohibit the voluntary sealing of registered matter of the second and third classes valued at $100 or less, prepaid at the first-class rate of postage, nor the sealing subject to postal inspection of third-class matter valued at $100 or less, prepaid at the third-class rate of postage under the provisions of § 35.6.

(g) *Fourth-class matter, and official matter not mailed free.* Mailable fourth-class matter may be registered if it is sealed and the first-class rate of postage paid thereon. Official matter of such a character that it is not entitled to be mailed free of postage under the penalty privilege if it exceeds 4 pounds in weight may be accepted for registration with postage paid thereon at the fourth-class rate, in addition to any required registry fee and surcharge, provided it consists of such official matter as the Third Assistant Postmaster General, Division of Registered Mails, may designate as being acceptable for registration at the fourth-class rate of postage. (See § 37.14.) Such official matter intended for registration should be sealed.

(h) *Acceptance when circumstances imply special risks.* The Third Assistant Postmaster General may specially authorize any postmaster to decline to accept for registration articles which either singly or collectively are known or presumed to be of large value when the articles are addressed to post offices to which the registered matter cannot reasonably be transported without seriously jeopardizing its safety or endangering the lives of the persons handling the mail; or he may authorize any postmaster to accept such matter upon condition that it will not be transmitted over the entire route to office of address, but will be sent to the post office nearest or most accessible to the one addressed to which the matter may be transmitted without undue risk, where it will be held for delivery and notice to call issued to the addressee.

(i) *Acceptance by city, village, and rural carriers and clerks in contract stations.* City, village, and rural carriers and clerks in contract stations shall not accept for registration mail of such value as will involve unusual risk, but shall request senders to present the matter at the main office or such classified station or branch as may be designated by the postmaster. When there is reason to believe that because of local conditions, mail of large value is being subjected to unusual hazards through being presented for registration at any classified station instead of at the main office, report of the facts should be made to the Third Assistant Postmaster General, Division of Registered Mails.

(j) *Registered air mail.* Mail for dispatch via air mail service shall be accepted for registration upon the prepayment, by postage stamps affixed, or metered impression, of the required registration fee and surcharge, if any, in addition to the air mail postage.

(k) *Recommendation of registry to patrons.* Postmasters and postal employees shall recommend that money and valuable matter of the first, second, and third classes and valuable articles of the fourth class, such as currency, coin, jewelry, and precious stones, usually of small bulk but of considerable value, be registered, because of the greater safeguards provided by the registry service. They shall recommend also the use of postal money orders, or postal notes whenever available, instead of cash, for remittances by mail; and when postal money orders or postal notes are not available, that money be sent by registered mail.

§ 58.6 *Restricted delivery*—(a) *Authority for.* The Postmaster General, under such regulations as he may prescribe, is authorized to collect an additional fee of 20 cents for effecting the delivery by carrier or otherwise of domestic registered, insured, or collect-on-delivery mail, the delivery of which is restricted to the addressee only, or to the addressee or order: *Provided,* That no refund shall be made of fees paid for this service unless request for refund is made and erroneous delivery of the article or articles was made by the Postal Service or nondelivery of the article or articles was due to some fault of the Postal Service. (48 Stat. 992, Sec. 212, 62 Stat. 1267; 39 U. S. C. 246d)

(b) *Fee and procedure.* Upon payment of an additional fee of 20 cents, the sender may restrict delivery of a domestic registered article at the time of mailing by indorsing it "Deliver to addressee only" or "Deliver to addressee or order," or with words of similar import, or, after mailing and before delivery, by written order through the mailing postmaster. This fee shall also be collected by the postmaster at the office of delivery for delivering each registered article which the addressee has restricted in delivery to himself or order. When delivery of an article has been restricted by the sender, notation to that effect must be placed on the sender's receipt and on the records of both the office of mailing and the office of address. When delivery is restricted by the addressee, notation to that effect must be placed upon the records of the office of delivery.

NOTE: The fee of 20 cents for restricted delivery shall not be charged on any official

registered mail which under the law is entitled to free registration. The additional fee is chargeable, however, on official registered mail when such mail is not entitled to free registration. (See § 58.12.)

§ 58.7 *Matter found in ordinary mail intended to be registered*—(a) *Removal.* When any domestic article marked to indicate that the sender desires it registered is found in the ordinary mail at the mailing office, it shall be removed therefrom and registered, whether or not any postage is affixed thereto or the name and address of sender is shown.

(b) *Registration and recording*—(1) *Indorsement.* The postal employee who removes the article from the ordinary mail shall indorse it to show when and by whom it was found in the ordinary mail and condition if other than good. If the article is in bad condition, it shall be repaired or reinclosed. (See § 59.86.) The records of the mailing section shall show the names and addresses of sender and addressee, when and by whom it was removed from the ordinary mail, and condition if other than good.

(2) *Registration receipt.* The employee who actually registers the article shall receipt for it to the mailing section and mail a registration receipt to the sender with caution regarding placing in the ordinary mail matter intended for registration. The registration receipt and the office registration record shall show the particulars usually required, and, in addititon, the amount of postage, fee, or other charges borne by the article, the amount of any deficiency in postage, fee, or other charges, and its condition if other than good. The office registration record shall show by whom the article was removed from the ordinary mail. The amount of any deficiency in postage or other charges shall be noted on the article. The records of the post office of delivery shall show, in addition to the usual particulars, by what office the article was removed from the ordinary mail.

(3) *Collection of deficiency.* Postmasters at offices of delivery shall collect any deficiency on articles withdrawn from the ordinary mail and registered and note on their records the amount of deficiency collected upon delivery.

(c) *Found at mailing office*—(1) *Treatment of.* When the sender of an article intended for registration but found in the ordinary mail at the mailing office can be reached without missing the first available dispatch, information shall be obtained from him showing the value of contents of the article and there shall be collected any registry surcharge applicable as well as any deficiency in postage, registry fee, or other charges. If this would delay the article and it bears stamps sufficient to pay at least the postage necessary to permit of its dispatch, the article shall be rated up with the deficiency and dispatched. If sufficient postage is not paid to permit of dispatch of the article and the name and address of the sender are known, the postmaster will ascertain from him the value of the article and obtain the required charges. If, however, the name and address of the sender are not known, the postmaster will advise the addressee of the article so he may furnish postage and fee for its forwarding if he so desires.

(2) *Deficiency in fees for special services.* When the article is restricted in delivery or marked to indicate that a return receipt is requested showing where delivery is effected but does not bear stamps sufficient to pay for these services, the postmaster shall hold the article and obtain from the sender, if his name and address are known, payment of charges for the special services requested as well as any deficiency in postage, fee, or surcharge, and information as to the value of the article. If the sender's name and address are not known, the registered article shall be transmitted to its destination, if it bears sufficient postage to permit of its dispatch, marked up to indicate the amount of deficiency to be collected from the addressee.

(3) *When patron continues placing in ordinary mail articles intended for registration.* When after due notice any sender continues placing in the ordinary mail articles intended for registration, they shall be indorsed at the office of mailing, but not at other post offices, "Not in the registered mail," dispatched as ordinary mail, and report made to the Third Assistant Postmaster General, Division of Registered Mails, when domestic articles, and to the Second Assistant Postmaster General, International Postal Service, when addressed to foreign countries.

(4) *When stamps do not indicate whether special delivery or registry.* An article found in the ordinary mail bearing any required special-delivery fee in ordinary stamps in addition to required postage, but not marked to indicate whether the sender desired the article sent as special delivery or as registered mail, shall be dispatched as ordinary special-delivery matter after being indorsed "Special Delivery," provided that where practicable without missing first available dispatch the desire of the sender shall be ascertained and the article treated accordingly.

(d) *Found in transit at post office.* If an article marked to indicate that the sender desired it registered is found in the ordinary mail at a post office while in transit, it shall be removed therefrom and dispatched to destination as registered matter. If it bears the name and address of the sender, a registration receipt shall be mailed to the sender with caution against depositing in the ordinary mail matter intended for registration. The postmaster at sender's address shall be furnished a description of the letter in order that he may collect any required surcharge from the sender.

(e) *Cautionary notice to sender by delivery office.* (1) If the article does not bear the name and address of the sender or is removed from the ordinary mail by a railway postal clerk, the postmaster delivering the article shall mail the registration receipt and cautioning notice to the sender, after obtaining the sender's name and address from the addressee. He shall also furnish the postmaster at the sender's address a description of the article in order that any required surcharge may be collected.

(2) Cautionary notice shall likewise be given by a postmaster receiving from a dead-letter office, for restoration to the sender, a registered article which has been removed from the ordinary mail.

§ 58.8 *Registration at stations and branches.* Mail may be registered at all branch post offices and stations as well as at the main office, but registered mail shall be delivered only from the main post office or from branch post offices and stations designated by name or letter, or from numbered stations when specially authorized. (See § 58.5 (e) and (h).)

§ 58.9 *Registration numbers*—(a) *Use of.* (1) Registration numbers shall, as far as practicable, be placed on mail by means of numbering machine (if already available for the purpose), pen and ink, or indelible pencil, rather than with ordinary pencil.

(2) All registered matter shall be marked plainly on its face with the regulation rubber stamp "Registered No. —", and the registration number shall be legibly inserted. The endorsement should be placed in the left portion of the address side of the article near the address or directly above the address. Articles too small to accommodate the official registered number endorsement shall be marked with the letter "R", followed by the registration number. Patrons who present quantities of mail for registration should be encouraged to use envelopes bearing a printed facsimile or proportionate enlargement of the official endorsement.

(b) *Registered mail should bear no numbers that might be confused with the registration number.* Registered mail should bear no numbers that might be confused with the registration number assigned to it. If a reproduction or proportionate enlargement of the official endorsement "Registered No." is printed on envelopes used exclusively for registered mail, the printed endorsement should appear in the left portion of the address side of the envelope or directly above and parallel with the address.

(c) *Firm registration forms.* (1) Patrons frequently presenting an average of three or more articles at one time should be encouraged to use firm registration forms. These forms are supplied without charge. They afford a convenient and complete record of each article mailed. The form must be made out in duplicate by the sender and presented with the articles. The original is retained as a mailing record by the post office and the receipted duplicate returned to the sender. Special authorization to use these forms is not necessary.

(2) Mail recorded by the sender on firm mailing sheets shall, at the time of its acceptance, be carefully checked as to registration numbers, amounts of postage and fees (and surcharges, if any) paid, names and addresses of addressees, etc. Any discrepancies shall be noted on the mailing list retained at the post office and on the receipt issued to the sender.

(3) Firm registration sheets are furnished in book and loose leaf (LL) form as follows:

Forms 3882 and 3882-LL providing for 5 entries.

Forms 3877 and 3877-LL providing for 15 entries.

Forms 3881 and 3881–LL providing for 30 entries.

§ 58.10 *Registry receipts*—(a) *Details to be recorded.* Receipt shall be given the sender at the time each article is accepted for registration or as insured mail treated as registered mail. Unless otherwise authorized by the Third Assistant Postmaster General, the receipt and post office record shall bear notations showing the registration number, registry fee, class of postage, full value of contents or known or estimated cost of duplication of nonnegotiable securities and valuable papers, amount of surcharge, if any, names and complete addresses of sender and addressee, amount of return receipt or special delivery fee, if any, restriction in delivery, if any, and the fee paid therefor, and postmark showing date of registration. The receipt and office record covering air mail articles must be indorsed "Via air mail." If the article has no value or is not valued in excess of $5, the notations, respectively, "No value" or "Not over $5" shall be entered on the receipt and office record. When the declared value is not stated because the article is one which is entitled to free registration or for other authorized reason, the receipt and office record shall be marked briefly to show reason why no value was declared. At offices using the quick registration receipt, which will not show the names and addresses of the sender and addressee, the office record of the article shall be completed to show names and complete addresses of sender and addressee as well as the other particulars.

(b) *Full value to be declared at time of mailing.* The full value of all registered mail or insured mail treated as registered mail shall be declared by the mailer at the time of mailing unless otherwise prescribed by the Postmaster General, and any claim for indemnity in any amount involving such mail, when the full value knowingly and willfully was not stated at the time of mailing, shall be invalid. * * * (Sec. 3, 45 Stat. 469, as amended; 39 U. S. C. 381a)

NOTE: Declaration of value is not required if the article mailed is entitled to free registration.

(c) *Use of firm mailing sheets.* Mail for registration recorded by the sender on firm mailing sheets shall, at the time of its acceptance at the post office, be carefully checked as to registration numbers, amounts of postage and fees (and surcharges, if any) paid, and the names and addresses of the addressees, etc. Exception to these requirements may be authorized by the Third Assistant Postmaster General. Any discrepancies shall be noted on the mailing list retained at the post office and on the receipt issued to the sender.

§ 58.11 *When matter is considered registered.* An article shall not be considered as registered until it has been accepted and a receipt therefor has been issued by the postmaster or an authorized employee of his office. (See § 58.7.)

REGISTRATION OF PENALTY AND FREE MATTER

§ 58.12 *Free registration of official matter*—(a) *General authority for.* Any official domestic letter or parcel to be registered by any executive department or bureau thereof, or independent Government institution, located at Washington, District of Columbia, or by the Public Printer, which requires registration may be registered without the payment of any registry fee. (Sec. 3, 23 Stat. 158, as amended; 39 U. S. C. 321a)

(b) *Official postal matter.* (1) * * * Mail matter for the official business of the Post Office Department which requires registering shall be registered free of charge, and pass through the mails free of charge. (R. S. 3927, as amended; 39 U. S. C. 384)

(2) Postal employees must not register unnecessarily official matter relating to the Postal Service.

(c) *Census matter.* All mail matter, of whatever class or weight, relating to the census and addressed to the Census Office, or to any official thereof, and endorsed "Official business, Census Office," shall be transmitted free * * * by registered mail if necessary, and so marked: *Provided,* That if any person shall make use of such endorsement to avoid the payment of * * * registry fee on his or her private letter, package, or other matter in the mail, the person so offending shall be guilty of a misdemeanor and subject to a fine of $300, to be prosecuted in any court of competent jurisdiction. (Sec. 14, 46 Stat. 25; 39 U. S. C. 337)

(d) *Naturalization matter.* (1) All mail matter of whatever class, relating to naturalization, including duplicate papers required by law or regulation to be sent to the [Immigration and Naturalization Service] by clerks of [State or Federal] courts addressed to the Department of Justice or the [Immigration and Naturalization Service], or any official thereof, and endorsed "Official Business", shall be transmitted free by * * * registered mail if necessary, and so marked. (Sec. 343, 54 Stat. 1163; 8 U. S. C. 743)

(2) If any person shall use the endorsement "Official Business" authorized by * * * subparagraph (1) of this paragraph to avoid payment of * * * registry fee on a private letter, package, or other matter in the mail, such person shall be guilty of a misdemeanor and subject to a fine of $300, to be prosecuted in any court of competent jurisdiction. (Sec. 743 (f), 54 Stat. 1167; 8 U. S. C. 746 (f))

(e) *By Government officers.* The laws cited in paragraphs (a) to (d) of this section except those which relate to matter upon the official business of the Post Office Department, or the census, or that relating to naturalization mail, apply to such matter only as is registered at the seat of government. Government officers located at Washington, D. C., whose official mail may be registered free there, under the above statutes, may have such mail registered free elsewhere, when they are temporarily away from Washington; but not those officers who are permanently away from that city, or who are engaged in field service for their respective departments. Matter entitled to free registration by officers or employees of the Government temporarily absent from Washington should be indorsed over their signatures with the words "Temporarily absent from Washington, D. C."

(f) *Civil service matter.* Letters or parcels relating exclusively to official business of the United States Civil Service Commission, Washington, D. C., and addressed thereto, when presented for mailing by members of local boards of examiners of the Commission located permanently in the various cities, shall be accepted by postmasters, who shall place them under the authorized official penalty envelopes or labels and in their official capacity register them free, as from the postmaster to such Commission. If desired, an informal receipt shall be given by the postmaster to the official from whom the matter is received.

(g) *Diplomatic matter.* Under such regulations as the Postmaster General shall prescribe correspondence of the members of the Diplomatic Corps of the countries of the Pan American Postal Union, [Postal Union of the Americas and Spain], stationed in the United States may be reciprocally transmitted in the domestic mails * * * and be entitled to free registration, but without any right to indemnity in case of loss. The same privilege shall be accorded consuls of such countries stationed in the United States, and vice consuls when they are discharging the functions of such consuls, for the exchange of official correspondence among themselves, and for that which they direct to the Government of the United States. (45 Stat. 1177; 39 U. S. C. 336)

(h) *Not accorded certain official matter.* Free registration is not accorded to mail of the legislative or judicial branches of the Federal Government nor to that of a State government or any of its branches.

(i) *Use of special envelopes and labels.* (1) Specially printed envelopes and labels may be used in the preparation and dispatch of official matter registered at the post office at Washington, D. C., or elsewhere, but official matter included in such envelopes or to which such labels are attached, mailed at post offices other than Washington, D. C., shall not be registered free except as provided in paragraphs (b), (c), (d), and (g) of this section. The rubber registration stamp need not be used on registered official mail under cover of such specially printed envelopes or labels, but such mail not under cover of these envelopes or labels shall be marked "Registered."

(2) In delivering registered mail inclosed in such envelopes or having such labels attached, the envelopes or labels shall not be separated from the matter.

§ 58.13 *Free registration of currency mailed for redemption*—(a) *Authority for.* Under such regulations as the Postmaster General may prescribe, all postmasters are authorized to register in the manner prescribed by law, but without payment of any registration fee, all letters containing fractional or other currency of the United States, which shall be by them sent by mail to the Treasurer of the United States for redemption; and the postmaster at the city of Washington, in the District of Columbia, shall register, in like manner, without charge, all letters containing new currency re-

turned for currency redeemed, which shall be received by him from the Treasurer, in sealed packages, marked with the word "Register" over the official signature of the said Treasurer. (R. S. 3932; 39 U. S. C. 385)

NOTE: No indemnity liability is assumed in connection with any currency shipments upon which postage, registry fee, and any required surcharge have not been paid. (See § 63.6 (a))

(b) *Procedure for handling.* (1) When a letter containing currency to be sent to the Treasurer of the United States for redemption is offered for registration, the postmaster shall require the contents to be exhibited to him and a list furnished giving a detailed description of the money to be remitted. In case of fractional currency, the number and denomination of pieces will be sufficient; but of currency of the denomination of $1 and upward the letter, number of series, date, and denomination of each note shall be given.

(2) The list shall be carefully compared with the money to be remitted, and when found correct shall be filed with the postmaster.

(3) The money shall be inclosed and the letter sealed in the presence of the postmaster, who, after postage is prepaid by the sender, shall mark plainly upon the envelope the words "Accepted without registry fee under section 58.13," issue the usual registry receipt therefor, and treat it as any other registered letter.

PART 59—TREATMENT OF MATTER AT POST OFFICES OF MAILING AND IN TRANSIT

PREPARATION OF MATTER FOR DISPATCH

Sec.
59.2 Correction of address before dispatch.
59.3 Return receipts.

INQUIRIES BY SENDERS

59.67 Inquiry regarding disposition of domestic registered article.

WITHDRAWAL OR RECALL OF MATTER

59.68 Withdrawal or recall of registered matter.

ARTICLES MISSENT, MISDIRECTED, DAMAGED, UNSEALED, OR WITHOUT COVER

59.82 Unaddressed or misdirected matter.
59.86 Registered articles received unsealed or in bad order.
59.89 Matter found without cover in registered jacket, sack, or pouch.

AUTHORITY: §§ 59.2 to 59.89 (except for authority cited in text), issued under R. S. 161, 396, 3926, as amended, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 381.

PREPARATION OF MATTER FOR DISPATCH

§ 59.2 *Correction of address before dispatch*—(a) *May be made by sender.* When a receipt has been inadvertently given for a registered piece which, before dispatch, is found to be unmailable, either because of noncompliance with the requirements of the regulations or because it is addressed to a place not listed in the Official Postal Guide as a post office, the sender shall be notified and permitted to take appropriate action. In case the sender is a local resident and does not respond to the notice within three days, the article shall be appropriately indorsed and returned to him as registered mail. In case the sender is not a local resident, a reasonable time shall be allowed to permit an answer to the notice.

(b) *On matter mailed at stations.* Incorrect addresses, as to destination only, on registered articles mailed at stations, and which have been erroneously sent to the main office, may be corrected thereat upon the written request of the sender, verified by the superintendent of the registering station. All records and receipts given for the articles shall be changed to cover the new address.

(c) *Registered matter not to leave custody of post office.* Unmailable registered articles for which receipts have been given shall not be allowed to leave the custody of the post office for correction of address or otherwise, unless the formalities for withdrawal prescribed in § 59.68 are fully complied with or unless the article is regularly returned to the sender as registered mail.

§ 59.3 *Return receipts*—(a) *Authorization and fees*—(1) *Particulars.* Whenever the sender of any registered mail shall so request, and upon payment of a fee of 5 cents at the time of mailing or of 10 cents subsequent to the time of mailing, a receipt shall be obtained for such registered mail, showing to whom and when the same was delivered, which receipt shall be returned to the sender, and be received in the courts as prima facie evidence of such delivery: *Provided,* That upon payment of the additional sum of 26 cents at the time of mailing of any such registered mail, a receipt shall be obtained for such registered mail, showing to whom, when, and the address where the same was delivered, which receipt shall be returned to the sender, and be received in the courts as prima facie evidence of such delivery. * * * (Sec. 209, 62 Stat. 1266; 39 U. S. C. 388)

(2) *No refund of fees.* * * * no refund shall be made of fees paid for return receipts for registered or insured mail where the failure to furnish the sender a return receipt or the equivalent is not due to the fault of the Postal Service. (Sec. 209 (a), 62 Stat. 1266; 39 U. S. C. 388)

(b) *Return receipt showing address where delivered* — (1) *Additional fee therefor.* The charge of 26 cents for obtaining a return receipt requested at the time of mailing to show the address where a registered article is delivered shall be in addition to the charge of 5 cents for a return receipt requested at the time of mailing, making a total charge of 31 cents for a return receipt requested at the time of mailing to show where the article is delivered.

(2) *Must be requested at time of mailing.* All requests for return receipts to show the address where a registered article is delivered shall be made at the time of mailing. No action shall be taken on such requests received after the article has been mailed.

(c) *Indorsement*—(1) *Return receipt showing address where delivered.* When the sender of a registered article at the time of mailing requests a return receipt showing the address where the article is delivered, the article and the return receipt shall be conspicuously marked "Return receipt requested showing address where delivered."

(2) *Return receipt but not address of delivery.* When the sender of a registered article at the time of mailing requests a return receipt without requesting the address where the article is delivered, the article shall be conspicuously marked "Return receipt requested." A registry return receipt when requested at the time of mailing shall be filled out and accompany any registered article addressed to a post office in the United States or its possessions.

(3) *Return receipt for restricted delivery.* Return receipts for registered mail restricted in delivery shall be indorsed "Deliver to addressee only" or "Deliver to addressee or order," as the case may be, immediately below the space for signature of addressee.

(d) *Free official registry does not include free return receipt.* The separate and additional charge for return receipts applies to all registered mail regardless of whether mailed by the public or any branch of the Government, including post offices. The right to free registration does not carry with it the privilege of obtaining free return receipts.

(e) *Request for return receipt after mailing.* When the sender of a registered article requests a return receipt after mailing, the postmaster shall collect a fee of 10 cents for such service. The request of the sender shall be filed as a record for the mailing office, and the postmaster at that office shall prepare the return receipt, request the postmaster at the office of address to obtain the receipt as requested, affix the amount collected in postage stamps to the postmaster's request and cancel the stamps. The postmaster at the office of address shall comply with and file the request or promptly transmit it to any other office to which the article may have been forwarded, in order that the postmaster at the office of delivery may comply with and file the request.

(f) *Fastening of return receipts to articles.* Senders' return receipts accompanying registered mail shall be securely fastened to the articles. Receipts found loose in the mails shall be assembled with and fastened to the registered articles to which they belong, but if this can not be done the loose receipts shall be destroyed.

INQUIRIES BY SENDERS

§ 59.67 *Inquiry regarding disposition of domestic registered article*—(a) *At sender's request.* If requested by the sender, the postmaster shall send to the office of address an inquiry regarding the disposition of a domestic registered article, provided a reasonable time has elapsed after mailing and the sender has been advised that the article was not received or has been unable to ascertain that it was received. Inquiries are not sent in connection with domestic registered mail without charge unless the sender has received information as to the nonreceipt of the article after a reasonable time has elapsed, or has, after a reasonable time, made proper efforts to determine whether the article has been received by the addressee, but without

result. If the sender desires inquiry sent without compliance with these conditions, he is required to pay the 10-cent fee such as is charged for a return receipt requested after mailing.

(b) *If article not received or inquiry not answered.* If the inquiry is returned with the information that the registered article was not received, the provisions of § 44.2 (b) (2) of this chapter, shall be complied with. If reply is not received within a reasonable time, a detailed report shall be made to the proper inspector in charge.

(c) *When records fail to show receipt of article.* If the records of the post office of address fail to show the receipt of the article, the postmaster at that office, before returning the inquiry, shall endeavor to ascertain from the addressee whether the article was received by him, either as ordinary or as registered mail, or through any other source. If it is found that the article was received but not entered upon the registry records it shall be entered, a receipt obtained, and a registry return receipt furnished to the sender, if one was requested. Replies to inquiries shall be made promptly and full information given.

WITHDRAWAL OR RECALL OF MATTER

§ 59.68 *Withdrawal or recall of registered matter*—(a) *Methods.* A registered article may be withdrawn or recalled by the sender, or authorized representative, after identification, before its delivery, upon compliance with the following:

(1) The sender shall write on his registry receipt "Withdrawn before dispatch," sign his name thereto, and surrender the receipt. The postal employee shall write or stamp "Withdrawn before dispatch" on the counterpart of the receipt in the registration book or opposite the description on Form 3807, sign his name, and paste the surrendered receipt on the counterpart, or file it if Form 3807 is used; and shall write or stamp the same words and imprint the postmark on the face of the article.

(2) Application for refund of postage paid on registered mail withdrawn before dispatch should be made to the Third Assistant Postmaster General, Division of Registered Mails, in connection with domestic registered articles. In connection with foreign registered articles, see § 114.11 of this chapter.

(3) The sender shall file with the mailing postmaster a written request for the return of the article, giving name and full address of sender and of addressee, the registry number, and date of mailing. The mailing postmaster shall then request the postmaster at the office of address, by mail or telegraph at the expense of the sender, to return the article, giving the particulars necessary to identify it. The postmaster at office of address shall return the article by registered mail without additional registry fee.

(b) *Records and receipts.* The same records shall be made and receipts taken for registered articles recalled after dispatch as for other registered matter returned to writer, except that the article and records shall be marked "Recalled." (See § 60.14 (e) and § 60.20.)

(c) *Filing of sender's request.* The request of the sender and postmaster for recall shall be filed with a note of action indorsed thereon.

ARTICLES MISSENT, MISDIRECTED, DAMAGED, UNSEALED, OR WITHOUT COVER

§ 59.82 *Unaddressed or misdirected matter*—(a) *First class.* When a postmaster receives registered first-class matter unaddressed, misdirected, or directed to a place not a post office, he shall record it in his delivery book, or other authorized form, as "Returned for proper direction," giving the date, and return it to the mailing office so marked. (See § 60.20.) If, however, the time prescribed for the retention of the article permits, he shall hold the article and ascertain from the sender, through the mailing postmaster, what disposition the sender desires made of it; but when a postmaster has positive knowledge of the correct domestic address he shall dispatch the registered article to that address, and make appropriate record of the action taken. (See § 60.5.)

(b) *Other than first class.* A misdirected or unaddressed article prepaid at other than the letter rate shall be similarly recorded, and the sender notified to send stamps to prepay return or forwarding postage, unless the article is one of the second or third class on which the sender has pledged payment of return postage, in which case it shall be returned as prescribed in paragraph (a) of this section. Upon receipt of the stamps they shall be affixed to the article, which shall then be indorsed appropriately and returned or properly disposed of otherwise.

(c) *First-class matter to be sent to dead letter branch.* If the name of the mailing office of any registered first-class matter cannot be ascertained by careful examination, the matter shall be sent by registered mail to the proper dead letter branch, accompanied with a letter of advice. When stamps are not furnished for the return or forwarding of registered matter of other than the first class which does not bear the postage pledge of the sender, it shall be disposed of as prescribed in § 43.48 (j) (1) of this chapter being sent by registered mail.

(d) *When received by railway postal clerks.* Misdirected and unaddressed registered mail when received by railway postal clerks shall be delivered to the post office at the terminus of the railway postal clerk's run for treatment by the postmaster in accordance with this section.

§ 59.86 *Registered articles received unsealed or in bad order*—(a) *Treatment of.* Registered letters (including articles originally sealed) received unsealed or in bad order shall be marked to that effect by, and over the signature of, the first postal employee who notes that the article is in such condition. If the article is open, or is damaged to such an extent that any of the original contents may have been lost or removed, and it appears that the article contains, or originally contained, money, bonds, jewelry, or similar matter, notation shall be made on the envelope or wrapper to indicate the value of such money, bonds, checks, or drafts, or the number and character of articles of jewelry or similar valuable matter, actually found in the letter by the postal employee first noting its unsealed or damaged condition, if the article is in such condition that the information is obtainable without further mutilation of the envelope; if none of the valuable contents which it may be apparent were originally in the article is found therein, note to this effect shall be made on the envelope. (See §§ 45.5 and 45.15.)

(b) *Opening by addressee in presence of delivering employee.* The post office of delivery shall require the addressee, or his authorized representative, to open a bad-order registered article, whether repaired with sealing stamps or re-inclosed, in the presence of the delivering employee, the envelope being cut at the end so as to preserve the sealing intact. If any of the contents is missing, the envelope (letter, and penalty if any) or wrapper shall be obtained from the addressee, with his indorsement as to shortage of contents, and sent to the proper inspector in charge with report of the facts.

§ 59.89 *Matter found without cover in registered jacket, sack, or pouch*—(a) *Treatment of.* If a registered jacket envelope or rotary-lock sack or pouch contains loose money or other matter not inclosed in an envelope, the receiving postal employee shall note all the particulars on the bill and coupon accompanying the mail, have the statement signed by two witnesses, if possible, and postmark and return the coupon to the dispatching office.

(b) *If inclosure is postal or money-order remittance.* If received at a post office and the inclosure be a postal or money-order remittance, the postmaster shall receipt for it and make proper disposition thereof.

(c) *When name of person for whom intended is indicated without doubt.* When there is anything connected with the loose matter, whether received in a post office or railway post office, to indicate without doubt the name and address of the person for whom it is intended, the matter shall be carefully inclosed in a sealed penalty envelope, addressed, and delivered at the post office as prescribed in § 59.86, and a report of the case made to the Third Assistant Postmaster General, Division of Registered Mails, except in the case of foreign mail, when report shall be made to the Second Assistant Postmaster General, International Postal Service.

(d) *When name of person for whom intended is in doubt.* If the railway postal clerk is in doubt as to the name and address of the person for whom the matter is intended, he shall deliver it to the postmaster at the terminus of his run. If the postmaster is in doubt as to the ownership of the matter he shall report the facts and await instructions from the Third Assistant Postmaster General, Division of Registered Mails, in the case of domestic mails, and from the Second Assistant Postmaster General, International Postal Service, in the case of foreign mails.

PART 60—TREATMENT OF REGISTERED MATTER AT POST OFFICES OF DELIVERY

OPENING, EXAMINATION, RECORDING, DELIVERY, FORWARDING, AND RETURN OF REGISTERED MAIL

Sec.
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AUTHORITY: §§ 60.4 to 60.22 (except for authority cited in text) issued under R. S. 161, 396, 3926, as amended, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 381.

§ 60.4 *Fraud orders.* When a "fraud order" has been issued by the Postmaster General, the postmaster to whom it is specifically directed and no other shall return to the senders thereof all registered mail addressed to the person or concern named in the order. Such mail shall be marked in the manner prescribed in § 36.8 of this chapter, and returned as directed by § 60.17 (b).

§ 60.5 *Registered mail known to be undeliverable*—(a) *Treatment of.* When a domestic registered article is known to be undeliverable as addressed, the postmaster at the office of address shall, if the time limit for the return of the article is sufficient for the purpose of obtaining a reply, notify the postmaster at the sender's address, and shall comply with any proper directions received through him as to the disposition of the article.

(b) *Postage required for forwarding or return requests.* Upon receipt of the notice referred to in the preceding paragraph, the postmaster at the office of the sender's address shall notify the sender, and collect from him 3 cents to prepay the postage on any request made by him for the forwarding, recall, correction of address, or other disposition he wishes made of the registered article to which the notice relates. A postage stamp representing such amount shall be affixed to the request and canceled, and the request sent under penalty envelope by the postmaster to the office of address. If the request be unaccompanied with such postage, it shall nevertheless be complied with but the circumstances shall be reported to the Third Assistant Postmaster General.

(c) *Matter of local origin.* When a domestic registered article of local origin is known to be undeliverable as addressed, the postmaster shall communicate with the sender, if the period mentioned in the return request of the sender will permit, for the purpose of ascertaining what disposition the sender desires made of the registered matter.

(d) *Form to be used.* Form 3858 should be used in complying with the provisions of this section.

§ 60.7 *Short-paid registered matter*—(a) *Treatment of.* When domestic registered mail is delivered to the addressee or to the sender, and the postage and registry fee have not been fully prepaid, the postmaster shall collect the deficiency upon delivery. The stamps affixed to the article shall be applied to the postage required and the remainder, if any, to the registry fee. If the amount of registry fee is not known, the article shall be considered as having been registered for the minimum registry fee of 25 cents.

(b) *When addressee refuses to pay deficiency.* When the addressee refuses to pay the deficiency, a first-class article shall be treated as directed in § 60.17 (c), and a second- or third-class article which does not bear the sender's pledge to pay return postage shall be treated as prescribed by § 60.17 (d); in the latter case, Form 3540 shall be used in communicating with the sender. Second- or third-class registered matter bearing the pledge of the sender to pay return postage shall be returned to the sender rated with the postage chargeable for its return, such postage to be collected by means of postage-due stamps upon delivery. (See § 43.50.)

(c) *Deficiency on matter addressed to Government officials.* If a postmaster improperly accepts registered matter addressed to Government officials without the prepayment of the registry fee, the deficiency shall be collected from the dispatching postmaster. (See §§ 17.32, 43.8, 58.3 to 58.5, and 58.12.)

§ 60.8 *Registry notice to addressee*—(a) *Issuance of.* Postmasters shall promptly notify the addressee, on Form 3849, of the arrival of registered mail not deliverable by carriers. The notice shall be postmarked and delivered through the regular channels of the addressee's ordinary mail. If the article be not delivered within three days, a second notice, so marked, shall be served in the same manner, and the article indorsed "Second notice." The dates on which such notices are issued shall be noted on the article.

(b) *When sent to hotels or the like.* When it is necessary to send a registry notice to a hotel or the like, where mail is ordinarily subject to scrutiny by those not entitled to received the registered matter, it shall be transmitted in a sealed penalty envelope, regardless of the manner of delivery.

(c) *Delivery or forwarding orders to be filed.* Registry notices bearing delivery or forwarding orders shall be retained on file in the post office.

§ 60.9 *Delivery record and return receipt*—(a) (1) *Signature and date.* Both the delivery record of a registered article and the return receipt if requested shall be signed by the person accepting delivery, and they shall show the actual date of delivery. The person receipting for the article shall be requested to write or stamp such date on the registry return receipt card. If this request is not complied with, the postal employees shall write or stamp such date on the card.

(2) *Stamped signature.* When the quantity of registered mail justifies, a stamped signature showing the names of both the addressee and his agent may be authorized by the Third Assistant Postmaster General, Division of Registered Mails, to be used in connection with domestic registered articles, and return receipts therefor, and by the Second Assistant Postmaster General, International Postal Service, to be used in connection with foreign registered articles, provided the addressee assumes responsibility for any improper use of the stamp.

(3) *Signature by agent.* When registered mail is signed for by an authorized agent of the addressee the name of both the addressee and agent shall appear on the card.

(4) *When receipt to show address of delivery.* A carrier making delivery of a registered article for which the sender has requested a return receipt to show the address where delivery is effected shall place a notation on the return receipt below the signature of the addressee or his authorized representative showing the complete address at which delivery is effected.

(5) *Indorsement of receipt.* In making delivery at a post office or a post-office station of a registered article for which the sender has requested a return receipt to show the address where delivery is effected, the delivering employee shall indorse the return receipt form "Delivered at post office" or "Delivered at _____ Station," naming the station.

(b) The return receipt, after being properly completed and postmarked with actual date of delivery, shall be promptly mailed to the sender of the article.

(c) If no registry return receipt accompanies a registered article marked "Return receipt requested," or "Return receipt requested showing address where delivered," or with words of similar import, the delivering postmaster or other postal employee shall prepare a return receipt and treat it as though it had accompanied the article. If a domestic registered article does not bear any request for a return receipt but is accompanied with a properly addressed return receipt card, a receipt shall be obtained thereon, and the card mailed to the sender. In such cases the address at which delivery is effected shall not be added to the card. If the charge for the return receipt was not prepaid by the sender, delivery shall not be delayed, but the return receipt shall be obtained and sent under cover to the postmaster at the office named in the address of the sender and the charge collected upon delivery of the receipt to him.

§ 60.10 *Delivery of registered mail*—(a) *When not restricted by sender or addressee.* Registered mail, the delivery of which has not been restricted by the sender or addressee, may be delivered:

(1) To the addressee.

(2) To a person authorized by the addressee in writing to receive it.

(3) To such person other than the addressee as the sender, after mailing, di-

rects in a written order verified by the mailing postmaster. Deliveries of this character shall not be made on telegraphic orders, but articles described in such orders may be withheld from delivery until the receipt of a duly certified written order from the sender. The names of the addressees of articles so delivered shall not be changed. (See § 60.5.)

(4) To any responsible person (see subparagraphs (5) and (6) of this paragraph) to whom the addressee's ordinary mail is customarily delivered, including the authorized representative of a club, fraternity house, or similar institution of good standing. In the absence of a written order from the sender or addressee, mail addressed to a guest at a hotel, occupant of an apartment house, or the like shall not be delivered to the proprietor, manager, or clerk, unless addressed in his care or in care of the hotel or apartment house; except that if the duly authorized agent of a hotel or apartment house has signed and filed with the postmaster the prescribed agreement to assume responsibility for the proper care and disposition of registered matter for hotel guests or occupants of an apartment house and agrees to keep proper record of the same, registered matter, when delivery has not been restricted, addressed to hotel guests or occupants of an apartment house may, without a written order from the sender or the addressee, be delivered to the authorized representative of the hotel or apartment house even though not addressed in care of the hotel or apartment house. The hotel or apartment house shall designate in writing the persons to whom the registered matter is to be delivered. (See paragraph (o) of this section.)

(5) Registered mail addressed for delivery to persons at Y. M. C. A.'s, Y. W. C. A.'s, Salvation Army Shelters, Missions, and the like, is properly deliverable without written orders from the senders or addressees, to such persons as are authorized to receive mail for the places addressed or, in the absence of such authorization, to any responsible persons who customarily receive the ordinary mail of such institutions. If any such institutions operate hotels, registered mail addressed for delivery thereat shall be treated strictly in accordance with the provisions of paragraph (a) (4) of this section.

(6) In the absence of knowledge to the contrary, the following should be regarded as responsible persons within the meaning of subparagraph (4) of this paragraph: Adult members of the addressee's family; his employees in a clerical or supervisory capacity; the proprietor or manager of a private lodging house in which he resides. Careful inquiry shall be made to determine whether the address given comes within the definition of a private lodging house. (See paragraph (o) of this section.)

NOTE: A private lodging house within the meaning of these regulations ordinarily is considered a private home within which the addressee resides and where the lodgers are in a general way selected, as distinguished from a public lodging house which is open to any and all who may apply for accommodations, frequently transients, and at which it seems reasonable to presume that the registered mail of the addressee would not receive the same care and attention as would be accorded it by those in charge of a private home in which the addressee resides.

(7) No mail addressed to others shall be delivered to the following persons unless they are authorized in writing by the addressees to receive it: Minors; janitors; laborers; messengers; elevator operators; house servants. Sections 43.20 to 43.41, concerning the delivery of ordinary mail, shall govern the delivery of registered matter in all cases where applicable, except as provided in this chapter.

(8) As if addressed to the person, firm, corporation, association, or institution in whose care it is addressed.

(b) *Identification when applicant unknown*—(1) *Cautionary measures.* Identification shall always be required if the applicant for registered mail is unknown. He shall not be allowed even to examine it until his identity as a person entitled to receive it is established, and when identified as such, shall not be permitted to open the envelope or wrapper until the mail has been delivered and the necessary receipts obtained. In case of doubt as to the sufficiency of the evidence of identity offered, instructions shall be obtained from the Third Assistant Postmaster General, Division of Registered Mails, in connection with domestic registered mail, and from the Second Assistant Postmaster General, International Postal Service, in connection with foreign registered mail.

(2) *Directory service.* Before delivering registered mail based on information obtained as the result of directory service, care shall be exercised to see that the recipients of the registered articles are the persons for whom they were intended by the senders.

(c) *Verification of address.* Unless the postmaster or carrier knows that the addressee is located at the address borne by a registered article, the correct address shall be ascertained, if practicable, to permit proper delivery or forwarding to a new address.

(d) *Delivery restricted by sender*—(1) *Method.* The sender of registered mail may restrict its delivery by indorsement thereon and the payment of an additional fee of 20 cents. (See § 58.6.)

(2) *Delivery to addressee or order.* Mail indorsed "Deliver to addressee or order," or with words of similar import, shall not be delivered except to the addressee or on his written order.

(3) *Delivery to addressee only.* Mail indorsed "Deliver to addressee only," or with words of similar import, shall not be delivered to any person except the addressee, not even on his written order; if personal delivery cannot be made, the mail shall be treated as undeliverable. Mail so indorsed, addressed to a firm, corporation, institution, or the like, shall be delivered to the person duly authorized by the addressee in writing to receive registered mail so addressed. The person signing for such registered matter shall add the words "Authorized agent" below the signature, or, if delivery is made to an official or member of the firm, his title shall be indicated after or below the signature. The word "Personal" is not to be construed as an indorsement so restricting delivery. Directions to deliver only to the addressee cannot be observed when registered mail is addressed to the President, Vice President, or ex-Presidents of the United States, heads of departments or bureaus of the Government, Justices of the Supreme Court of the United States, Senators or Representatives in Congress, governors of States or Territories, or to the diplomatic representatives of governments. Mail so addressed when marked "Deliver to addressee only," or with words of similar import, will be delivered to the addressee or on his written order, and senders of such mail so indorsed should be advised accordingly.

(4) *Articles addressed jointly to more than one person.* When registered articles are addressed jointly to two or more persons and delivery has been restricted, the addressees shall be notified to be present to accept delivery together, and the receipts obtained shall be signed for by all the addressees. The registered article may then be delivered to any one of the several addressees, unless objection is made by any of the addressees, in which case delivery shall not be made until the addressees indicate in writing which of their number shall receive the article.

(e) *Delivery restricted by addressee.* The addressee of registered mail may restrict its delivery by filing at the post office of address directions in writing, stating to whom delivery may be made, and such directions shall be strictly observed. Unless otherwise authorized by the Third Assistant Postmaster General, when delivery of a registered article is restricted by the addressee, notation to that effect must be placed on the records of the office of delivery.

(f) *Verification of signature on orders; standing orders; obsolete orders.* Unknown signatures on written orders for the delivery of registered mail shall be verified before acceptance. Standing orders shall be complied with until countermanded in writing or positively known to be inoperative. Obsolete orders shall be retained four years, after which they may be disposed of as provided in § 7.25 of this chapter.

(g) *Addressee dead or insane.* If the addressee is dead or insane, delivery may be made to his legal representative. (See §§ 60.11 and 60.12.)

(h) *To minors.* Registered mail addressed to a minor living with or under the control of his parents, or dependent on them for support, or under control of a guardian, is subject to the parents' or guardian's control unless it be indorsed for personal delivery, when paragraph (d) of this section applies. In such cases, if delivery be forbidden by parents or guardian, the mail shall be so indorsed, and treated as undeliverable.

(i) *To students.* Registered mail addressed to students who are not minors at colleges and similar institutions, the delivery of which has not been restricted by the sender or addressee, may be delivered to the authorized representative of the institution. If a student is a minor and has been placed under the charge of the principal by his parent or guardian, and the rules of the institution pro-

vide that the principal shall have control of mail addressed to such students as are minors, registered mail, the delivery of which has not been restricted by the sender, shall be delivered in accordance with the order of the principal. If the principal has not authority from the parent or guardian to control mail of minor students placed under his care, such mail shall not be delivered to the principal or other representative of the institution against the wishes of the student or his parent or guardian but may be delivered to the addressee in the absence of any objection from the parent or guardian. (See paragraph (h) of this section.) In case of doubt as to proper delivery the matter shall be submitted to the Third Assistant Postmaster General, Division of Registered Mails, with a full statement of facts. (See § 43.29.)

(j) *Addressed by title to former public officer or former officer or employee of firm or organization.* Registered mail, not obviously of a personal nature, addressed to a former public officer or to a former officer or employee of a firm, corporation, association, or institution, by his name and former title, shall be delivered as if addressed to the person holding the title or performing the duties of the office. If, because of unusual circumstances, a postmaster is in doubt as to the correctness of such delivery, he shall retain the registered article and promptly ascertain the intention of the sender, in writing, through the mailing postmaster, and dispose of the mail accordingly.

(k) *Pension letters.* Registered letters from the Veterans' Administration, Washington, D. C., addressed to a pensioner, a claimant for pension, or the payee of a pension, shall be delivered in accordance with the requirements of § 43.28 of this chapter.

(l) *Inadequately addressed mail accepted for registration by error.* Registered mail received for delivery which has been erroneously accepted for registration (§ 58.2 (c) of this chapter), when addressed simply to a box (postoffice or rural) number, street number, to initials or fictitious names, shall be considered undeliverable and treated in accordance with § 60.5.

(m) *No exceptions to delivery rules.* No exception shall be made to the rules herein prescribed governing the delivery of registered mail because of relationship of any nature between the addressee and any person claiming the mail.

(n) *Matter in transit to special supply office.* Registered and insured mail (and collect-on-delivery mail when the distributing office transacts money-order business) in transit to a post office receiving special supply may, in cases of emergency, be delivered from the distributing office, upon the addressee's personal or written application, with satisfactory identification, but no registered, insured, or collect-on-delivery mail which is marked for delivery to the addressee only shall be delivered to other than the addressee. Records of such delivery of registered, insured, or collect-on-delivery mail shall be retained by the distributing office. Particulars of the article delivered in transit by the distributing office shall be transmitted to the postmaster at the office of address who shall enter the article upon his records and make a note on the records to the effect that delivery was effected in transit from the distributing office.

(o) *Discretion to be exercised in making delivery.* Postmasters shall exercise discretion in the delivery of registered mail. If there is reason to believe that the person or institution to whom delivery of registered mail may be authorized is not such a responsible person or institution as would care for and properly dispose of it, delivery should not be made except to the addressee or person in whose care it is addressed, or to a representative of the addressee or person in whose care it is addressed authorized in writing to receive it, or in compliance with a written order from the sender verified by the postmaster at the sender's address.

§ 60.11 *Delivery of registered mail for deceased addressee.* If delivery has not been restricted by the sender, registered mail for a deceased addressee may be delivered to his legal representative. If none; it shall be returned to the sender indorsed "Deceased" unless he, through the mailing postmaster, directs delivery to another person. If there is no legal representative and the article is claimed by a relative of the deceased addressee, such relative may be furnished with the name and address of sender.

§ 60.12 *Delivery to specially described persons.* Registered mail, the delivery of which has not been restricted by the sender or the addressee:

(a) Addressed to a prisoner, may be delivered to the officer having charge or custody of the prisoner to whom the addressee's ordinary mail is customarily delivered, or to the person acting for such officer and under his authority.

(b) Addressed to an inmate or employee of a hospital, sanitarium, or asylum, or similar institution, may be delivered to the person who customarily receives the ordinary mail of the employees or inmates of such institutions; but if a committee or a guardian has been regularly appointed for such inmate, his registered mail shall be delivered to, or in compliance with the written order of, the committee or guardian.

(c) Addressed to members of theatrical companies at a theater, may be delivered to any responsible person who customarily receives the ordinary mail of the theatrical company or its members or to any responsible person to whom ordinary mail for the theater is customarily delivered.

(d) Addressed to members of military organizations at military camps or posts in the United States proper, may be delivered, without written orders of the addressees, to the mail orderly authorized to receive such mail by the commanding officers of the military organizations in written instructions filed with the post office by the commanding officers. If in any instance the Commanding Officer declines to authorize the delivery of registered mail to a designated mail orderly, in written instructions filed at the post office, report of the facts in the case should be made to the Third Assistant Postmaster General, Division of Registered Mails.

(e) Registered mail, the delivery of which has been restricted by the sender or addressee, shall be held at the post office or station or branch and a notice (Form 3849) shall be issued promptly.

§ 60.13 *Liability of Department ceases on delivery.* The liability of the department for registered mail shall cease on its delivery in accordance with this chapter. (See §§ 60.10, 60.15, 60.16, 114.10, and 114.26.)

§ 60.14 *Forwarding registered matter*—(a) *Conditions.* Except as provided in paragraph (d) of this section, all registered matter, except that which has once been properly delivered, may be forwarded from one post office to another, without additional charge for registry fee, on payment of the charges, if any, for transmitting the forwarding request:

(1) Upon the written order of any person to whom the matter is deliverable at the office of address.

(2) If delivery is restricted, upon the written order of any person to whom it would be deliverable in the absence of the restriction.

(3) Upon the written order of the sender or addressee verified by the postmaster who sends the request.

(4) Upon the telegraphic request from a postmaster based on the verified written order of the sender or addressee.

(5) In cases where the postmaster is satisfied that no fraud is intended, upon a written or telegraphic order received direct from the sender or addressee.

(b) *When forwarding or return postage not received.* If the postage required for forwarding or returning other than first-class mail which does not bear the sender's pledge to pay forwarding or return postage is not received within the period prescribed by §§ 43.13 and 43.50 of this chapter, the article shall be disposed of as an undeliverable registered article. (See §§ 60.17 and 60.20.)

(c) *Forwarding orders*—(1) *Includes registered mail.* Written orders to forward mail shall be construed to apply to both ordinary and registered mail, unless the contrary is specifically stated.

(2) *To be signed and filed.* Forwarding orders shall invariably be signed and retained on file. (See § 43.14.)

(d) *Not to be forwarded to foreign countries.* Postmasters shall not forward to a foreign country, in compliance with requests from the senders or the addressees, domestic registered articles mailed in the United States and originally addressed for delivery at post offices in the United States. If such articles cannot be delivered at the domestic post offices of destination, they shall be marked with the reasons for their nondelivery and treated as undelivered registered matter. If the articles are of the first class and do not bear requests re-

quiring their retention for specified periods, they shall be returned immediately.

NOTE: See instructions in Manual of Instructions for Postal Personnel as to forwarding of registered mail to and from the Canal Zone.

(e) *Procedure when forwarding or returning.* In forwarding or returning registered mail, the postmaster shall not change the name of the addressee or sender, but shall change the address only, cross off the name of his post office and State, plainly mark the article "Forwarded" or "Returned to writer" ("R. W."), as may be proper, and dispatch the article under its original registration number. If forwarded, the original return receipt, if any, shall accompany the article. If returned to writer, the original return receipt, if any, shall be destroyed. The delivery book or other authorized record shall show when and to what office and State a given article was forwarded, or when and to what office and State or country the article was returned, and the number under which it was dispatched.

(f) *Air mail.* Registered air mail weighing up to and including 8 ounces subject to the 6¢ an ounce rate is entitled to forwarding and other treatment as heretofore, including forwarding by air and return by surface without additional postage. Registered matter sent via Air Parcel Post, which is accepted with the understanding that forwarding and return postage is guaranteed, is subject to forwarding and return postage. If it bears pledge to pay such postage without instructions as to whether by air or surface, it shall be sent by air, properly rated up. If sender requests forwarding or return by surface, it shall be rated and transmitted accordingly.

§ 60.15 *Registered articles found in ordinary mail*—(a) *Treatment of.* A registered article, whether of domestic or foreign origin, and regardless of its condition, found in the ordinary mail not marked "Not in the registered mail" shall be removed from the ordinary mail wherever found, backstamped, indorsed as to its condition, and repaired or reinclosed when in other than good condition (see § 59.86), and given the safeguards provided for registered mail.

(b) *Recording and disposition.* The article shall be marked "Removed from the ordinary mail and registered," and recorded to show original number, office, and State of origin, names and addresses of sender and addressee, the amount of postage and fee borne by it, the amount of any deficiency collectible upon delivery, condition, if not good, and when and by whom found in the ordinary mail. The article shall then be disposed of as registered mail. If removed from the ordinary mail at the office of address after proper delivery, inquiry shall be made of the person whose receipt is held to ascertain reason for the article being in the ordinary mail, the article redelivered or otherwise properly disposed of, and the receipt originally obtained marked to show action taken.

REREGISTRATION AND UNDELIVERED ARTICLES

§ 60.16 *Reregistration after delivery*—(a) *New fee required.* If a registered article once properly delivered is reregistered it shall be indorsed "Reregistered after delivery" and a new registry fee and any surcharge properly collectible shall be charged, and additional postage if this would be required were it ordinary mail. The registry fee and any surcharge properly collectible and any necessary additional postage and surcharge if not supplied by the addressee or agent shall be collected from the sender upon return unless prepayment of postage is required.

(b) *When fee need not be prepaid.* (1) Any registry fee required when forwarding or returning a registered article found in the ordinary mail or presented for reregistration by other than the addressee after proper delivery need not be prepaid. If the registry fee is not prepaid, the article shall be marked "Collect ------ cents on delivery," or where scales are not available, "Collect deficiency on delivery." The article shall be dispatched to its destination as registered mail provided any required postage is prepaid or if postage would not be required were the article ordinary mail.

(2) However, where the required registry fee has not been prepaid and the article is to be returned to the sender (and the period specified in the return request or, in its absence, the period prescribed by § 60.17 for the retention of the article, will permit of notice to the sender and receipt of reply within the prescribed period) the postmaster shall advise the sender that the article is held, stating the amount of the additional registry fee and postage (if any) required for returning it. If there is insufficient time to communicate with the sender, and prepayment of postage is not required or is required and has been prepaid, the article should be dispatched to destination indorsed to show that the deficiency in registry fee and any other charges applicable are to be collected upon delivery. If the article requires prepayment of additional postage before forwarding or return and the additional postage is not prepaid the article shall be marked "Remailed after delivery—Not registered," and disposed of as ordinary mail. (See §§ 43.13 and 53.49) Such action shall be taken in these cases as will result in the collection of any additional surcharges required for registered articles remailed after proper delivery.

(c) *Requirements before acceptance for reregistration.* A sealed article presented for reregistration bearing evidence of having been opened, resealed, tampered with, or which is otherwise in bad order shall be refused until reenveloped by the patron. In such case additional postage, registry fee, and any surcharge properly collectible shall be collected before dispatch. If the patron refuses to comply with these requirements and the article is subsequently found in the ordinary mail, it shall be withdrawn therefrom, appropriately indorsed, and given the safeguards required for registered mail, as provided in this section.

(d) *Receipt for reregistration.* A descriptive registration receipt shall be issued to the person presenting for reregistration a registered article once properly delivered, which shall show by whom the article was presented, postmark of issuing office, original number, name of original mailing office, names and addresses of original sender and addressee, and be marked "Reregistered after delivery," followed by notation showing the amount of any additional postage, fees, and surcharge collected, or collectible upon delivery. When such an article is returned to a letter carrier and subsequently delivered by him to the post office or a station, receipt shall be issued to the carrier on Form 3868, such receipt and office record to show that the article was returned after proper delivery.

(e) *Disposition of reregistered article when refused.* If neither the addressee nor the sender will accept an article removed from the ordinary mail and reregistered and pay the additional fee, surcharge, and postage, if any, required, the article shall be disposed of as undeliverable.

(f) *When sender does not desire reregistration after proper delivery.* If the sender of any registered article does not desire it registered, if forwarded or returned after proper delivery, he may indorse the article, when mailed, "Do not reregister after proper delivery." When such an article is remailed after proper delivery it should be indorsed "Remailed after delivery—Not registered," unless the person presenting it, or the addressee or his authorized representative, requests reregistration and prepays the fee and any postage required.

§ 60.17 *Undelivered and refused registered matter*—(a) *Period of retention; disposition.* Domestic registered letters and parcels which remain undelivered at either the office of their original address or the office or station to which they have been properly forwarded for:

(1) Five days if intended for delivery by village or rural carrier;

(2) Ten days if intended for box or general delivery at an office having city-carrier service or for delivery by city carrier;

(3) Fifteen days at offices not having city-carrier service, unless intended for delivery by village or rural carrier;

(4) Such other period as may be named in the sender's return request, if any, not less than 3 nor more than 60 days, shall be indorsed on the face with the reason for nondelivery and disposed of as herein provided.

(b) *When to be returned without charge.* Undelivered registered articles of the first class and those inclosed in penalty envelopes, or under penalty labels or franks, those of any class the delivery of which is forbidden by the Postmaster General (see § 36.8), shall be returned to the office given in the sender's address by registered mail without charge for returning.

(c) *Immediate return of certain matter.* Refused articles prepaid at the letter rate and all those whose delivery is forbidden by the Postmaster General (see §§ 36.8, 60.7, and 97.38), shall be returned immediately.

(d) *Sender requested to furnish return postage.* At the expiration of the period mentioned in the sender's return request, or, if the period is not mentioned in the return request, at the expiration of the periods mentioned in paragraph (a)

above, a notice shall be mailed promptly to the sender of undelivered or refused registered articles originally prepaid at other than the first-class rate (unless the sender has pledged payment of return postage, in which case the matter may be returned without prepayment of postage), requesting him to send the required amount in stamps to pay the return postage (see § 43.49), but not registry fee or surcharge on such articles. When the stamps are received, they shall be affixed to the article and canceled, and the article promptly returned. If the stamps be not furnished, the articles shall be treated as prescribed in § 43.49 of this chapter. Undelivered or refused registered matter of other than the first class originating on board United States naval vessels or at naval shore stations outside the continental United States, shall be returned, through the proper post office at division headquarters of the Railway Mail Service, without notice to the sender, unless provision has been made for the payment of the return postage by either the sender or the addressee, in which case the matter shall be returned direct.

(e) *Specially held for delivery.* When a postmaster has good reason to believe that undelivered registered mail of domestic origin, bearing no time limit, can be delivered properly if it is held longer than the periods specified in the first paragraph of this section, he may indorse it "Specially held for delivery" and retain it not longer than 60 days, provided a written order to that effect is obtained from the sender verified by the postmaster at the sender's address.

§ 60.18 *Undelivered articles at stations or branches.* Undelivered registered articles at stations or branch post offices shall be held for the period prescribed in § 60.17, unless there is good reason to believe that an article is not deliverable within the territory of such station or branch, in which event it shall be returned immediately to the main office.

§ 60.19 *Articles sent to dead letter branch.* (a) The contents of a sealed packet of matter sent to a dead letter branch, or to a post office at division headquarters of the Railway Mail Service shall not be entered on the registry dispatch receipt card or manifold registry bill, but only the packet itself as made up. (See §§ 60.17 and 60.20.)

(b) Undelivered or refused registered matter of other than the first class originating on board United States naval vessels shall be returned through the proper dead letter or dead parcel post branch without notice to the sender, unless provision has been made for the payment of the return postage by either the sender or the addressee, in which case the matter shall be returned direct.

§ 60.20 *Matter returned to office of mailing*—(a) *Status of matter returned for restoration to sender.* After a registered article has been returned for restoration to the sender, the addressee shall have no further control over it. After a registered article has been returned to the sender, it shall not be received again in the registered mail unless specially authorized, without prepayment anew of postage, registry fee, and any required surcharge and its reinclosure in a new envelope. (See §§ 58.2 and 116.1 to 116.26.)

(b) *When returned article cannot be delivered to sender.* When a returned registered article cannot be delivered to the sender within the time specified in § 60.17 (a), it shall be treated as prescribed in §§ 45.1 to 45.7 of this chapter.

§ 60.21 *Delivery by star route carriers.* Registered mail is not delivered to a star-route carrier unless the addressee expressly so requests in a written order filed with the postmaster. In cases where such orders are given, the carriers are considered as the representatives of the addressees, and the responsibility of the Postal Service ceases when delivery has been made to the carrier by the postmaster and the signature of the carrier obtained.

§ 60.22 *Manifold firm delivery books.* These books, Form 3883, 5-line (10 entries) and Form 3883–A, 10-line (20 entries) are frequently used at the larger offices in recording registered mail when firms or individuals receive an average of 3 or more articles at one time. Their use facilitates receipting for registered mail. When specifically desired, a copy of the firm delivery sheet is furnished the addressee.

PART 61—HANDLING OF REGISTERED MATTER BY CITY, VILLAGE, AND RURAL CARRIERS

GENERAL PROVISIONS

Sec.
61.1 Acceptance of mail for registration by city, village, and rural carriers and clerks in charge of rural stations.
61.2 Responsibility of carrier.
61.3 Change of address by carrier.

REGISTRATION BY CARRIERS

61.4 Registry forms for carriers.
61.7 Acceptance of mail for registration by city and village carriers.
61.10 Authorization of registration by rural carriers.
61.11 Matter for registration found in rural mail box.
61.12 Carriers not to address mail or inclose contents, excepting money orders.
61.13 Matter accepted by carrier for registration and found unmailable.

TREATMENT AT POST OFFICES OF MATTER REGISTERED BY CARRIERS

61.15 Examination by postmasters of matter registered by carriers.
61.16 Return of excess cash received by carrier with mail matter.

DELIVERY OF REGISTERED MAIL BY CARRIERS

61.21 Delivery of registered mail at city and village delivery offices.
61.22 Delivery of box holder's mail.
61.24 Attempts by carrier to deliver.
61.27 Delivery by rural carriers.
61.28 Delivery of intermediate office matter by rural carriers.
61.31 Delivery from rural stations.

AUTHORITY: §§ 61.1 to 61.31 (except for authority cited in text) issued under R. S. 161, 396, 3926, as amended, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 381.

GENERAL PROVISIONS

§ 61.1 *Acceptance of mail for registration by city, village, and rural carriers and clerks in charge of rural stations.* (a) City, village, and rural carriers and clerks in charge of rural stations shall be governed in the acceptance of mail for registration, and the handling and delivery of registered matter, by the regulations governing postmasters and other postal employees, except as otherwise provided in this chapter.

(b) The regulations in this chapter apply to city, village, and rural carriers, unless otherwise stated.

§ 61.2 *Responsibility of carrier.* No unauthorized person shall be permitted to have access to registry records or registered mail while in possession of a carrier. Carriers will be held responsible in case of the loss or depredation of a registered letter or parcel while in their custody.

§ 61.3 *Change of address by carrier.* Carriers shall not change the address of any registered article without proper order, nor shall city or village carriers transfer registered mail from one district to another except through the registry clerk at the post office or station. When the address is changed by carrier he shall write his initials and number over or near the new address and indicate that the order was verbal, if such is the case.

REGISTRATION BY CARRIERS

§ 61.4 *Registry forms for carriers.* Each carrier shall be furnished one carrier's registration book (Form 3897, if office record Form 3807 is kept at the post office on which to record the post office or city carrier registrations; Form 3896, if Form 3807 is not kept at the post office for office or city registrations), an adequate supply of registry delivery notices (Form 3849), and such other forms as may be prescribed from time to time. Carriers, when out on their routes, shall have with them the required registry forms, and immediately upon accepting a letter or parcel for registration shall issue the prescribe receipt and deliver it to the sender.

§ 61.7 *Acceptance of mail for registration by city and village carriers.* City and village carriers shall accept for registration letter mail and small packages (see § 50.13) which are not cumbersome on acount of size, weight, or shape, provided such registration of mail does not interfere with other duties of the carriers. Acceptance of mail for registration by city and village carriers is limited to residential districts.

§ 61.10 *Authorization of registration by rural carriers.* Rural carriers shall register any matter proper for registration (see §§ 58.2, 58.3, 58.10, 60.15, 60.16, 61.11, 61.16, 114.10, and Manual of Instructions for Postal Personnel) which may be offered to them while on duty, handle registered mail in transit over their routes, and deliver such mail to patrons on their routes, issuing and taking the necessary receipts on forms prescribed for the purpose.

§ 61.11 *Matter for registration found in rural mail box.* When a rural carrier finds in a rural mail box an acceptable letter or parcel marked for registration bearing name and address of sender, with sufficient stamps affixed to

pay postage, registry fee, and any required surcharge, or money to pay for the same, he shall at once register the article, and, if the sender is a patron of the route, leave the registration receipt in the box. If the sender is not a patron of the route, the registration receipt shall be mailed in a penalty envelope to his address. The same procedure shall be followed if the article is marked to indicate that the sender desired it to be registered even though it does not bear the name of the sender or sufficient postage is not affixed.

§ 61.12 *Carriers not to adress mail or inclose contents, excepting money orders.* Carriers shall not address matter tendered for registration, place contents in envelopes or seal them, but may act as agents of patrons, without remuneration, to inclose money orders, procured for the remitters, in addressed envelopes furnished by senders for the purpose, and seal or present the same for registration at the office or station to which they are attached.

§ 61.13 *Matter accepted by carrier for registration and found unmailable*—(a) *When corrected while in carrier's custody.* When a piece of matter accepted for registration by a carrier is found to be unmailable, but the irregularity can be properly corrected by the sender without taking the article from the carrier's custody, the sender shall be permitted to make such correction. It shall then be taken to the post office or station for dispatch without requiring the payment of additional postage, registry fee, or surcharge. Correction so made shall be noted on the sender's original receipt and on the office or station records.

(b) *When returned to sender.* If an unmailable piece of matter cannot be rendered mailable by the sender while in the custody of the Postal Service, it shall be returned to him with a statement of the reasons for its rejection, and the sender's registration receipt indorsed across the face "Returned to sender," with the reason therefor. When mail is returned to the sender in this manner the carrier shall receipt to the post office for it by signing his name and number under the indorsement "Returned to sender," the sender's receipt taken by the carrier on the proper form, and the sender requested to surrender the original registration receipt, which shall be similarly indorsed and signed by the carrier and pasted on the edge of the stub in the carrier's registration book.

TREATMENT AT POST OFFICES OF MATTER REGISTERED BY CARRIERS

§ 61.15 *Examination by postmasters of matter registered by carriers.* Postmasters or their authorized employees shall examine all letters and parcels registered by carriers to see that the requirements of the Postal Laws and Regulations have been complied with. (See §§ 34.13, 42.17, 58.2, and 59.86.)

§ 61.16 *Return of excess cash received by carrier with mail matter.* Any cash in excess of the amount required to pay postage, registry fee and any required surcharge shall be handed to the sender on the carrier's next trip or inclosed in an envelope and deposited in the sender's mail box. The amount required shall be noted on the office record by the receiving postmaster or authorized employee directly beneath the amount received, as written by the carrier, the subtraction being made so as to show the amount received and the amount returned to the sender. (See § 52.38.)

DELIVERY OF REGISTERED MAIL BY CARRIERS

§ 61.21 *Delivery of registered mail at city and village delivery offices.*—(a) *By carriers.* Postmasters at city and village delivery offices, unless requested to the contrary by addressees, shall deliver by city or village carriers all registered mail, addressed to street and number and to persons whose addresses appear in the city or office directory.

(b) *When delivery involves unusual risk.* (1) When there is reason to believe that a registered letter or parcel contains a large sum of money, valuable securities, or other valuable matter which cannot be delivered by city, village, or rural carrier or by special-delivery messenger without unusual risk, the addressee shall be requested to call for it at the post office, and the special-delivery stamps or special-delivery indorsement thereon, if any, may be disregarded.

(2) When a postmaster receives a number of registered articles for delivery by the same carrier on any one trip, he shall hold the registered matter for desk delivery, if in his opinion the aggregate value of the articles is such that delivery cannot be made by carrier without unusual risk.

§ 61.22 *Delivery of box holder's mail.* When the addressee is a box holder, all of his registered mail shall be held for desk delivery unless he requests that it be delivered by carrier.

§ 61.24 *Attempts by carrier to deliver*—(a) *Repeated if necessary.* Carriers shall endeavor to deliver registered mail on the first trip after it is prepared for delivery, unless the addressee has given orders to the contrary, and shall make as many efforts each day to deliver such mail as their trips will permit, unless it clearly appears after any trip that delivery by them is impossible.

(b) *Record and notices of unsuccessful attempts.* After each unsuccessful trial the carrier shall write in pencil, on the left end or back of the letter or parcel, the reason for nondelivery, and sign it with his initials and number and leave a notice (Form 3849) at the addressee's residence, place of business, or mail box. Article shall show date notice was issued.

§ 61.27 *Delivery by rural carriers*—(a) *Limitations.* Registered mail addressed to a patron of a rural route shall be delivered at the residence of the patron if it be not more than one-half mile from the line of travel and there is a passable road leading to it, but a carrier shall not be required to make more than one visit to a residence to effect the delivery of any one piece of registered mail. (See § 61.21.)

(b) *Notice in box.* If the addressee does not meet the carrier on the first trip, or by reason of location is not entitled to delivery at his residence, or delivery at the residence is not effected as prescribed by the preceding paragraph, the carrier shall place in the box of the patron a notice (Form 3849) that the patron may obtain the registered article by calling at the post office or meeting the carrier at the box on the next trip.

(c) *Notice to patron to meet carrier at box.* A rural carrier may advise a patron of his route whose residence or place of business is located more than one-half mile from the route, by telephone or otherwise, that he holds registered mail addressed to him, and that he will be at the patron's mail box at a specified time to effect delivery. Such arrangement shall not be made, except on initiative of the patron, when the latter is located one-half mile or less from the route.

§ 61.28 *Delivery of intermediate office matter by rural carriers.* Rural carriers who call at intermediate offices on their routes to receive mail for delivery to their patrons shall receipt therefor, and turn in to such offices the delivery receipts and any undelivered registered articles.

§ 61.31 *Delivery from rural stations.* Registered mail addressed to a rural station for delivery shall be held there, to be called for, the usual office registry notice (Form 3849) being issued, unless the addressee is a patron of a rural route starting from such station or a route contiguous thereto, in which case the mail shall be sent out by the carrier, unless patron otherwise directs.

PART 62—MISCELLANEOUS PROVISIONS RELATING TO REGISTERED MAIL

GENERAL

Sec.
62.1 Correspondence about registry system.
62.5 Registered matter not to be surrendered upon service of legal process.

AUTHORITY: §§ 62.1 and 62.5 (except for authority cited in text) issued under R. S. 161, 396, 3926, as amended, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 381.

GENERAL

§ 62.1 *Correspondence about registry system.* All correspondence or other business relating wholly to matters concerning the domestic registry system shall be conducted through the office of the Third Assistant Postmaster General, Division of Registered Mails, and those relating wholly to the international registry system shall be conducted through the office of the Second Assistant Postmaster General, International Postal Service. All papers coming into the possession of any other branch of the Postal Service or other office of the department in connection with such business shall be referred, either entire or by copies or appropriate extracts, to the office directly in charge of the registry service, domestic or international, as the case may be; but all cases involving the loss, depredation, or wrong delivery indicating probable loss of a domestic registered article, and all inquiries for missing domestic registered matter shall be referred or reported in the first instance to the inspector in charge, while those concerning foreign registered matter shall be handled in accordance with the provisions of § 44.1 of this chapter. (See § 125.10.)

§ 62.5 *Registered matter not to be surrendered upon service of legal process*—(a) *Answer to service of process.* Postmasters and other postal employees shall not surrender registered matter upon the service of process of attachment, garnishment, or other legal process. A postmaster or other employee served with such process shall make answer to the court from which it issues, setting forth his official character and the fact that the matter in dispute came into his hands by virtue of his official authority. If, after such answer, the court directs the delivery, the postmaster shall request the suspension of the order until he can communicate with the Third Assistant Postmaster General, Division of Registered Mails, in the case of domestic registered mail, and with the Second Assistant Postmaster General, International Postal Service, in the case of foreign mail, by telegraph if necessary, and obtain further instructions.

(b) *Retaining custody of records brought into court.* A postal employee summoned to take registry records into court shall not permit them to be taken from his custody, and during the absence of such records as are in current use at the post office blank record forms of the same kind shall be used. (See § 41.2.)

PART 63—INDEMNITY FOR LOSSES

Sec.

63.1 Indemnity for domestic registered matter.
63.2 False claims for indemnity.
63.3 When indemnity will be paid.
63.4 Indemnity on matter partly covered by commercial insurance.
63.5 Claims for indemnity.
63.6 When no indemnity will be paid.
63.7 Indemnity when claimant is incompetent or deceased.
63.8 Surrender of lost article recovered and refund of indemnity.

DOMESTIC REGISTERED COLLECT-ON-DELIVERY MAIL

63.9 Domestic registered collect-on-delivery.
63.9a Senders' receipts.
63.10 Fees and amounts of indemnity.
63.11 Rules and regulations for payment of indemnity.
63.12 Shipment to be based on bona fide order.
63.13 Numbering.
63.14 No return receipts.
63.15 Claims.
63.16 Loss, rifling, damage, or failure to remit c. o. d. charges.
63.17 Issuance of instructions.
63.17a Delivery.

RECEIPTS OR CERTIFICATES OF MAILING FOR ORDINARY, REGISTERED, INSURED, AND COLLECT-ON-DELIVERY MAIL

63.18 Authority to charge fee for receipt or certificate of mailing.
63.19 Charge for receipt of ordinary mail.
63.20 Charges for additional receipts.
63.21 Stamps in payment.

AUTHORITY: §§ 63.1 to 63.21 (except for authority cited in text) issued under R. S. 161, 396, 3926, as amended, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 381.

§ 63.1 *Indemnity for domestic registered matter*—(a) *Authority for.* For the greater security of valuable mail matter the Postmaster General may establish a uniform system of registration, and as a part of such system he may provide rules under which the senders or owners of any registered matter shall be indemnified for loss, rifling, or damage thereof in the mails, the indemnity to be paid out of the postal revenues, but in no case to exceed $1,000 for any one registered piece, or the actual value thereof when that is less than $1,000, and for which no other compensation or reimbursement to the loser has been made: *Provided,* That the Postmaster General may in his discretion provide for the payment of indemnity for the actual value of registered mail or insured mail treated as registered mail in excess of $1,000, but not in excess of $10,000, when such mail is not insured with any commercial insurance company or other insuring agency and may fix the fees chargeable for the risks assumed ratably at the rates fixed up to $1,000: *Provided further,* That the Postmaster General in his discretion may cause to be underwritten or reinsured in whole or in part with any commercial insurance companies any liability or risk assumed by the Post Office Department in connection with the mailing of any particular registered article or articles. (R. S. 3926, as amended; 39 U. S. C. 381)

(b) *Issuance of instructions.* Any necessary detailed instructions in connection with the administration of the regulations relating to indemnities for domestic registered mail shall be issued by the Third Assistant Postmaster General.

§ 63.2 *False claims for indemnity.* Whoever makes, alleges, or presents any claim or application for indemnity for the loss of any registered or insured letter, parcel, package, or other article or matter, or the contents thereof, knowing such claim or application to be false, fictitious, or fraudulent; or

Whoever for the purpose of obtaining or aiding to obtain the payment or approval of any such claim, or application, makes or uses any false statement, certificate, affidavit, or deposition; or

Whoever knowingly and willfully misrepresents, or misstates, or, for the purpose aforesaid, knowingly and willfully conceals any material fact or circumstance in respect of any such claim or application for indemnity;

Shall be fined not more than $500 or imprisoned not more than one year, or both.

Where the amount of such claim or application for indemnity is less than $100 only a fine shall be imposed. (62 Stat. 698; 18 U. S. C. 288)

§ 63.3 *When indemnity will be paid.* Indemnity within the prescribed limit (see § 58.3) will be paid to the rightful claimant in case of the injury, loss, or rifling of domestic registered mail, as follows:

(a) In the case of loss or irreparable damage, the market value of the article at the time of loss, or its value on date of mailing, if date of loss cannot be ascertained.

(b) In case of partial damage, the actual and necessary cost of repairs.

(c) The actual, direct, and necessary expenses of duplicating valuable papers, or the original cost of such papers when not duplicated.

(d) Indemnity is payable in connection with registered mail exchanged between the United States and the Canal Zone as follows:

(1) The United States Post Office Department pays indemnity in an amount not exceeding $1,000 for any one article, for loss or rifling of, or damage to, registered articles mailed at any post office in the United States proper or its possessions addressed to post offices in the Canal Zone, or mailed in the Canal Zone addressed to any post office in the United States—except post offices in Alaska, Hawaii, and all of the other island possessions of the United States—when the weight of evidence indicates that the loss, rifling, or damage occurred while the article was in the custody of the Postal Service of the United States.

(2) The United States Post Office Department pays indemnity in an amount not exceeding $100 for any one article, for loss or rifling of, or damage to, registered articles mailed in the Canal Zone addressed to any post office in Alaska, Hawaii, and all the island possessions of the United States, when the weight of evidence indicates that the loss, rifling, or damage occurred while the article was in the custody of the Postal Service of the United States.

(3) The Canal Zone postal service agrees to pay indemnity in an amount not exceeding $1,000 for any one article, for the loss, rifling, or damage in its service of registered articles exchanged between post offices in the Canal Zone and post offices in the United States—except post offices in Alaska, Hawaii, and all of the other island possessions of the United States.

(4) The Canal Zone postal service agrees to pay indemnity in an amount not exceeding $100 for any one article for loss, rifling, or damage in its service of registered articles exchanged between post offices in the Canal Zone and post offices in Alaska, Hawaii, and all the island possessions of the United States.

(5) When indemnity is payable and the responsibility for the loss or rifling of, or damage to, domestic registered mail exchanged between the United States and the Canal Zone cannot definitely be determined to be that of either postal service after due investigation has been made, the United States postal service and the Canal Zone postal service have agreed to pay the limited indemnity in equal shares. The share of the Canal Zone would not exceed $50 in such a case in connection with registered matter exchanged between the Canal Zone and post offices outside the United States proper, such as those in Alaska and Hawaii or in other island possessions of the United States.

(e) All applications for indemnity shall be accepted for consideration of the merits of each claim by the proper paying post office or by the Department, as may be appropriate.

(f) At offices of the first and second classes claims for indemnity for domestic registered mail shall be made on Form 565 (in addition to the required report on Form 1510 if loss or rifling is involved). At offices of the third and fourth classes claims for indemnity shall be reported by letter (in addition to the

required report on Form 1510 if loss or rifling is involved). Whenever available, the envelope or wrapper shall be submitted, and in cases of damage, the damaged contents and packing material shall be retained until the investigation is completed. These reports are investigated by the Chief Inspector to ascertain the facts. If the facts ascertained established a loss or damage for which indemnity may be payable, the papers are transmitted to the Third Assistant Postmaster General, Division of Registered Mails, for settlement.

§ 63.4 *Indemnity on matter partly covered by commercial insurance.* * * * All claims for indemnity involving registered mail, or insured mail treated as registered mail, or other insured mail, or collect-on-delivery mail, which is also insured with commercial insurance companies or other insuring agencies, shall be adjusted by the Post Office Department on a pro rata basis as a coinsurer with the commercial insurance companies or other insuring agencies. (Sec. 3, 45 Stat. 469, as amended; 39 U. S. C. 381a)

§ 63.5 *Claims for indemnity*—(a) *When fraudulent value is stated.* Whenever a false, fictitious, or fraudulent value is knowingly and willfully stated, the department reserves the right without any refund of fee to decline to pay indemnity or to pay such indemnity as may in its discretion be considered equitable in the light of the evidence procured.

(b) *Determination of conflicting claims.* If no agreement is reached in the case of a conflicting claim, indemnity will be paid to such person as may legally be entitled to receive it.

(c) *Time limit for filing claims.* Claims for indemnity involving domestic registered mail shall be made within one year from the date of mailing, unless the delay in filing such claim was unavoidable and not due to the fault of the claimant.

(d) *Indemnity applications.* Reports of losses and applications for indemnity for domestic registered mail should be made by the public to the postmaster at the office of mailing, or of address, with particulars of registration and a description of the contents of the article, and, in case of partial loss or rifling, with the envelope or wrapper. Claims for damage should show in detail how the article was packed and enveloped or wrapped and be accompanied with the wrapper, if any, and it is available. The reports are investigated by post-office inspectors as promptly as possible, and claims are acted upon as soon as investigation develops an actual loss in the Postal Service. In case of domestic mail this requires from one to several months, according to circumstances in each instance. Claims for duplication of valuable papers should be supported with receipted bills for any actual, necessary, and direct expense in connection therewith. All applications for indemnity for domestic registered mail must show the amount of surcharge, if any, paid on the articles involved, in addition to the other required information.

§ 63.6 *When no indemnity will be paid.* No indemnity will be paid:

(a) For the injury or loss of any registered matter upon which postage, registry fee, and any required surcharge have not been paid.

(b) For the injury or loss of any registered matter which was not rightfully in the mails, or was not injured or lost while in the custody of the Postal Service, or for which other compensation or reimbursement has been made through the Post Office Department or the Postal Service.

(c) For the injury or loss of any registered matter exchanged between post offices in the United States and the Canal Zone, except in accordance with such stipulations as may be agreed upon between the postal administrations interested unless the matter originated and the weight of evidence indicates that the matter was lost in the Postal Service of the United States.

(d) For damage to registered mail, due to insecure or insufficient preparation or wrapping or lack of proper indorsement, unless it is shown to the satisfaction of the Third Assistant Postmaster General that the circumstances in any particular case are such as to justify the Department assuming responsibility for the improper preparation of the article for mailing or absence of the proper indorsement.

(e) For the loss or rifling of or damage to any domestic registered article without intrinsic value.

(f) For loss resulting from delay to a registered article.

(g) For damage to articles which are so fragile in their inherent nature as to prevent their safe carriage in the mails, regardless of the manner in which packed.

(h) For the loss, injury, or rifling of a registered article remailed after proper delivery unless the article was reregistered after delivery and the evidence indicates to the satisfaction of the Department that the loss, injury, or rifling occurred in the Postal Service.

(i) For indirect, remote, and unnecessary expenses incident to repairs or duplication of papers, or for any consequential loss.

(j) When the sender knowingly and willfully failed to state, when required, at the time of mailing, the full value of a registered article or an insured article treated as registered mail. (See §§ 58.3 to 58.5, inclusive, and 58.10.)

§ 63.7 *Indemnity when claimant is incompetent or deceased.* When the sender is incompetent or deceased, indemnity will be paid to such person as may legally be entitled to receive it.

§ 63.8 *Surrender of lost article recovered and refund of indemnity.* A lost article recovered shall, if still in possession of the Post Office Department, be surrendered to the proper claimant, upon the return of the whole or such portion of the indemnity paid as the Department considers properly refundable. The Department may, in its discretion, require the claimant to accept a recovered article for which indemnity has been paid and to refund the indemnity or such portion thereof as the Department considers it to be equitably entitled. If the article cannot be surrendered and indemnity refunded within a reasonable time after its recovery, the article may be disposed of as undeliverable dead matter.

DOMESTIC REGISTERED COLLECT-ON-DELIVERY MAIL

§ 63.9 *Domestic registered collect-on-delivery*—(a) *Regulations.* Domestic collect-on-delivery mail sealed against postal inspection and bearing postage at the first-class rate may be registered upon application of the person posting the same. The rules and regulations applicable to other domestic collect-on-delivery and other domestic registered mail shall apply also to domestic registered collect-on-delivery mail unless otherwise stipulated.

(b) *Sealed, first-class rate.* Domestic registered collect-on-delivery mail shall be sealed and bear postage at the first-class rate.

§ 63.9a *Senders' receipts.* (a) When firm mailing sheets are not used, the sender's receipt portion of the c. o. d. tag shall be issued to the sender for sealed unregistered c. o. d. mail the same as is done for other unregistered c. o. d. mail.

(b) The receipt and the office registration record covering registered c. o. d. articles must be marked "Collect-on-delivery" or "c. o. d.," and show separately the amount of the c. o. d. charges, the c. o. d. fee, the amount (not the class) of postage paid, and the amount of special delivery fee, if any, in addition to the other particulars required to be kept of registered mail.

(c) Because of the c. o. d. indicia required to be added to the registration receipts issued for registered c. o. d. mail and to the office registration records of such mail, at those offices where firm mailing sheets (Forms 3877, 3881, or 3882) are already used such sheets should be used instead of the individual registration receipts (Forms 3805 and 3806). Postmasters who do not now use firm mailing sheets should not make requisition for such sheets merely for registered c. o. d. articles unless the quantity of such articles justifies their use, but at offices where firm sheets are already in use Form 3882 may be used in the acceptance of individual registered c. o. d. articles. When the individual receipts (Forms 3805 and 3806) are issued for registered c. o. d. mail, the back of such registration receipts should be utilized on which to enter the c. o. d. data.

§ 63.10 *Fees and amounts of indemnity*—(a) *Maximum charges and indemnity.* The maximum amount of charges collectible on domestic registered collect-on-delivery mail shall be $200 regardless of the amount of c. o. d. fee paid in excess of that required for the collection of $200, but the maximum indemnity payable for the loss, rifling, or damage of domestic registered collect-on-delivery mail shall be $1,000, the limit fixed for other domestic registered mail.

(b) *Schedule of fees and indemnities.* (1) The fee for collect-on-delivery service for registered sealed domestic mail of any class bearing postage at the first-class rate shall, in addition to the regu-

lar postage and any other required fees, be 55 cents for collections and indemnity not exceeding $10; 70 cents for collections and indemnity exceeding $10 but not exceeding $50; 90 cents for collections and indemnity exceeding $50 but not exceeding $100; and $1.15 for collections and indemnity exceeding $100 but not exceeding $200. The maximum amount of charges collectible on any registered sealed domestic collect-on-delivery article shall be $200.

(2) When indemnity in excess of $200 is desired, the fee for such registered sealed domestic collect-on-delivery mail shall, in addition to the regular postage and any other required fees, be $1.20 for indemnity exceeding $200 but not exceeding $300; $1.25 for indemnity exceeding $300 but not exceeding $400; $1.30 for indemnity exceeding $400 but not exceeding $500; $1.35 for indemnity exceeding $500 but not exceeding $600; $1.40 for indemnity exceeding $600 but not exceeding $700; $1.45 for indemnity exceeding $700 but not exceeding $800; and $1.55 for indemnity exceeding $800 but not exceeding $1,000. (Sec. 3, 58 Stat. 733; Sec. 213, 62 Stat. 1267; 39 U. S. C. 246, 39 U. S. C. 245d)

(c) *Surcharges.* Surcharges shall be collected on registered collect-on-delivery mail under the same conditions as are outlined for the regular registered mail (see § 58.3) except that in determining the amount of surcharge collectible, there shall be taken as a basis the amount by which the declared actual value of the article mailed exceeds the limits of indemnity payable for the fees prescribed for registered collect-on-delivery mail in paragraph (b) of this section.

(d) *Places to which mailable.* Sealed mail of any class bearing postage at the first-class rate either registered or unregistered may be sent c. o. d. between money-order offices of the United States including all money-order post offices in Alaska; Puerto Rico; Guam (service temporarily suspended); Hawaii; Pago Pago, Samoa; and the Virgin Islands of the United States. C. o. d. mail may not be sent to or from the Canal Zone or United States naval vessels. Sealed c. o. d. mail of any class bearing postage at the first-class rate may also be registered.

§ 63.11 *Rules and regulations for payment of indemnity.* Except as otherwise prescribed, the rules and regulations governing the payment of indemnity in connection with domestic registered mail not sent collect on delivery and domestic unregistered collect-on-delivery mail shall govern in connection with domestic registered collect-on-delivery mail. (See §§ 63.3 to 63.8, inclusive, and 64.37 to 64.40, inclusive.)

§ 63.12 *Shipment to be based on bona fide order.* Domestic registered collect-on-delivery articles shall in all cases be based on bona fide orders for their contents, or be mailed in conformity with agreements between the senders and the addressees. (See § 64.26.) The Department reserves the right to decline to pay any indemnity involved in connection with domestic registered collect-on-delivery mail not ordered by the addressees or sent in conformity with bona fide agreements between the senders and the addressees.

§ 63.13 *Numbering.* Each domestic registered collect-on-delivery article shall be given one original number, which shall be the registration number.

§ 63.14 *No return receipts.* No senders' return receipts shall be furnished for domestic registered collect-on-delivery mail.

§ 63.15 *Claims*—(a) *Time limit for filing.* No indemnity shall be paid on account of the loss, rifling, or damage of domestic registered collect-on-delivery mail if claim is not made within six months from the date of mailing of the article, unless it is established to the satisfaction of the Third Assistant Postmaster General that the delay was unavoidable and not the fault of the claimant.

(b) *No indemnity for articles not properly prepared.* No indemnity shall be paid for damage to domestic registered collect-on-delivery mail caused by failure to prepare properly the matter in accordance with the instructions issued to the sender prior to the mailing.

(c) *Adjusted by Department.* All indemnity claims involving domestic registered collect-on-delivery mail shall be adjusted by the Third Assistant Postmaster General, Division of Registered Mails.

(d) *Claims.* Claims for indemnity for the loss or rifling of, or damage to, domestic registered c. o. d. mail or of alleged failure to receive the c. o. d. charges on such mail should be filed on Form 565, which should be marked "Collect-on-delivery" or "c. o. d." In addition to the data required to be furnished on Form 565, such of the information called for under items 3, 5, 7, 11, 17, 19 (b) and 19 (c) on Form 3812, as may be applicable should be furnished either on Form 565 or on Form 3812 attached thereto.

§ 63.16 *Loss, rifling, damage, or failure to remit c. o. d. charges*—(a) *Investigation.* The loss, rifling, or damage of domestic registered collect-on-delivery mail shall be investigated by the Chief Inspector as is done in the case of other domestic registered mail. (See §§ 44.2 and 44.4.)

(b) *Failure to remit c. o. d. charges.* Inquiries or claims in connection with domestic registered collect-on-delivery mail which are known to involve failure to remit c. o. d. charges or an incorrect amount of c. o. d. charges, as distinguished from loss, rifling, or damage of the articles, shall be sent direct to the Third Assistant Postmaster General, Division of Registered Mails.

(c) *Indefinite inquiries.* When it is not known whether an inquiry or claim in connection with domestic registered collect-on-delivery mail involves the c. o. d. charges as distinguished from loss, rifling, or damage of the article, inquiry shall be made of the postmaster at the office of address to ascertain the facts. If the reply indicates failure to remit all or part of the charges or otherwise involves the correctness of the charges the matter shall be referred direct to the Third Assistant Postmaster General, Division of Registered Mails. If the reply indicates that loss, rifling, or damage has occurred, or if no reply is received within a reasonable time, the matter shall be referred to the proper inspector in charge. (See § 59.67.)

§ 63.17 *Issuance of instructions.* Any necessary instructions relative to the conduct of the domestic collect-on-delivery service, involving sealed registered or unregistered mail, shall be issued by the Third Assistant Postmaster General, Division of Registered Mails.

§ 63.17a *Delivery.* The instructions in Part 64 of this chapter relative to the efforts which are to be made to effect delivery of c. o. d. mail, and the instructions in Part 64 of this chapter relative to the notification of the sender, are equally applicable to registered c. o. d. mail.

Notices of the arrival of registered c. o. d. mail are to be issued on the form "Notice of Arrival of Insured or c. o. d. Mail" (Form 3849–B) instead of the form "Notice of Arrival of Registered Mail" (Form 3849), but the Form 3849–B should be conspicuously endorsed "Registered." The c. o. d. form is better adapted than the registry form for registered c. o. d. mail, because all the information on the c. o. d. form is applicable to registered c. o. d. mail, whereas part of the information on the registry form is inapplicable and would be misleading.

RECEIPTS OR CERTIFICATES OF MAILING FOR ORDINARY, REGISTERED, INSURED, AND COLLECT-ON-DELIVERY MAIL

§ 63.18 *Authority to charge fee for receipt or certificate of mailing.* The Postmaster General is authorized to charge a fee, under such regulations as he may prescribe, for the issuance to the sender of ordinary mail, and of registered, insured, and collect-on-delivery mail, a receipt or certificate showing such mailing. (46 Stat. 1035; 39 U. S. C. 260a)

NOTE: The purpose of the act of Congress approved January 13, 1931, 39 U. S. C. 260a, is shown by its title, "To authorize the Postmaster General to issue additional receipts or certificates of mailing to senders of certain classes of mail matter and to fix the fees chargeable therefor."

§ 63.19 *Charge for receipt for ordinary mail.* Upon request and the payment of 1 cent for each receipt or certificate of mailing furnished for each piece of mail described the postmaster at the office of mailing shall furnish a receipt or certificate of mailing to the sender of domestic ordinary mail of any class, but such certificate for ordinary mail shall not show the amount of postage paid. (See § 35.1.)

§ 63.20 *Charge for additional receipts.* Upon request, the postmaster at the office of mailing shall furnish to the sender of any domestic ordinary, registered, insured, or collect-on-delivery mail, as many additional receipts or certificates of mailing for the same article as may be desired, upon payment of 1 cent for each additional receipt or certificate, including copies, furnished for each piece of mail described. No charge other than the prescribed registration, insurance, or collect-on-delivery fees shall be made

for the original receipts issued for domestic registered, insured, or collect-on-delivery mail.

§ 63.21 *Stamps in payment.* Uncanceled postage stamps to cover the charge for certificates of mailing shall be affixed to the certificates and canceled by the postmark of the office of mailing.

PART 64—DOMESTIC INSURANCE AND COLLECT-ON-DELIVERY SERVICES: INDEMNITY

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AUTHORITY: §§ 64.1 to 64.84 (except for authority cited in text) issued under R. S. 161, 396, sec. 8, 37 Stat. 558, secs. 304, 309, 42 Stat. 24, 25; sec. 211, 43 Stat. 1069; 5 U. S. C. 22, 369, 39 U. S. C. 244.

ESTABLISHMENT

§ 64.1 *Insurance, collect-on-delivery service*—(a) *Authority for.* The Postmaster General shall make provision by regulation for the indemnification of shippers of articles sent by fourth-class mail or third-class domestic mail, for shipments injured or lost, by insurance or otherwise, and, when desired, for the collection on delivery of the postage and price of the article shipped, fixing such charges as may be necessary to pay the cost of such additional services. (Sec. 8, 37 Stat. 558, as amended; 39 U. S. C. 244)

(b) *Provisions applicable to third-class matter.* The provisions of Parts 63 and 64 of this chapter governing the insurance and collect-on-delivery services applicable to domestic fourth-class or parcel-post mail shall apply also to third-class domestic mail which is insured or sent collect on delivery.

(c) *Provisions extended to sealed domestic mail of any class bearing postage at first-class rate.* (1) The provisions of paragraph (a) of this section, with respect to the insurance and collect-on-delivery services are hereby extended so as to authorize the Postmaster General, under such rules and regulations as he may prescribe, to provide collect-on-delivery service for sealed domestic mail matter of any class bearing postage at the first-class rate and to fix the fees and limits of indemnity for such service. (45 Stat. 1177; 39 U. S. C. 246a)

NOTE: This law extended the domestic collect-on-delivery service to any class of mail sealed against postal inspection bearing the first-class rate of postage. It did not limit or change the privilege of utilizing the collect-on-delivery service already in effect for unregistered third- and fourth-class matter unsealed or sealed subject to postal inspection prepaid at the third- or fourth-class rate of postage.

(2) Except as otherwise prescribed the provisions of this chapter governing collect-on-delivery service for domestic third- and fourth-class mail shall cover sealed domestic collect-on-delivery mail of any class, registered or unregistered, bearing postage at the first-class rate.

(d) *Insured parcels.* Parcels intended for insurance must be presented at a post office, or branch or station, or to a rural carrier. Such parcels must not be deposited in or on street mail boxes or in mail drops at post offices, but may be deposited in rural mail boxes.

NOTE: The domestic insurance service applies only to third- and fourth-class matter. The domestic collect-on-delivery service applies to third- and fourth-class matter and to sealed matter of any class, registered or unregistered, bearing postage at the first-class rate.

See §§ 63.9 to 63.17a, inclusive, as to fees and limits of indemnity and other conditions applicable to domestic registered collect-on-delivery mail; § 64.18 as to fees and limits of indemnity for insured mail; §§ 64.23 to 64.36, inclusive, as to domestic unregistered collect-on-delivery mail; and Part 127 of this chapter, as to insurance and collect-on-delivery services to foreign countries.

(e) *Collect-on-delivery parcels.* (1) Parcels intended for collection-on-delivery must be presented at a post office or branch, or station having facilities for the acceptance of such mail, or to a rural carrier. Such parcels must not be deposited in or on street boxes or on rural mail boxes or in mail drops at post offices, but may be left inside rural mail boxes.

(2) Matter intended for collection-on-delivery may be left in a rural patron's mail box for collection, provided sufficient stamps are affixed for postage and fee, or money therefor is left in the box, and the article is properly packed and marked "c. o. d." A c. o. d. tag must be properly filled in and attached to the article. A note should be left in the rural mail box stating the contents of the article if other than first-class matter, and what part of the stamps or money represents the c. o. d. fee. A receipt is required to be issued to the sender at the time the article is collected by the rural carrier. Any excess of the amount required to pay postage and c. o. d. fees will be returned to the sender on the carrier's next trip or placed in the sender's

mail box. The Department assumes no responsibility for such articles until receipted for in good condition, nor for any money deposited in the box by patrons, unless received, nor for change left in box by carriers.

GENERAL PROVISIONS

§ 64.2 *Inquiry as to contents and packing.* Before accepting a parcel for mailing, postmasters and other postal employees shall inquire as to whether any matter of a fragile, perishable, or inflammable nature is enclosed, except where patrons mail in quantities and have been instructed by the Postal Service regarding packing and endorsement. If the response is in the negative, and the parcel to all outward appearance is adequately prepared for mailing, no further inquiry as to contents or packing need be made; if in the affirmative, detailed inquiry shall be made as to contents and method of packing. Unmailable and improperly packed parcels shall not be accepted.

§ 64.3 *Return and forwarding postage*—(a) *Guarantee required.* All domestic insured and collect-on-delivery third- and fourth-class parcels shall be accepted with the understanding that the senders, in every instance, guarantee any return or forwarding postage which may be necessary when such parcels become undeliverable. All domestic insured and collect-on-delivery third- and fourth-class parcels should bear, in connection with the senders' return cards, pledges guaranteeing return and forwarding postage; but regardless of whether or not the parcels bear such pledges, they shall be treated as though the pledges were on the parcels.

(b) *Upon refusal to pay.* When the sender of a returned insured or collect-on-delivery third- or fourth-class parcel refuses to pay the return or forwarding postage, or both, within 10 days from the date it is offered for delivery, the parcel shall be transmitted to the post office to which dead parcel post mail is ordinarily transmitted by the postmaster at the office to which the parcel is returned, with an appropriate statement of the facts in the case. In each instance of this kind the postmaster at the mailing office shall make appropriate record in his files, for reference in the event inquiry or claim for indemnity is made concerning the parcel; and if the office to which the parcel is returned is not the mailing office, the postmaster at the mailing office shall be notified so that he may make the required record.

§ 64.4 *Sender's receipt and mailing office record*—(a) *Minimum fee parcel.* The sender of a parcel on which the minimum insurance fee is paid, shall be given a receipt at the time of mailing. The receipt shall show, in addition to the other required entries, the name of the post office and State to which the parcel was addressed, the post office and date of mailing, and the postage paid. The receipt shall be signed with the initial or initials of the employee issuing it, and the route number if issued on a rural route. No mailing office record shall be kept of parcels on which the minimum insurance fee is paid.

(b) *Other than minimum fee parcel.* The sender of a parcel on which other than the minimum insurance fee is paid shall be given a receipt at the time of mailing which shall show, in addition to the other required entries, the office and date of mailing, the number of the parcel, and, in separate amounts, the fee and postage paid. The receipt shall be signed with the initial or initials of the employee issuing it and the route number if issued by a rural carrier. The number on the receipt shall correspond with that on the parcel. A record shall be retained at the mailing office showing the same particulars together with the name of the post office and State to which the parcel was addressed but not the name and local address of the addressee.

(c) *C. o. d. article.* The sender of a collect-on-delivery article shall be given a receipt at the time of mailing. The receipt shall show, in addition to the other required entries, the office and date of mailing, the number of the article, in separate amounts the fee and postage paid, the name and address of the addressee, and the amount to be remitted. A record shall be retained at the mailing office showing the same particulars, and the name and address of the sender. The receipt shall be signed with the initial or initials of the employee issuing it and route number if issued by a rural carrier. The number on the receipt shall correspond with that on the article.

(d) *Completion of tags by senders.* The necessary particulars on c. o. d. tags shall be filled in by senders in a clear, legible manner with typewriter, ink, or indelible pencil. Ordinary lead pencil must not be used. C. o. d. parcels must not be accepted unless the tags are properly filled in. Street addresses or post office box numbers, where available, of both senders and addressees must be placed on c. o. d. tags as well as on the parcels. The complete addresses of both senders and addressees are desirable in all instances, but need not be required in the case of widely known business concerns.

(e) *Method of affixing c. o. d. tags to c. o. d. parcels.* C. o. d. tags should be attached to parcels by means of strong and durable cord or twine. When c. o. d. parcels are sealed, the c. o. d. tags should be securely affixed to the parcels by means of gummed tape of good quality, applied over both ends of each tag. It is important to patrons that c. o. d. tags be affixed to the parcels in such a manner as will prevent their becoming detached before reaching destination, in view of the fact that c. o. d. parcels from which the tags have been detached are apt to lose their identity as c. o. d. mail and be delivered without collection of the c. o. d. charges.

(f) *Styles of c. o. d. tags.* Four styles of c. o. d. tags are used in the service, Forms 3816, 3816a–L, 3816a–C, and 3816a–S. The first three tags mentioned are eyeletted and Form 3816a–S is designed for use on parcels sealed subject to postal inspection. Form 3816 is composed of four parts, namely, the delivery office portion, which constitutes the sender's application for money order, delivering employee's coupon, mailing office record and sender's receipt. This form of tag is intended for use by patrons mailing less than three c. o. d. articles at one time. The mailing office and sender's receipt portions are detached at the mailing office, the remainder of the tag accompanying the c. o. d. article to which it relates. C. o. d. tag Forms 3816a–L, 3816a–C, and 3816a–S consist of the delivery office portions and delivering employee's coupons and are used exclusively in conjunction with firm mailing books, or similar forms of receipt.

(g) *Forms of receipts.* (1) Except when firm mailing books are used, an individual receipt for each parcel will be issued to the sender.

(2) Insurance for amounts in excess of $5; entries on senders' receipts. Form 3813 or 3813–a will be issued to the senders completed to show the serial number borne by each parcel, the separate amount of insurance fee and postage paid, any fees paid for return receipts, restricted delivery, special delivery, or special handling service, if such special services are requested, and any required endorsements such as "Fragile," or "Perishable." Post office mailing records will be made to correspond with the entries on the senders' receipts, as well as the names of the post offices and States to which the parcels were addressed. Delivery receipts will be obtained for such parcels, or records made of their final disposition, if undelivered.

(3) Insurance for amounts of $5 or less; entries on senders' receipts. Form 3813–B will be issued to the sender completed to show the name of the post office and State to which the article is addressed, in addition to the information entered on Forms 3813 or 3813–a, except that no insured serial number will be entered, since parcels insured for $5 or less will not be numbered, but will be endorsed "Insured—Minimum Fee." No post office mailing or delivery record will be maintained of parcels insured at the minimum fee.

(4) Senders to enter name and address of addressee on each receipt. The receipts issued to the senders of insured parcels on Forms 3813, 3813–a, or 3813–B, will bear the postmarks of the mailing offices and dates of mailing, the initial or initials of the accepting postal employees, but not the names and addresses of the addressees, which should be entered by the mailers in the spaces provided therefor on each sender's receipt.

(5) Receipts to be submitted in case of claim. Indemnity will not be paid unless receipts (Forms 3813, 3813–a, or 3813–B), or equivalent evidence of insurance are submitted. Therefore, mailers should retain these receipts until definite advice is received that the insured parcels described thereon had been delivered in good condition, or until any claim filed has been adjusted.

§ 64.7 *Delivery*—(a) *Minimum fee parcels.* Parcels endorsed "Insured—Minimum Fee" shall be delivered in accordance with the regulations governing the delivery of ordinary mail (see §§ 43.20 to 43.41, 52.27, and 97.43), except that delivering employees shall comply with any endorsements requesting return receipts (Form 3811) or restricting delivery

of the mail to the addressee or to the addressee or order.

(b) *Other than minimum fee parcels.* Parcels on which other than the minimum insurance fee is paid, and collect-on-delivery mail shall be delivered in accordance with the regulations governing the delivery of registered mail (see §§ 60.8 to 60.13, and 61.27), except that under such instructions as may be promulgated by the Third Assistant Postmaster General, insured and collect-on-delivery mail, the delivery of which has not been restricted by the sender or addressee, addressed to a guest at a hotel, occupant of an apartment house, or the like, may be delivered without a written order from the sender or addressee to the proprietor, manager, or a representative authorized in writing by the hotel or house to receive the mail, even though not addressed in his care or in care of the hotel or house.

NOTE: This paragraph does not apply to registered mail.

(c) *Delivery of damaged articles.* Damaged insured or collect-on-delivery articles should not be withheld from delivery.

§ 64.8 *Forwarding or return.* Domestic insured or collect-on-delivery articles which have not been delivered properly may be forwarded or returned without the payment of additional insurance or collect-on-delivery fees. (See §§ 43.13, 43.50.

§ 64.9 *Undeliverable matter.* (a) Undeliverable insured and collect-on-delivery articles shall be treated as provided by §§ 43.13, 43.49, 43.50, 45.3, and 114.26 of this chapter.

(b) The maximum time for which any c. o. d. article may be held is 30 consecutive days without exception (including Sundays and holidays) commencing with the day following the receipt of the article at each office of address. C. o. d. mail which does not bear a specific return request is treated as though it bore a return request of 20 days. If the mail is undelivered at the expiration of the proper retention period, it is returned to the sender rated up with postage and any demurrage which may have accrued, or is otherwise disposed of in accordance with the Postal Laws and Regulations.

(c) Insured parcels which fail of delivery are held the exact time specified in the sender's instructions thereon, not in excess of 30 days, or for 30 days in the absence of such instructions, except that when insured parcels are actually and unqualifiedly refused and bear no requests that the parcels be held a specific period of time, the parcels are immediately returned to the sender, rated up with the return postage, or otherwise disposed of in accordance with the Postal Laws and Regulations.

(d) Notices of nondelivery on Form 3540 are issued to senders in instances where insured parcels are refused, provided the parcels bear specific instructions as to their retention at offices of delivery, as well as in those instances where delivery cannot be effected because the addressees are unknown or the parcels are incorrectly addressed to street addresses or localities which do not exist.

§ 64.14 *Acceptance of insured and c. o. d. mail by rural carriers*—(a) *Provisions for.* Postmasters at rural delivery offices shall see that rural carriers are instructed to accept articles for insurance or collection on delivery and are equipped with necessary supplies.

(b) *Receipting for by rural carriers.* Rural carriers, when requested, shall insure third- and fourth-class matter and shall accept third- and fourth-class and sealed domestic mail matter of any class bearing postage at the first-class rate to be sent collect on delivery, and immediately upon acceptance shall issue the prescribed receipt and deliver it to the sender. The patron shall fill in a collect-on-delivery tag with ink, typewriter, or indelible pencil, showing amount to be collected and names and addresses of the sender and addressee. Stubs and mailing-office coupons descriptive of insured and collect-on-delivery articles accepted by rural carriers shall be filed at the post office.

(c) *Collection of postage and fees when in doubt as to amount required.* The amount of insurance or c. o. d. fee, and postage when correct amount is known, shall be entered on the sender's receipt and the mailing office record. When in doubt as to weight of an article, an amount sufficient fully to prepay postage and insurance or c. o. d. fee shall be collected, the space for postage being left blank, and the total amount received, including the insurance or c. o. d. fee, entered on the back of sender's receipt and mailing office record. The receiving postmaster or postal employee shall enter the correct amount of postage on the mailing office record. The total amount required and the excess, if any, shall be shown on the back of the mailing office record beneath the total amount received as entered by the carrier. Any excess payment shall be handed to the sender on the carrier's next trip or inclosed in an envelope and placed in the sender's mail box. (See §§ 52.38 and 61.16.)

(d) *Matter left in rural mail boxes intended for insurance or c. o. d.* (1) An article intended for insurance or collection on delivery may be left in a rural patron's mail box for collection, provided sufficient stamps are affixed for postage and fee, or money therefor is left in the box, and the article is properly packed, marked "Insured" or "c. o. d.," and the collect-on-delivery tag is properly filled in and attached. A note shall be left stating contents if the article is other than first class, and value if insured, and what part of the stamps or money represents fee. When desired, a blank collect-on-delivery tag may be left in the box to be filled out and attached to an article for collection on a subsequent trip. The department assumes no responsibility for such article until receipted for in good condition nor for such money unless received.

(2) When a rural carrier collects an article from a patron's box to be insured or sent collect on delivery, he shall fill in the stub of the insurance receipt or mailing-office portion of the collect-on-delivery tag and, if patron has left money for postage and fee, enter amount of money found with the article.

INSURED MAIL

§ 64.15 *Matter which may be insured.* (a) Third- and fourth-class matter mailed at or addressed to any post office in the United States or its possessions, or on or to United States naval vessels, may be insured against loss, rifling, or damage in an amount equivalent to its value or the cost of repairs, within the limit of indemnity payable for the fee paid including postage (exclusive of fee) when claimed in case of outright loss or irreparable damage to entire contents.

(b) Parcels intended for insurance may be mailed at and addressed to all post offices in the United States proper, Alaska, Puerto Rico, Canal Zone, Guam, Hawaii, Samoa, and the Virgin Islands of the United States.

(c) Insured mail may be sent to or by personnel at military camps or posts situated in the United States, to Army personnel at A. P. O.'s overseas, from A. P. O.'s overseas to points in the United States and its possessions, and between A. P. O.'s regardless of location.

(d) While parcels may be accepted for insurance to all officers and enlisted men of the Navy, including personnel of the Marine Corps and Coast Guard, c. o. d. mail shall be accepted only when addressed to such personnel at naval land establishments or receiving ships permanently located at particular points in the United States proper.

(e) No matter may be accepted for insurance or to be sent c. o. d. to members of the crews on United States merchant vessels and vessels of the Army Transport Service.

§ 64.16 *When not insured by P. O. D.* Parcels marked "Insured" but not actually insured by the Post Office Department shall not be accepted for mailing.

§ 64.17 *Unordered matter not insurable.* (a) Parcels containing matter offered for sale addressed to prospective purchasers who have not ordered same or authorized their sending shall not be insured. Should such matter be received in the Postal Service contrary to this regulation, indemnity for the loss or damage thereof shall not be paid.

(b) Articles or parcels, whether or not sealed subject to postal inspection, containing matter admissible to the insured or c. o. d. mails, may be sent as air mail upon payment of the required air mail postage. Any such articles or parcels containing matter of the third- or fourth-class may also have enclosed therein incidental matter of the first- or second-class. However, no indemnity liability will be assumed for the loss or rifling of, or damage to, the first- or second-class enclosures. Air mail articles or parcels containing exclusively matter of the first- or second-class shall not be accepted for insurance but may be registered.

(c) Insured and c. o. d. mail may be sent special handling or special delivery upon payment of the prescribed special handling or special delivery fee for the class of mail involved.

§ 64.18 *Fees and limits of indemnity*—(a) *Schedule of.* The fees for insurance, which shall be in addition to the regular postage, and the limits of indem-

nity therefor within the maximum indemnity provided by this section, shall be as follows: 5 cents for indemnification not exceeding $5; 10 cents for indemnification exceeding $5 but not exceeding $10; 15 cents for indemnification exceeding $10 but not exceeding $25; 20 cents for indemnification exceeding $25 but not exceeding $50; 25 cents for indemnification exceeding $50 but not exceeding $100; 30 cents for indemnification exceeding $100 but not exceeding $200. * * * (Sec. 210, 62 Stat. 1266; 39 U. S. C. 245a)

NOTE: The maximum indemnity for domestic insured mail exchanged with the Canal Zone is $200. The agreement for the exchange of insured mail with a maximum indemnity of $200, between the Canal Zone and the United States, including all possessions of the United States, contemplates the payment of indemnity by the Canal Zone or the United States according to where the loss, rifling, or damage occurred, and the assumption by the United States of 75 percent of the indemnity liability in those cases where responsibility cannot be definitely fixed upon either service. The Administration of the Canal Zone will assume the remaining 25 percent of the indemnity liability in such cases.

(b) *Fees in addition to postage.* The fees for insurance shall be in addition to the postage, and both fees and postage shall be prepaid with stamps affixed.

§ 64.19 *Additional fee for restricted delivery.* Upon payment of an additional fee of 20 cents the sender may restrict delivery of domestic insured mail by marking it "Deliver to addressee only" or "Deliver to addressee or order," or with words of similar import. This fee shall also be collected by the postmaster at the office of delivery for delivering any domestic insured article which the addressee (instead of the sender) has restricted in delivery to himself or to his order.

§ 64.20 *Return receipts*—(a) *Fees for.* (1) * * * Whenever the sender of an insured article of mail shall so request, and upon payment of a fee of 5 cents at the time of mailing or of 10 cents subsequent to the time of mailing, a receipt shall be obtained for such insured mail, showing to whom and when the same was delivered, which receipt shall be returned to the sender, and be received in the courts as prima facie evidence of such delivery: *Provided,* That upon payment of the additional sum of 26 cents at the time of mailing of any such insured article of mail, a receipt shall be obtained for such insured mail, showing to whom, when, and the address where the same was delivered, which receipt shall be returned to the sender, and be received in the courts as prima facie evidence of such delivery: *Provided further,* That no refund shall be made of fees paid for return receipts for insured mail where the failure to furnish the sender a return receipt or the equivalent is not due to the fault of the postal service. (Sec. 210, 62 Stat. 1266; 39 U. S. C. 245a)

(2) The charge of 26 cents for obtaining a return receipt requested at the time of mailing to show the address where an insured article is delivered shall be in addition to the charge of 5 cents for a return receipt requested at the time of mailing, or a total charge of 31 cents for a return receipt requested at the time of mailing to show where the article is delivered.

(b) *Must be requested at time of mailing.* All requests for return receipts to show the address where an insured article is delivered shall be made at the time of mailing. No action shall be taken on such requests received after the article has been mailed.

(c) *Indorsement.* When the sender of an insured article at the time of mailing requests a return receipt without requesting the address where the article is delivered, the article shall be conspicuously marked "Return receipt requested." When a return receipt showing the address where the article is delivered is requested at the time of mailing, the article shall be marked conspicuously "Return receipt requested showing address where delivered." The postmaster at office of delivery shall supply the return receipt form and obtain a receipt thereon in making delivery. (See §§ 58.2, 58.10, 59.3, and 60.9.)

(d) *Registry regulations applicable.* The requirements of §§ 58.2 (a), 58.10, and 59.3 (c) (3), 59.3 (e) and 60.9 of this chapter, covering domestic registered mail, shall be considered equally applicable to, and shall be strictly observed in connection with, domestic insured mail.

§ 64.21 *Delivery receipts*—(a) *Numbered insured parcels.* Receipts shall be taken upon the delivery of insured mail on which other than the minimum fee was paid, and retained in the post office as a record of delivery.

(b) *Minimum fee insured parcels.* Receipts to serve as post office record of delivery shall not be taken upon delivery of parcels indorsed "Insured-Minimum Fee," except that when such parcels are sent special delivery, the usual special-delivery receipts shall be obtained and any required special-delivery record made. (See § 53.16.)

(c) *Return receipts.* Return receipts when obtained shall be in addition to any required post office record of delivery.

COLLECT-ON-DELIVERY MAIL

§ 64.23 *Scope of collect-on-delivery service.* (a) Third- and fourth-class (parcel post) matter and sealed domestic mail of any class bearing postage at the first-class rate, may be sent collect on delivery between money-order offices of the United States and its possessions, but not to or from the Canal Zone, or United States naval vessels, on payment of the prescribed fees in addition to the postage.

(b) C. o. d. articles may be mailed at and addressed to all post offices in the United States proper, Puerto Rico, Guam (c. o. d. service temporarily suspended), Hawaii, Samoa, the Virgin Islands of the United States, and all money order post offices in Alaska.

(c) C. o. d. mail may not be sent to Army personnel in Alaska or to other A. P. O.'s overseas, except official shipments or shipments to military agencies. Matter may be sent c. o. d., however, from A. P. O.'s overseas, including those in Alaska, to points in the United States and may be exchanged between A. P. O.'s.

§ 64.24 *C. o. d. fees*—(a) *Schedule of.* The fees for collect-on-delivery service for sealed domestic mail matter of any class bearing postage at the first-class rate and for domestic third- or fourth-class mail matter shall, in addition to the regular postage and any other required fees, be as follows: 20 cents for collections and indemnity not exceeding $2.50; 25 cents for collections and indemnity exceeding $2.50 but not exceeding $5; 35 cents for collections and indemnity exceeding $5 but not exceeding $25; 45 cents for collections and indemnity exceeding $25 but not exceeding $50; 55 cents for collections and indemnity exceeding $50 but not exceeding $100; 60 cents for collections and indemnity exceeding $100 but not exceeding $150; and 65 cents for collections and indemnity exceeding $150 but not exceeding $200. * * * (Sec. 211, 62 Stat. 1266; 39 U. S. C. 245b)

(b) *Application of fees.* Although the amount of the c. o. d. charges will govern the amount of c. o. d. fee to be paid by the sender, yet the sender may pay a larger c. o. d. fee than the charges require if he desires to have the article indemnified in excess of the amount of the c. o. d. charges for its value up to $200, but he may not pay a fee less than is required for the collection of the c. o. d. charges merely because he is willing to accept indemnity in a smaller amount in case of loss, rifling, or damage. Both postage and fee shall be prepaid with stamps affixed. The collect-on-delivery fee shall cover insurance against loss, rifling, or damage in an amount equivalent to the actual value or the cost of repairs within the limit of indemnity payable for the fee paid, including postage (exclusive of fee) when claimed in cases of outright loss or irreparable damage to entire contents, and against nonreceipt of returns.

§ 64.25 *Additional fee for restricted delivery of c. o. d. matter.* Upon payment of an additional fee of 20 cents, the sender may restrict delivery of domestic collect-on-delivery mail by marking it "Deliver to addressee only" or "Deliver to addressee or order," or with words of similar import. This fee shall also be collected by the postmaster at the office of delivery for delivering any domestic collect-on-delivery article which the addressee (instead of the sender) has restricted in delivery to himself or to his order.

§ 64.26 *C. o. d. shipment to be based on order.* Collect-on-delivery shipments shall in all cases be based on bona fide orders for the contents of the articles or be in conformity with agreements between senders and addressees.

§ 64.27 *C. o. d. tag.* (a) A collect-on-delivery tag shall be prepared by the sender and attached to each collect-on-delivery article, showing office and date of mailing, number of article, names and addresses of sender and addressee, amount due the sender, and the amount of money-order fee necessary to make remittance.

(b) When a collect-on-delivery article is received without the tag attached, a tag shall be prepared, the charges shown

on the article shall be collected, and the prescribed receipt obtained.

(c) The Department will not assume responsibility for errors made by senders in stating the collection charges.

§ 64.33 *Treatment of c. o. d. articles at non-money-order offices.* If a collect-on-delivery article is received at a non-money-order office in Alaska, the postmaster thereat shall notify the mailing postmaster, who shall ascertain whether the sender desires the article returned or delivered without collection of charges. If the sender instructs in writing that the article be delivered without collection, the mailing postmaster shall attach the order to the mailing-office record and notify the postmaster at office of address accordingly.

§ 64.34 *Responsibility of Department.* The Department shall not be responsible for misunderstandings between senders and addressees as to character or contents of collect-on-delivery articles.

§ 64.35 *Alteration of c. o. d. charges*—(a) *Additional fee for.* The Postmaster General may charge a fee of 10 cents for postal services in effecting delivery of collect-on-delivery mail upon terms differing from those originally stipulated at the time of mailing. (Sec. 2, 46 Stat. 264; 39 U. S. C. 246b)

(b) *At office of mailing.* If sender directs, the amount originally stated as due on delivery of a collect-on-delivery article may be increased (not to exceed $200, the maximum amount collectible), decreased, or canceled, or the article may be delivered at the office where held to other than the original addressee. Such direction shall be filed with the postmaster at the office of mailing, who shall connect the authorization with the mailing-office record of the article and immediately notify the postmaster at the office where the article is held. The fee of 10 cents for this service shall be collected from the sender and affixed by the postmaster at the office of mailing by means of uncanceled postage stamps to Form 3818 or other communication used for this purpose, and canceled.

(c) *At office of address.* (1) The postmaster at the office of address shall comply with the authorization of the sender for change or cancellation of charges on the c. o. d. article involved or the delivery of the article to other than the original addressee received from the postmaster at the office of mailing, and shall attach the authorization to and file it with the delivery-office portion of the collect-on-delivery tag.

(2) If all or part of the fee for the service requested is not attached to the communication received by the postmaster at the office of address, the authorization of the sender shall be complied with and the failure to affix the postage stamps reported to the Third Assistant Postmaster General, Division of Registered Mails.

(d) *Requests to be accompanied with postage at the local rate.* It is presumed that in cases where the sender requests the alteration or cancellation of the charges on a c. o. d. parcel, one attempt to deliver has already been made. Therefore, in every instance where the parcel was addressed for delivery by carrier (city, village, or rural), the request of the sender must be accompanied with postage at the local rate for the second attempt at delivery. If the sender requests that a c. o. d. parcel be delivered to other than the original addressee at the office where it is held, the request should be accompanied with postage at the local rate, regardless of whether the parcel is to be delivered at the post office or taken out for delivery by carrier.

(e) *Telegraphic requests.* (1) If desired by sender, telegraphic authorization may be issued to alter the c. o. d. charges or to deliver such mail to a new addressee at the office where held. The telegram must be authorized and paid for by the sender, but sent by and under the name of the mailing postmaster. The telegram must show the number of the parcel, mailing office, name of the sender, name and complete local address of the addressee, the amount of c. o. d. charges involved, and the name and complete local address of any new addressee.

(2) Postmasters who send such telegrams must confirm them immediately with a letter repeating the telegrams as sent. The 10-cent fee should be affixed by means of uncanceled postage stamps to the letter confirming the telegram, the stamps canceled by the postmaster at the office of mailing, and transmitted to the postmaster at the office of address for filing with the delivery office record. Requests for confirmation should be made if not received promptly, and failure to comply with such requests should be reported to the Third Assistant Postmaster General, Division of Registered Mails.

(3) It will be necessary for the sender to prepay the additional postage at the local rate for the second attempt at delivery if delivery by carrier is involved; otherwise the postage at the local rate will be collected from the addressee upon delivery, except in those instances where the telegram is received by the postmaster at the office of address before one attempt at delivery has been made.

(4) If the sender does not desire that the addressee be required to pay the additional postage at the local rate where delivery by carrier is involved, and one attempt at delivery has been made before the receipt of the telegram, he should pay the local rate of postage to the postmaster at the office of mailing. In such case the telegram should include, in addition to the other essential matter, the words: "Postage follows." The postage at the local rate should then be sent to the postmaster at the address office, by means of uncanceled postage stamps, with the Form 3818 or letter confirming the telegram. As the parcel ordinarily will have been delivered before the postage at the local rate reaches the address office, the postmaster at that office should, upon receipt of telegram, affix postage stamps from his stock to the parcel and cancel them to cover the charge for the second attempt at delivery, and when the postage is received from the mailing office replace the stamps used from his stock.

(5) If a request to increase the charges on a c. o. d. parcel is made by telegram and the increase requires a higher c. o. d. fee, the request of the sender should be accompanied with postage stamps representing the difference in the amounts of the fees, which stamps should be canceled and affixed to the letter confirming the telegram sent to the postmaster at the office of delivery.

(f) *Authorization; filing of.* Directions for the alteration or cancellation of charges or delivery to another addressee should not be transmitted direct to the postmaster at the office of address, but should be filed with the postmaster at the office of mailing.

§ 64.36 *Demurrage charge*—(a) *Authority for.* Under such regulations as the Postmaster General may prescribe, any collect-on-delivery parcel which the addressee fails to remove from the post office within 20 days from the first attempt to deliver or the first notice of arrival at the office of address may be returned to the sender charged with the return postage, whether or not such parcel bears any specified time limit for delivery; and a demurrage charge of not exceeding 5 cents per day may be collected when delivery has not been made to either the addressee or the sender until after the expiration of the prescribed period: *Provided*, That no demurrage shall be charged on collect-on-delivery parcels exchanged between post offices in continental United States and post offices in the Territories and island possessions of the United States. (46 Stat. 377, as amended; 39 U. S. C. 246c)

(b) *Amount of charge.* A demurrage charge of 5 cents per day shall be collected on each domestic c. o. d. article (registered or unregistered) which the addressee fails to remove from the post office within 20 days after the first attempt to deliver or the first notice of arrival at the office of address, exclusive of the day delivery is first attempted or the first notice of arrival is issued at the office of address, the actual day of delivery, Sundays, and holidays. No demurrage shall be charged on c. o. d. articles exchanged between the United States proper and Hawaii, Alaska, Puerto Rico, Virgin Islands of the United States, Guam, and Tutuila, Samoa.

(c) *When and how paid.* The demurrage charges which have properly accumulated on a domestic collect-on-delivery article at each post office where held shall be paid by either the addressee or the sender before delivery. When a c. o. d. article on which demurrage has accrued is not accepted by the addressee, the amount of demurrage charges shall be paid by the sender upon return of the c. o. d. article to him. Postage-due stamps representing the amount of demurrage charges shall be affixed to each article and canceled at the time of delivery.

(d) *Notification of nondelivery.* (1) The fee for notifying the sender or his representative of inability to deliver a collect-on-delivery article shall be 5 cents. (Sec. 211, 62 Stat. 1266; 39 U. S. C. 245b)

(2) The sender or his representative shall be notified of nondelivery only when collect-on-delivery mail is endorsed to show that notice is desired. Notice is to be sent as soon as it is definitely known that a collect-on-delivery article is un-

delivered, but, in any event, within 5 days after the date of receipt of the article at the office of address. The fee for this service shall be collected by the postmaster at the office where the sender or his representative is located by means of postage-due stamps affixed to the notice. The date on which notice is sent to the sender or his representative of undelivered collect-on-delivery mail shall be entered in the space provided for that purpose on the c. o. d. tag. No other record shall be made of the issuance of such notice nor shall the mail be so endorsed.

INDEMNITY FOR LOSS, RIFLING, OR DAMAGE

§ 64.37 *Payment of limited indemnity claims by postmaster*—(a) *Authority for.* The Postmaster General may, under such rules and regulations as he shall prescribe, authorize postmasters to pay limited indemnity claims on insured and collect-on-delivery mail. (Sec. 1, 41 Stat. 581; 39 U. S. C. 382)

(b) *By central accounting postmaster.* Except as stated in the Manual of Instructions for Postal Personnel, postmasters at the central accounting offices of the States or sections in which insured and collect-on-delivery articles are mailed are authorized to pay indemnity claims arising from the loss, rifling, and injury of insured and unregistered collect-on-delivery articles, and exchanged within and between the continental United States (including Alaska), Guam, Hawaii, Pago Pago, Samoa, Puerto Rico, and the Virgin Islands: *Provided*, That the Third Assistant Postmaster General may change the designated paying post office for any particular State or section whenever in his judgment such action is advisable or necessary. Any instructions for the execution of this regulation shall be obtained from the Third Assistant Postmaster General, Division of Registered Mails.

§ 64.38 *Claims*—(a) *Manner of filing.* When insured or collect-on-delivery mail is lost, damaged, or rifled and claim for indemnity is made, the postmaster at the mailing office shall enter the necessary particulars on Form 3812 and sign the "Declaration of Postmaster—Office of Mailing." The sender shall state on Form 3812 the article or articles for which claim is made, actual value, method of packing in claims involving damage, and to whom indemnity should be paid. The form shall then be forwarded to the postmaster at office of address, who, in loss claims, shall certify what record, if any, he has of the mail. Where the post office has no record of delivery to the addressee but the records show that the parcel was returned to the sender, forwarded to other than the original addressee, abandoned, or disposed of in conformity with § 43.47 of this chapter, the declaration of the addressee need not be obtained. Otherwise the addressee shall be required to state on Form 3812 whether the mail has been received, or describe the contents missing, if rifled, or condition of the contents, if damaged.

(b) *Disposition of application for indemnity.* When completed, the application shall be sent promptly to the proper paying postmaster or to the Third Assistant Postmaster General, Division of Registered Mails, as may be appropriate under existing instructions, for consideration of the payment of indemnity.

(c) *Claims should start at office of mailing.* Claim should be started at the office of mailing, and may be instituted at office of address only when the addressee is aware of the contents of the article, and the mailing particulars (except fee and postage) are available. When the addressee institutes a claim, the postmaster at office of address shall obtain the declaration of the addressee on Form 3812, execute declaration of postmaster at office of address, and transmit the application to the postmaster at the office of mailing for completion.

(d) *Submission of evidence of insurance.* (1) When the sender of a parcel on which the minimum insurance fee was paid desires to file claim for indemnity, he shall be required to submit the insurance receipt issued to him (Form 3813–B or the firm mailing sheet bearing a description of the parcel). The receipt submitted, if Form 3813–B, shall be endorsed "Claim Filed", initialed, postmarked, and returned to the sender. If the receipt is represented by a firm mailing sheet, the related entry shall be endorsed "Claim Filed", initialed and dated, and returned to the sender.

(2) If the sender is unable to produce the official insurance receipt, he should be courteously informed that in the absence of the receipt there would ordinarily be no evidence of insurance and accordingly such a claim could not be paid. The claimant's attention should also be invited to the information on this subject which appears on Form 3813–B. However, if the parcel is alleged to have been delivered with all or a portion of its contents missing or damaged, claim may be instituted if the sender (or addressee) can submit the portion of the wrapper or container bearing the indicia "Insured—Minimum Fee," and other particulars such as postmark of the mailing office, and the names and addresses of the sender and addressee. The wrapper or container shall be endorsed "Claim Filed", initialed, postmarked, and returned to the person submitting it.

(e) *Claim started at other than mailing office.* When the sender or addressee of a parcel insured at the minimum fee starts a claim therefor at other than the office of mailing, the person filing the claim shall be required to submit Form 3813–B or equivalent evidence of insurance such as the wrapper of the parcel.

§ 64.39 *When indemnity to be paid and when not.* Indemnity for lost, damaged, or rifled domestic insured or collect-on-delivery mail shall be paid according to the procedure outlined in §§ 63.3 to 63.8 of this subchapter, except that preliminary investigation by postoffice inspectors shall not be essential, and except that no indemnity shall be paid:

(a) If claim is not made within 6 months from date of mailing of the parcel, unless it is established to the satisfaction of the Third Assistant Postmaster General that the delay was unavoidable and not the fault of the claimant: *Provided*, That the Third Assistant Postmaster General may authorize designated paying postmasters to pay indemnity in connection with certain classes of claims for lost, damaged, or rifled insured or collect-on-delivery mail without regard to the time limit otherwise prevailing.

(b) In the case of a claim on account of damage, if the sender had been instructed prior to the date of mailing of the article relative to proper packing and indorsement and had failed to comply therewith and the evidence indicates that the damage was attributable to inadequate packing or lack of proper indorsement, or both.

(c) Liability is not assumed by the department for the spoiling of perishable matter because of delays beyond the control of the Postal Service.

Indemnity may be paid on account of the spoiling of perishable matter, however, if all the requirements as to packing and endorsement were met and the matter spoiled as the result of a delay of more than 24 hours directly chargeable to the fault of the Postal Service. For instance, if the evidence shows that a parcel containing perishable matter was missent or otherwise mistreated by a postal employee and such missending or other mistreatment was the actual cause of a delay in delivery of more than 24 hours, and the perishable matter was spoiled when delivered to the addressee, consideration may be given the claim with a view to the payment of indemnity.

(d) If the receipt issued at the time of mailing of an insured parcel, or equivalent evidence of insurance, is not submitted.

(e) For damage to fragile matter or spoiling of perishable matter sent as insured mail, if damage or spoiling resulted from the absence of the required "Fragile" or "Perishable" endorsement, unless the sender's receipt was endorsed by the accepting employee to indicate that the parcel contained matter of a fragile or perishable nature.

§ 64.40 *Indemnity for live fowl, bees, and animals.* Indemnity will be paid on account of the complete or partial loss by death or otherwise of live day-old chicks, day-old ducks, day-old geese, day-old guinea fowls, day-old turkeys, queen bees and their attendant bees, honey bees, and harmless live animals, mailed under the provisions of §§ 35.22 to 35.26 of this chapter and sent as insured or collect-on-delivery mail, when the evidence shows that the loss by death or otherwise was attributable to fault of the Postal Service, provided that a deduction may be made from the amount otherwise payable to cover what the Department may consider a reasonable death rate.

MISCELLANEOUS REGULATIONS

§ 64.41 *Exhibitors not permitted to send parcels containing moving-picture films to film manufacturers, distributors, or exchanges collect-on-delivery.* Exhibitors are not permitted to send parcels containing moving-picture films to moving-picture film manufacturers, distributors, or exchanges collect-on-delivery. Such parcels may be sent as insured

mail, or, if sealed, by first-class registered mail. Parcels containing films presented for mailing collect-on-delivery by moving-picture manufacturers, distributors or exchanges will be accepted as usual.

§ 64.42 *Advance notices.* It is recommended that shippers follow the practice of notifying the addressees in advance of the shipment of c. o. d. parcels in order to curtail the number of instances where addressees fail to accept c. o. d. parcels. The information should consist of the exact or approximate date of mailing, total amount of c. o. d. collection and such other information as the shipper may wish to furnish the customer. C. o. d. parcels frequently fail of delivery because the addressees do not have the exact amount of c. o. d. charges on hand when the parcels are presented for delivery, or the carriers are unable to make change of bills of large denominations. The use of advance notices may prevent incidents of this character arising and assure the prompt delivery of c. o. d. mail.

§ 64.43 *Remittance of c. o. d. charges or forwarding of undelivered c. o. d. parcels to other than the actual mailer.* (a) When it is desired to have money orders in payment of charges on c. o. d. parcels made payable to other than the actual senders, the names and addresses of the persons or concerns to whom the charges are to be remitted must appear in the proper spaces on the face side of each c. o. d. tag, and the names and addresses of the actual mailers of the parcels must be placed on the reverse side (back) of the delivery office portion of each tag. The names and addresses of the persons or concerns to whom the charges are to be remitted must be shown as senders of record on the c. o. d. parcels, together with directions as to return, if undelivered.

(b) When firm mailing books or loose-leaf sheets thereof are used, the names and addresses of the actual senders should be entered in the space following the words "Received from" at the top of each such sheet, and notation also should be made to show the names and addresses of the persons or concerns to whom c. o. d. charges are to be remitted, or to whom undelivered c. o. d. parcels are to be forwarded, if other than to the actual senders.

(c) The necessary instructions on the labels of these parcels must appear on the left side thereof in the following sequence, unless otherwise authorized by the Third Assistant Postmaster General, Division of Registered Mails, and the right side of the labels must be reserved for the name and address of the addressee, postage stamps and necessary postal endorsements:

(1) The indicia with respect to contents and postal inspection of sealed parcels.

(2) The sender's return card (name and address) preceded by the word "From."

(3) Pledge guaranteeing return and forwarding postage.

(4) If it is desired that undelivered c. o. d. parcels be returned to the person or firm named on the parcels as the sender of record, instructions reading, "Postmaster: If not delivered in _____ days, return to sender" should appear. If such undelivered c. o. d. parcels are to be returned to a person or firm other than the sender of record, instructions should appear reading, "Postmaster: If not delivered in _____ days, Forward To" followed immediately thereunder by a bordered space incorporating therein the name and complete address of such person or firm, together with the instructions, "Do Not Deliver Without Collection of c. o. d. Charges" or "Deliver Without Collection of c. o. d. Charges" as may be desired. If senders do not desire such c. o. d. parcels to be subject to demurrage, the return requests thereon should specify a retention period of not more than 20 days.

(5) A facsimile or proportionate enlargement of the official c. o. d. endorsement.

(d) Before instituting inquiries or claims for indemnity covering such parcels, it should be definitely ascertained that the charges were not received by, or that the parcels were not returned to the actual sender or the party to whom the charges were to have been remitted.

§ 64.44 *Notification of and conditions under which local or nearby senders' representatives may accept undelivered c. o. d. parcels.* Senders of c. o. d. articles may direct that notices of nondelivery be issued to their designated representatives and that such articles, if undelivered within the retention period specified, be delivered to their designated agents, with or without collection of c. o. d. charges as may be desired, provided the following conditions are complied with:

(a) The necessary printed instructions on the labels of these parcels must appear on the left side thereof in the following sequence, unless otherwise authorized by the Third Assistant Postmaster General, Division of Registered Mails, and the right side of the labels must be reserved for the name and address of the addressee, postage stamps, and necessary postal endorsements:

(1) The indicia with respect to contents and postal inspection of parcels if sealed subject to postal inspection.

(2) The sender's return card (name and address) preceded by the word "From."

(3) Pledge guaranteeing return and forwarding postage.

(4) Instructions reading "Postmaster: If not delivered in 5 days Notify ____" if notices of non-delivery are desired. (A fee of 5 cents is charged for each such notice issued.)

(5) A bordered space within which are to appear the complete name and local or nearby address of the sender's representative to be notified of each undelivered c. o. d. parcel, and instructions reading "Do Not Deliver Without Collection of c. o. d. Charges" or "Deliver Without Collection of c. o. d. Charges," one or the other of which must appear within that space.

(6) Instructions reading "If not accepted by addressee or sender's designated representative at the expiration of _____ days from receipt, return to sender." The maximum period for which such c. o. d. mail may be held at offices of address must not exceed 30 days. If the mail is not to be subject to demurrage, the sender must limit the retention of the mail to not exceeding 20 days. If the sender should desire the mail to be held in excess of 20 days, but not exceeding 30 days at the request of the addressee or the sender's designated representative, the instructions on the mail must read: "If not accepted by addressee or sender's designated representative at the expiration of 20 days from receipt, return to sender. Parcel may be held for an additional period of *_____ days provided demurrage for the full demurrage period is paid in advance."

NOTE: *The total retention period specified, including both the free and demurrage periods, must not exceed 30 days.

(7) A facsimile or proportionate enlargement of the official "c. o. d." endorsement.

(b) When a c. o. d. parcel bearing these instructions is refused, the sender's designated representative (but not the sender) is notified. If undelivered for any reason, the representative is notified not later than 5 days from the date of receipt of the parcel. A charge of 5 cents is made for each notice of nondelivery on Form 3849–d. Each such parcel is held for the maximum retention period, not exceeding 30 days, specified in the sender's instructions before it is returned to the sender, postage collect, if undelivered.

§ 64.45 *Inquiries or claims for lost c. o. d. parcels.* When the sender of a c. o. d. parcel is advised by the addressee that it has not been received, and a sufficient length of time has elapsed from the date of mailing for the parcel to have been received at the office of address in the usual course of the mails and delivered to the addressee, inquiry may be instituted at the mailing post office or branch or station thereof. However, if such advice is dated at least 10 days from the date on which the parcel should have reached the office of address and been delivered to the addressee, claim for indemnity may be filed.

§ 64.46 *Claims for rifling or damage.* When the sender of a c. o. d. parcel is advised that it was received by the addressee with all or a part of the contents missing or damaged, claim for indemnity may be instituted without preliminary inquiry.

§ 64.47 *Failure to receive c. o. d. charges.* When the sender of a c. o. d. parcel fails to receive a c. o. d. money order at the expiration of at least 15 days following the date of mailing, in addition to the time limit for retention specified by the sender, or the parcel itself is not returned as undelivered at the expiration of a similar period, inquiry may be made for the parcel. For example, inquiry may be made for a parcel bearing a 20-day return request or no return request at the expiration of 35 days from the date of mailing, if the parcel is not accounted for by c. o. d. money order, or by return to sender as undelivered. Of course, in any instance where the addressee advised the sender that the parcel was delivered upon collection of c. o. d.

charges, but remittance was not received, claim for indemnity covering nonreceipt of c. o. d. returns may be promptly instituted.

§ 64.48 *Premature inquiries.* In order to relieve the Postal Service of the unnecessary clerical labor and expense which is incurred in the handling of premature or untimely inquiries for c. o. d. mail, the fullest cooperation of shippers is solicited and it will be appreciated if inquiries, whether sent directly to the post offices to which the mail was addressed or made through the mailing post offices, are made in strict conformity with the conditions set forth in §§ 64.45 and 64.47.

§ 64.49 *Preparation for mailing*—(a) *Suitcases and handbags.* It is not necessary that suitcases or handbags be wrapped or boxed, unless the senders desire insurance against abrasion, scarring, or scraping. If suitcases or handbags are obviously in a damaged or badly worn condition when presented for insurance, postal employees accepting them shall examine them and make notation as to their condition on the mailing office record.

(b) *Use of gummed tape on heavy parcels.* Postmasters and other accepting employees should carefully watch mailings of heavy parcels and require all parcels to be tied with strong twine when in their opinion paper tape is not strong enough for the safe handling of such parcels. The Second Assistant Postmaster General, Surface Postal Transport, has directed that all parcels weighing 50 pounds or more shall be dispatched outside of mail bags, and that all parcels weighing 30 pounds or more shall be tied or fastened with strong twine or metal straps or wire applied so as to avoid exposed sharp edges or ends.

§ 64.50 *Addressing.* Each insured or c. o. d. parcel must bear the sender's return card (name and address), preferably in the upper left corner of the parcel, preceded by the word "From". The name and address of the addressee also must be shown on each parcel, preferably in the lower right portion thereof. The names and addresses of the sender and addressee should be filled in with typewriter, pen and ink, rubber stamp, or indelible pencil. The use of ordinary lead pencil is discouraged. Parcels indefinitely or illegibly addressed or addressed to fictitious names, or to initials (except adopted trade names of business concerns), or to box or street numbers only, will not be accepted. This applies to the names and addresses of senders as well as addressees.

§ 64.51 *Address labels.* Experience has established that labels arranged substantially in the manner approved by the department are conducive to proper treatment of insured and c. o. d. mail at all points in the Postal Service. The retention period for insured or c. o. d. mail preferably should be limited to not exceeding 20 days or even a shorter period, but must not exceed 30 days. Patrons should incorporate in their address labels a printed facsimile or proportionate enlargement of the regulation "Insured" or "c. o. d." indorsement. If this is not done, adequate blank space should be reserved in the lower-left portions of the address labels to permit of the required indorsement being made by postal employees. Prior to the time new address labels are printed, "copy" thereof should be submitted to local postmasters for approval.

§ 64.52 *Firm mailing books.* (a) These books which are furnished without charge in three sizes providing for 5, 15, or 30 entries, may be used when patrons customarily mail an average of three or more insured or c. o. d. parcels at one time. Loose-leaf forms similar to the books are also provided. Special authority is not necessary to use these books.

(b) *Listing of and receipting for parcels on which the minimum insurance fee is paid.* Parcels on which the minimum insurance fee of 5 cents is paid are *not* to be numbered and should, if practicable, be listed on separate sheets of the firm mailing books. Since no post office record of such parcels is maintained, only one copy of the bill need be prepared and presented with the parcels at the post office, for receipting purposes. Instances will arise where, for example, most of the parcels to be listed on firm mailing sheets represent those to be prepaid with the minimum insurance fee, but the mailers have a small number of other parcels to be insured upon payment of the higher fees (10, 15, 20, 25 and 30 cents), or vice versa. In such cases there will be no objection to entering on the same firm mailing sheets parcels on which the minimum fee is paid, but it is desired that, so far as practicable, the parcels to be prepaid with the minimum fee be grouped on such firm mailing sheets.

(c) *Numbering and listing of, and receipting for, parcels on which other than the minimum insurance fee is paid, or parcels sent c. o. d.* A series of numbers which will not conflict with any other series at the post office may, at the discretion of the postmaster, be assigned for use in connection with insured parcels on which other than the minimum insurance fee of 5 cents is paid, or for c. o. d. mail. The mailer should number the articles and the items in the book to correspond, and thus avoid the numbering of the sheets and articles at the post office. Entries on firm mailing records are made in duplicate, by means of carbon paper. Firm mailing books are to be retained by the patrons using them. The two sheets (with the book if desired) must be brought to the post office with the articles described thereon. The receiving clerk will sign and postmark each sheet, keep one, and return the other to the sender. The entries on the sheets of the firm book filed at the post office constitute the original record of the articles described.

(d) *Name and address of addressee to be entered on bills.* All parcels listed on firm mailing sheets, including those on which the minimum insurance fee is paid, must show the names and addresses of the addressees, including the names of the offices and States of address.

(e) *Recapitulation of items on bills.* The acceptance and dispatch of considerable quantities of parcels presented at one time for insurance or to be sent c. o. d. will be expedited if the mailers will cooperate in the matter of submitting therewith, for retention by the Postal Service, memoranda recapitulating the separate total number of parcels insured or sent c. o. d. at the various fees. Except in the case of bills listing only parcels on which the minimum insurance fee of 5 cents is paid, recapitulations may be made in duplicate on the firm bills, if the mailers so desire.

§ 64.53 *Multiple forms.* (a) Many users of the domestic insurance and c. o. d. services have found it advantageous to obtain approved multiple forms providing in one operation, by carbon process, address labels, firm mailing and post office records, and in the case of c. o. d. mail, labels to be affixed over the corresponding portions of the official c. o. d. tags. The use of these forms eliminates the likelihood of discrepancies in entering the essential particulars on the various portions thereof and speeds up the preparation of the parcels by the mailers and the acceptance and dispatch of the mail by the Postal Service.

(b) *Recapitulation sheets.* In conjunction with these multiple forms the use of recapitulation sheets is recommended. These sheets, which are completed in duplicate, show the total number of insured or c. o. d. parcels presented for mailing and described on the sender's and post office portions of the multiple forms, the total number of parcels at each insurance or c. o. d. fee, and provide space for postmarking and signing by the accepting postal employees. The portions of the multiple forms representing the descriptive records to be retained by the senders and mailing office are separated into two sets, and separately affixed to the completed recapitulation sheets, which are to be signed and postmarked in duplicate. The use of multiple forms and recapitulation sheets in the manner herein described conserves the time of all concerned, and facilitates the handling of bulk insured or c. o. d. mailings presented at post offices. Patrons should submit to their local postmasters "copy" of any multiple forms or recapitulation receipts for examination and approval before supplies thereof are obtained.

§ 64.54 *Temporary bulk receipts.* When a number of articles are presented for insurance or collection-on-delivery, and the sender is unwilling to wait for the usual descriptive receipt, provision has been made for acceptance of the parcels by count only, the sender being given a temporary bulk receipt. In such cases, the usual permanent receipt is issued as soon as practicable.

§ 64.55 *Live day-old chicks, day-old ducks, day-old geese, day-old guinea fowl, day-old turkeys, queen bees and their attendant bees, honey bees and harmless live animals.* When prepared for mailing under the conditions set forth in the Postal Laws and Regulations, such shipments may be accepted for insurance or collection-on-delivery. Indemnity will be paid on account of the complete or partial loss by death or otherwise of the contents of such shipments,

when the evidence shows that the loss by death or otherwise was attributable to fault of the Postal Service, provided that a deduction may be made from the amount otherwise payable to cover what the department may consider a reasonable death rate. However, indemnity is not paid for any outright loss of chicks, etc., resulting from removal of dead chicks, etc., by postal employees, unless death was attributable to fault of the Postal Service.

§ 64.56 *Nursery stock.* (a) The insurance and collect-on-delivery services may be utilized for the shipment of nursery stock. Firms mailing nursery stock may have c. o. d. tags specially printed, at their own expense, bearing instructions (examples shown below), directing the disposition to be made of parcels that fail of immediate delivery, and requiring immediate notification of the senders on Form 3849–d in each such instance, for which a charge of five cents is prescribed. If mailers of nursery stock shipments which are to be specially treated do not desire notices on Form 3849–d to be issued, instructions to the effect that senders are to be notified at once if the parcels fail of delivery must not be incorporated in the instructions appearing on the specially printed c. o. d. tags. No charge is prescribed for notices to senders that undelivered c. o. d. shipments are destroyed or the contents sold as may have been directed in the senders' instructions on the specially printed c. o. d. tags.

(b) When mailers do not desire to have the stock, if undeliverable, disposed of to the highest bidder, the senders' instructions appearing on the back of the delivery portion of the c. o. d. tag should read as follows:

In the event of addressee refusing to pay the charges for any reason, deliver at once, without collecting the c. o. d. charges. Notify sender at once if this c. o. d. parcel fails of delivery for any reason. If authority for disposition is not furnished at expiration of 20 days, parcel should be destroyed. See sender's coupon for further instructions.

The following instructions should appear on the sender's coupons which are returned to the sender in every instance:

This coupon should be returned to sender with money order. In the event this parcel is delivered without collecting the c. o. d. charges, or is destroyed after 20 days, such disposition should be checked (X) hereon and this coupon returned to sender in penalty envelope. See sender's instructions on back of delivery office coupons.

☐ Delivered to addressee without collecting c. o. d. charges.

☐ Destroyed after 20 days.

(c) If it is desired to have the parcels if undeliverable disposed of to the highest bidder, the sender's instructions appearing on the back of the delivery office portions of the c. o. d. tags should read as follows:

In the event of addressee refusing to pay the charges for any reason, deliver at once, without collecting the c. o. d. charges. Notify the sender at once if this c. o. d. parcel fails of delivery for any reason. If authority for disposition is not furnished at expiration of 20 days, sell contents to highest bidder and remit proceeds, less commission, to senders. (See § 43.47 of the Postal Laws and Regulations, 1948.) If sale cannot be effected, parcel should be destroyed. See sender's coupon for further instructions.

The following instructions should appear on the sender's coupons which are to be returned to the senders in every instance:

This coupon should be returned to sender with money order. In the event this parcel is delivered without collecting the c. o. d. charges, is destroyed after 20 days or is sold, such disposition should be checked (X) hereon and this coupon returned to sender in penalty envelope. (See sender's instructions on back of delivery office coupons.)

☐ Delivered to addressee without collecting c. o. d. charges.

☐ Destroyed after 20 days.

☐ Sold for $_____. Remittance, less commission, herewith.

§ 64.57 *Perishable matter; sale or destruction of.* Senders of perishable matter may direct the sale or destruction thereof, if undelivered, by placing instructions on the parcels, preferably in print, reading substantially as follows: "Postmaster: Do Not Forward or Return. If undelivered after _____ days, sell contents to highest bidder and remit proceeds, less commission, to sender (See § 43.47, Postal Laws and Regulations, 1948)," or "Postmaster: Do Not Forward or Return. If undelivered after _____ days, Destroy. Notify Sender of Final Disposition." The commission chargeable for the sale of undelivered perishable matter is 10 percent of the proceeds, but not less than 15 cents in any instance, the balance being remitted to the sender by money order after deduction of the proper money-order fee.

§ 64.58 *Abandonment of insured or c. o. d. mail.* Senders of insured or c. o. d. mail may direct the ABANDONMENT thereof by placing instructions on the parcels, preferably in print, reading substantially as follows: "Postmaster: DO NOT FORWARD OR RETURN. If not accepted within _____ days, treat as ABANDONED. NOTIFY SENDER OF FINAL DISPOSITION." The sender of such mail, which is treated as "ABANDONED" if undelivered, will have no claim upon the department for the contents or value of the mail after it has been stripped for treatment as the property of the United States.

NOTE: While insured mail bearing these special instructions may be held for not exceeding 30 days, the maximum retention period which may be specified for such c. o. d. mail must not exceed 20 days, except when alternative instructions appear on c. o. d. mail permitting the mail to be held for not exceeding 30 days, provided the addressee pays demurrage for the full demurrage period in advance.

§ 64.59 *Forwarding of undeliverable insured and c. o. d. mail to new addressees.* Undeliverable insured and c. o. d. mail may be forwarded to a new addressee at some other post office only when the matter itself, when originally deposited for mailing, bears in connection with the sender's return card and pledge to pay the return and forwarding postage a specific request that the matter be forwarded to some particular person designated in such request. The request and the return and forwarding postage pledge must appear on the parcel when originally mailed. Any address labels intended for use on c. o. d. shipments which are to be forwarded to new addressees, if undelivered, should embody a bordered space within which are to be entered the names and addresses of the new addressees, together with instructions specifically directing that the parcels be delivered with or without collection of c. o. d. charges, as may be desired.

§ 64.60 *Record of contents and value of parcels.* Patrons of the insured and c. o. d. mail services, particularly firms, must be prepared to state the exact contents and value of each parcel when it becomes necessary to file claims for indemnity on account of the loss or rifling of, or damage to, insured or c. o. d. mail. When such record is not maintained of the contents of insured and c. o. d. parcels, any claim for indemnity in connection therewith may be disallowed.

§ 64.61 *Record of postage and fees paid on insured and c. o. d. parcels.* Firms and other patrons that rate up and affix postage and fees to their articles before presentation for mailing should record on firm mailing sheets the separate amounts of postage and insurance or c. o. d. fees. The return receipt fee, the special-delivery fee, or the special-handling charge, also should be recorded separately.

§ 64.62 *Record of mailing and contents of insured and c. o. d. parcels and c. o. d. remittances*—(a) *Insured mail.* Patrons, especially business concerns, must maintain accurate record of all insured parcels mailed by them, as well as the contents thereof. This information is required in the event any inquiry or claim is filed. An accurate record also must be maintained of all insured parcels addressed to them, including parcels on which the minimum insurance fee was paid, so that if inquiries or claims are filed by the senders of the parcels, the addressees (especially business concerns) will be in a position definitely to state whether the parcels and their contents had been received intact, or show what articles in the parcels were missing or damaged on receipt.

(b) *C. o. d. mail.* Patrons must maintain an accurate record of all c. o. d. parcels mailed by them, as well as the contents thereof; also, of money orders received in payment of the charges borne by the parcels. It is of equal importance that a similar accurate record be made of undelivered c. o. d. parcels returned to them. This information is required in connection with any inquiries or claims which may be filed.

§ 64.63 *Delivery of insured and c. o. d. mail*—(a) *At carrier (city, village, or rural) delivery offices.* (1) At post offices having carrier service, insured and c. o. d. parcels are taken out once for delivery (unless the matter is properly held for desk delivery, in which event notice of arrival (Form 3849–B) will be issued to the addressee), and if not accepted at that time for any reason, the parcels will be returned to the post office to be held for the full retention periods specified by the senders awaiting the call of the addressees, or requests by the senders or addressees for renewed delivery service.

(2) When the sender or addressee requests that a second attempt be made to deliver by carrier (city, village, or rural), a parcel which was unqualifiedly refused on the first attempt, each such request must be accompanied with postage at the local rate. However, postage at the local rate is not charged when the addressee or his authorized representative, after having refused the parcel when originally presented for delivery, calls at the post office where the parcel is held and accepts it. Insured or c. o. d. parcels which have not been unqualifiedly refused will not be taken out for delivery a second time at carrier offices until assurance is given by the addressee or his authorized representative that the parcel will be accepted, and no extra postage charges are to be made for the second attempt to deliver in such cases. However, when the sender requests that such insured or c. o. d. mail be given renewed delivery service by carrier, each such request must be accompanied with postage at the local rate.

(3) Where an insured or c. o. d. parcel which has not been unqualifiedly refused has been taken out twice for delivery by carrier, but not accepted, postage at the local rate must be paid for each subsequent attempt at delivery.

(4) No local rate of postage is charged for renewed attempts at delivery of c. o. d. mail sealed against inspection and prepaid at the letter rate of postage. Any deficiency in postage at the letter rate, however, is collected on delivery.

(b) *At offices not having carrier service.* At offices not having carrier service every means practicable is used to notify addressees that insured and c. o. d. parcels are on hand for delivery, and arrival notices are in each case placed in the general delivery or in the post office box if one is rented by the addressees.

(c) *Star routes.* Insured and c. o. d. mail is not delivered by star route carrier unless the addressees expressly so request in written orders filed at the post office. In the cases where such orders are given, the carriers are regarded as the representatives of the addressees and the responsibility of the Postal Service ceases when delivery has been made to the carriers by the postmasters and the signatures of the carriers obtained. In the case of c. o. d. mail, delivery is not made to star route carriers until the amounts of c. o. d. charges are paid.

INSURED AND C. O. D. MAIL TO OR FROM MEMBERS OF THE ARMED FORCES

Army Mail

§ 64.64 *Places to which mailable*—(a) *Insured mail.* Insured mail may be sent to or by personnel at military camps or posts situated in the United States, to Army personnel at A. P. O.'s overseas, from A. P. O.'s overseas to points in the United States and its possessions, and between A. P. O.'s regardless of location.

(b) *C. o. d. mail.* Matter intended for collection-on-delivery may not be sent to Army personnel in Alaska or to other A. P. O.'s overseas, except official shipments or shipments to military agencies. Matter may be sent c. o. d., however, from A. P. O.'s overseas, including those in Alaska, to points in the United States and may be exchanged between A. P. O.'s.

§ 64.65 *Inquiries.* Inquiries should not be instituted for insured or c. o. d. mail until at least one month after the dates the articles were mailed, if addressed for delivery within the United States, and 4 months after the dates of mailing, if addressed outside the United States (including Alaska, Canal Zone, Hawaii, Puerto Rico, and the island possessions of the United States).

§ 64.66 *Claims for indemnity; liability for loss or damage; Army mail.* Claims for insured mail sent by or addressed to Army personnel may be presented at local post offices, which are in possession of current instructions on this subject. Under the terms of an agreement between the Post Office and War Departments, registered or insured mail addressed to Army personnel and not restricted in delivery to the addressees, will be delivered to authorized military mail orderlies, for subsequent delivery to the addressees. This agreement also provides that the Post Office Department will assume liability for such mail which is lost, rifled, or damaged while in the custody of the Postal Service, and the War Department will assume liability for loss, rifling, or damage occurring after proper delivery of the mail.

Navy Mail

§ 64.67 *Places to which mailable.* While parcels conforming to the limits of weight and size and other prescribed conditions may be accepted for insurance to all officers and enlisted men of the Navy including personnel of the Marine Corps and Coast Guard, c. o. d. mail will be accepted only when addressed to such personnel at naval land establishments or receiving ships permanently located at particular points in the United States proper.

§ 64.68 *Inquiries*—(a) *Domestic shore stations.* Inquiries concerning insured or c. o. d. mail addressed to Navy, Marine Corps, or Coast Guard personnel at shore stations within the continental United States (not including Alaska) should not be instituted until at least 1 month after the date of mailing.

(b) *Vessels and foreign shore stations.* Inquiries concerning domestic insured mail addressed to Navy, Marine Corps, or Coast Guard personnel on board vessels and at shore station outside the continental United States, including those in Alaska, should not be instituted until at least 2 months after the date of mailing.

§ 64.69 *Claims for indemnity; liability for loss or damage; Navy or Coast Guard mail.* Claims for insured mail sent by or addressed to Navy, Marine Corps, and Coast Guard personnel may be presented at local post offices, which are in possession of current instructions on this subject. The responsibility of the Postal Service terminates upon delivery of insured mail in good condition to authorized Navy mail orderlies, addressees or to persons authorized by the addressees to receive the mail. The Post Office Department will assume liability for such mail which is lost, rifled, or damaged while in the custody of the Postal Service. Any claim for indemnity for loss or rifling of, or damage to, insured mail after proper delivery by the Postal Service is referred to the Navy Department for consideration.

INSURED OTHER THAN AT MINIMUM FEE AND C. O. D. MAIL

§ 64.70 *General.* When an article insured at other than the minimum fee or a c. o. d. article is lost, damaged, or rifled and claim for indemnity is made, the sender shall list on Form 3812 those articles enclosed in the parcel for which indemnity is claimed, showing the actual value of each article, method of packing in claims involving damage, and to whom indemnity should be paid. The postmaster at the mailing office shall certify on Form 3812 as to mailing of article. The form shall then be forwarded to the postmaster at office of address, who, in loss claims, shall certify what record, if any, he has of the article. The addressee shall make a statement on Form 3812, showing whether the article has been received, or as to the contents missing, or condition of contents if damaged.

Before instituting inquiries or claims for indemnity covering c. o. d. parcels bearing the senders' instructions to remit the c. o. d. charges to other than the actual mailer, it should be definitely ascertained that the charges were not received by, or that the parcels were not returned to, either the actual sender or the party to whom the charges were to have been remitted.

TREATMENT OF DAMAGE CLAIMS

§ 64.71 *Salvage values.* Frequently irreparably damaged articles possess considerable salvage value, and postmasters should endeavor to secure reasonable allowances for them from claimants, thereby reducing amounts of claims accordingly. Very often the amounts thus saved the Postal Service far exceed the amounts realized by dead parcel post branches from the sale of such matter. Care should be also exercised to see that allowances fair to the Postal Service are made by claimants in claims involving partial damage. Undamaged parts or portions of articles are frequently of more than nominal value. Sometimes indemnity in full has been paid and upon examination at dead parcel post branches it is found that comparatively slight damage was sustained. Had the postmaster made examination of the articles involved and brought the matter properly to the attention of the claimants, the partially damaged articles would doubtless have been accepted and claim filed only for the actual damage sustained.

§ 64.72 *Evidence of loss.* The failure of a sender to receive a return receipt requested for an insured parcel, or to receive payment from the addressee for the goods contained in an insured parcel, shall not be considered as evidence of loss of the parcel where it is impossible to obtain the declaration of the addressee.

§ 64.73 *Addressee's declaration not obtained in insurance claims.* Ordinarily postmasters are not authorized to pay

indemnity claims on account of the alleged loss or rifling of, or damage to, insured parcels when the declaration of the addressee has not been obtained. However, if the evidence in a claim shows that proper efforts have been made to obtain the declaration of addressee but without result, the postmaster at the designated paying office may accept as equivalent evidence of loss, rifling, or damage a communication from the addressee reporting the loss, rifling, or damage; but when loss is involved the communication must be dated a reasonable time after the parcel should have been delivered in the ordinary course of mails. If such equivalent evidence cannot be promptly submitted, the Form 3812 and related papers should be transmitted to the Third Assistant Postmaster General, Division of Registered Mails.

§ 64.74 *Deductions for depreciation and repairs.* Deductions from the market values at the time of mailing should be made:

(a) For the estimated cost of any repairs that an article needed at the time it was mailed.

(b) For the amount of depreciation from market value at the time of mailing, in case the article had depreciated in value on account of use or wear previous to being mailed.

(c) For both needed repairs and depreciation on account of use or wear, when a used article needed repairing and had depreciated on account of use or wear previous to being mailed.

§ 64.75 *Postage.* Claims for idemnity for postage paid on lost parcels, or on parcels the contents of which were totally damaged or entirely missing, will be allowed, in addition to the proved claimed value of the article or articles, provided the combined amount does not exceed the total amount payable for the fee paid on the parcel at the time of mailing. Indemnity will not be paid for postage if not claimed. If the amount claimed for postage exceeds that stated in the declaration of the mailing office, claim for postage should be allowed for the amount stated in the declaration of the mailing office. Claim for special-delivery fee, the special-handling charge, or the fee paid for a return receipt may also be allowed in cases of outright loss (disappearance of the parcel). The insurance or c. o. d. fees must not be included.

§ 64.76 *Sales tax.* The Federal or State sales tax on merchandise lost or irreparably damaged may be allowed, when claimed, within the limit prescribed for the fee paid, in all claims involving insured mail, and those involving c. o. d. mail which was delivered to the addressee. In claims involving c. o. d. mail which was lost or not delivered to the addressee for any reason, the Federal or State sales tax on articles lost or irreparably damaged is not allowable, and claimants should be so informed. Claimants should also be advised that they may take up with the Bureau of Internal Revenue, Treasury Department, Washington 25, D. C., or the proper State official, the matter of recovering the amounts of Federal or State sales taxes paid by them on the contents of c. o. d. parcels when such taxes cannot be allowed as indemnity. In any claim for partial loss of, or partial damage to, either insured or c. o. d. parcels, where it is necessary to replace or repair the articles lost or damaged, any Federal or State sales tax paid on such replaced or repaired articles may be allowed within the limit of indemnity fixed for the fee paid.

§ 64.77 *Transportation charges on articles duplicated or repaired.* (a) When an insured or c. o. d. parcel is received with a part of the articles irreparably damaged or rifled, or when partial damage has been sustained, the actual and necessary transportation charges involved in making a duplicate shipment of the irreparably damaged or rifled article or articles or in transporting the partially damaged article or articles to be repaired and after repairs have been made, may be allowed; provided that the total amount allowed does not exceed that covered by the fee paid. The amount of insurance fee or fees involved in transporting partially damaged articles for repairs and after repairs have been made, when claimed, may be allowed as a part of the cost of repairs, and, when claimed, such item or items should be listed separately and included in the bill for repairs. The amount of insurance fee involved in duplicating irreparably damaged or rifled articles is not allowable, except where a special discount has been made from the selling price to addressee and the total amount claimed does not exceed that which would otherwise be payable.

(b) If the article is so constructed that it becomes necessary to return it to the sender, or to send it to some other person or firm for the purpose of having it repaired, the charges for transporting the article for that purpose and return after repairs have been made, including the insurance fee or fees, may be allowed as part of the indemnity, when claimed.

(c) If the lost or damaged article or articles were a part of a set and replacement is made in order to restore the set to as good a condition as at the time of mailing, claim for both the postage and insurance fee paid on the article or articles replaced may be allowed.

(d) If an article is replaced by a person or firm other than the sender at a saving to the department, claim for both postage and insurance fee may be allowed.

§ 64.78 *Agent's commission.* The amount of agent's commission, as distinguished from the amount of deposit by the addressee on the contents of a c. o. d. parcel, included as a part of the charges thereon, usually involved in shipments by mail order companies, is not allowable.

§ 64.79 *Deposit by addressee on contents of parcel.* (a) When a deposit has been made in advance by the addressee with the sender on the contents of a parcel, and the declaration of addressee has been obtained, the amount of such deposit should not be deducted. However, in claims for indemnity of this kind, where the addressee cannot be located, and the sender has not made adjustment with the addressee for the amount of deposit, either by refunding the amount or making a duplicate shipment, the amount of deposit should be deducted. Claims of this character should not be paid until it has been definitely ascertained from the senders through the mailing postmasters that adjustment has not been made with the addressees for the amount of deposit paid.

(b) When a deposit has been made by the addressee with an agent of the sender, which amount is not transmitted to the sender but accrues to the agent as his commission for obtaining the order, the amount of such deposit should not be allowed to sender. In instances of this kind, when the original shipment is lost and a duplicate shipment is not made, and the addressee claims the amount of his deposit, such claims should be adjusted by allowing the addressee the amount of his deposit and the sender the difference between the selling price to addressee and the amount of deposit paid by the addressee to, and retained by, the sender's agent. Before paying claims of this kind, however, effort should be made to have the addressee accept duplicate shipment, in which event the amount of the deposit should not be allowed to either the sender or addressee.

(c) When a deposit has been made by the addressee direct to the sender and the original shipment is lost, and a duplicate shipment is not made, and the addressee claims the amount of his deposit which has not been refunded, the claim should be adjusted by allowing the addressee the amount of his deposit, and the sender the difference between the total amount of indemnity allowable and the amount of deposit paid by the addressee.

§ 64.80 *Articles repaired by senders.* When the contents of a parcel are the property of the addressee and had been repaired, cleaned, or laundered, etc., by the sender, care must be exercised not to allow indemnity in excess of the actual value of the contents of the parcel at the time of mailing. Indemnity is not payable for the value of the contents plus the cost of the services performed by the sender, unless by reason of such services the contents were actually enhanced in value. Claims of this kind must show whether the sender is claiming indemnity only for the cost of his services, the difference between such amount and the actual value of the contents to be paid to the addressee, or whether the sender is claiming the full amount allowable, settlement having been made by him with the addressee. For example, the contents of the parcel consisted of a gold watch, which had been repaired by sender at a cost of $7.50. The value of the watch in repaired condition when mailed was $35. In the event of loss, indemnity would be payable in the sum of $35; and if the sender was claiming only the amount of his repair work, the addressee would be entitled to $27.50 representing the value of the watch when originally mailed by him to the sender for repairs.

§ 64.81 *Value, not c. o. d. charges, payable in claims involving loss, rifling, or damage.* Frequently the amount of c. o. d. charges called for on a parcel

is greater or less than the actual value of the contents. In case of the loss or rifling of, or damage to, such shipments, the senders are entitled to the actual value of the contents of the lost article or of such portion as was rifled or damaged within the limit fixed for the fee paid, instead of the amount of the c. o. d. charges.

§ 64.82 *Shortage in remittance.* When a claim for indemnity involves failure of sender to receive full amount of charges and the postmaster at the office of address collected and remitted the amount of charges shown, the sender having entered a wrong amount on the c. o. d. tag, the claim should be disapproved and the sender so advised. If the postmaster at the office of address collected the proper amount of charges as called for on the parcel but through error entered an erroneous amount on the money order, the matter should be referred to the Third Assistant Postmaster General, Division of Money Orders, for adjustment.

§ 64.83 *Delivery without collection.* When a claim involves a c. o. d. parcel which has been delivered without collection of the charges and the postmaster at the office of address is unable to make collection from the addressee, or the parcel was delivered and the addressee states the charges were paid to the delivering postal employee but the postmaster at office of address has no record of payment, the claim should be approved for the amount of c. o. d. charges, regardless of value. Claims for indemnity of this character should be paid, whether or not they are instituted within 6 months from the dates of mailing of the parcels.

§ 64.84 *Form 3812 returned without declaration of addressee.* When the claim papers involving insured parcels are returned by the office of address with the information that the declaration of addressee cannot be obtained, it is the duty of the sender to prove that loss, rifling, or damage was sustained. The mailing postmaster should ascertain whether the sender can furnish a communication from the addressee showing the nonreceipt of the parcel dated a reasonable time after the parcel should have been delivered in the ordinary course of mails, or a communication from the addressee showing the extent of rifling or damage sustained, or any other acceptable evidence of loss, rifling, or damage. If such evidence is furnished, it should be attached to Form 3812 and forwarded, together with related papers, to the designated paying office.

Subchapter H—Money-Order Systems

PART 70—GENERAL PROVISIONS

Sec.
70.1 Authority for establishment.
70.2 Allowances for clerical labor in money-order business.

MISCELLANEOUS PROVISIONS

70.3 Postmasters and employees not to act as agents for competitive service.
70.4 Information not to be given.
70.5 Money-order post offices.
70.6 Correspondence.

AUTHORITY: §§ 70.1 to 70.6 (except for authority cited in text) issue under R. S. 161, 396, 4027, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 711.

§ 70.1 *Authority for establishment.* To promote public convenience, and to insure greater security in the transfer of money through the mail, the Postmaster General may establish and maintain, under such rules and regulations as he may deem expedient, a uniform money-order system, at all suitable post offices, which shall be designated as "money-order offices." (R. S. 4027; 39 U. S. C. 711)

§ 70.2 *Allowances for clerical labor in money-order business.* (a) Postmasters at money-order post offices of the first and second classes may be allowed by the Postmaster General to employ such number of clerks in the transaction of their money-order business, and at such rates of compensation, respectively, as he may deem expedient. * * * At all * * * money-order post offices (other than post offices of the first, second, and third classes) the compensation for the clerical labor in the money-order business shall be paid out of the fees received for the issue of money orders, and shall be three cents for each domestic or international money order issued: *Provided,* That the Postmaster General may allow to the postmaster at each international exchange office such additional amount in each case, out of the annual appropriation for clerks in post offices, as he may deem expedient to enable these postmasters to obtain the clerical labor necessary for the performance of such special duties as are imposed upon them by the operations of the money-order system and are not required of other postmasters: *And provided further,* That the salaries of postmasters, as fixed by law, shall be deemed and taken to be full compensation for the responsibility and risk incurred and for the personal services rendered by them as custodians of the money-order and other funds of the Post Office Department. (Sec. 4, 22 Stat. 528; sec. 3, 28 Stat. 31)

(b) The allowances for clerk hire made to postmasters of the first-, second-, and third-class post offices by the Postmaster General out of the annual appropriations therefor shall cover the cost of clerical service of all kinds in such post offices, including the cost of clerical labor in the money-order business, * * *. (Sec. 1, 43 Stat. 1054; 39 U. S. C. 83)

NOTE: The compensation of clerks in post offices of the first, second, third classes is based upon the classification provided by law.

MISCELLANEOUS PROVISIONS

§ 70.3 *Postmasters and employees not to act as agents for competitive service.* Postmasters and employees at money-order offices or the branches or stations thereof shall not accept from any express company, banker, banking institution, or other corporation or firm any agency for the issue or payment of money orders, drafts, bills of exchange, or similar instruments for the transmission of money, except under special permission of the Third Assistant Postmaster General.

§ 70.4 *Information not to be given.* Postmasters and postal employees shall not disclose information concerning money orders issued or paid by them to any person except the remitter, payee, or endorsee or the agent of one of them or to a representative of the Post Office Department, or under special instructions from the department.

§ 70.5 *Money order post offices.* (a) All post offices in the United States and its possessions, except those in Alaska indicated in the State List of the Official Postal Guide by an asterisk (*), are authorized to issue and pay domestic money orders. All branches and stations, except those likewise indicated by asterisks, also transact domestic money order business. In addition these post offices, branches and stations are authorized to draw money orders on and pay money orders issued at post offices in the countries named in § 74.6 of this chapter. A list of the post offices in those countries is published in the Register of Money Order Post Offices, Form XI.

(b) All post offices of the first and second classes, and those post offices of the third and fourth classes especially designated because of the demand for the service are authorized to transact international money order business.

(c) For convenience in accounting c. o. d. stations are established at certain post offices for the issue of c. o. d. money orders only.

(d) To provide postal money order facilities for the Armed Services branches known as Army Post Offices and Navy Post Offices have been established at forts, camps and Naval stations and vessels. Such branches on Naval vessels are attached to the New York, N. Y., post office; shore stations are attached to the nearest post office; and all Army post offices outside the continental limits of the United States are branches of New York, N. Y.; San Francisco, Calif.; Seattle, Wash.; New Orleans, La.; or Miami, Fla. Army and Navy post offices issue and pay only domestic money orders.

(e) Each post office is designated by a number, known as the office number, as well as by name. The office number is printed on the "order" and "coupon" portion of each money-order form. In addition to bearing the office number, the forms furnished each office are numbered consecutively with a "serial number" which appears on the stub, order, coupon, and receipt portion of the form.

The postmaster shall determine whether the name of his office as printed in the Official Postal Guide exactly agrees with the spelling of the name on money-order forms and the dating stamp furnished for his use; also whether the office number as printed therein is the same as on the money order forms. The slightest discrepancy in this respect must be promptly reported to the Third Assistant Postmaster General, Division of Money Orders, by letter, to which should be affixed an imprint of the dating stamp.

(f) Navy mail clerks and assistant Navy mail clerks attached to United States vessels and certain shore stations

which have been designated for that purpose by the Secretary of the Navy and the Postmaster General, shall transact postal money-order business. Such vessels and shore stations are designated as stations of a post office, and money-order business is transacted under conditions similar to those governing other stations of post offices.

§ 70.6 *Correspondence.* Postmasters shall observe the following instructions in correspondence concerning the money-order business:

(a) *With Third Assistant Postmaster General.* Applications for duplicate money orders, and for settlement checks in lieu of invalid orders, requests for increases in money-order reserves, requests for special check or money order credit, letters asking for information regarding money-order funds, the transaction of international money-order business, requisitions for photostats of paid money orders, and general correspondence pertaining to the money-order service shall be addressed to the Third Assistant Postmaster General, Division of Money Orders, and the envelopes inclosing such communications should bear the letters "M. O. B.," written or printed.

(b) *With Bureau of Accounts.* Correspondence in connection with the preparation and maintenance of the accounting records and the administrative examination of money-order accounts; namely, the prompt deposit of surplus money-order funds, and all details as to submission, signature, and preparation of the accounts shall be addressed to the Bureau of Accounts, Post Office Department.

(c) *With General Accounting Office.* All correspondence relative to the audit of money-order accounts, including requests for information concerning errors disclosed by the audit and for distinguishing marks or other data appearing on the paid money orders, shall be addressed directly to the General Accounting Office, Postal Accounts Division, Asheville, North Carolina.

PART 71—ISSUE OF DOMESTIC MONEY ORDERS

GENERAL PROVISIONS

Sec.
71.1 Offices upon which orders may be drawn.
71.2 Order drawn payable to remitter.
71.3 Issue of orders at branch offices and stations.
71.4 Kind of money to be used.
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FEES AND LIMITATIONS

71.7 Fees and limitations.
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71.10 Application for money order.
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71.15 Error discovered before purchaser has left window.
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71.17 Advices.

POSTMASTERS' SIGNATURE TO MONEY ORDERS

71.18 Signing of money order.

MONEY-ORDER FORMS

71.19 Forms required.
71.20 Blank money-order forms.
71.21 "Not issued" form.
71.22 Responsibility for safety of forms.
71.23 Theft of forms.

AUTHORITY: §§ 71.1 to 71.23 (except for authority cited in text), issued under R. S. 161, 396, 4027, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 711.

GENERAL PROVISIONS

§ 71.1 *Offices upon which orders may be drawn.* Money orders shall be drawn on the domestic form upon all money-order post offices in the United States and its outlying possessions and dependencies, including the Canal Zone, and upon post offices in the foreign countries with which the United States transacts money-order business on the domestic basis except that money orders shall not be drawn on post offices in Alaska not authorized to transact money order business. (See § 70.5) The domestic form shall also be used in drawing money orders upon the Philippine Islands. (See § 70.5)

NOTE: For list of countries on which domestic money orders may be drawn see Schedule No. 1 in the Register of Money-Order Post Offices.

§ 71.2 *Order drawn payable to remitter.* (a) A domestic money order may be drawn payable to the person making application for issue thereof, if he so desires.

(b) Money orders payable to members of the armed services shall be drawn on the post offices to which the Army or Navy post office branches are attached. All money orders payable to Naval personnel stationed abroad shall be drawn on New York, N. Y., and those payable to Army personnel stationed abroad shall be drawn on the post office to which the A. P. O.'s are attached.

§ 71.3 *Issue of orders at branch offices and stations.* The postmaster of every city where branch post offices or stations are established and in operation, subject to his supervision, is authorized, under the direction of the Postmaster General, to issue, or to cause to be issued, by any of his assistants or clerks in charge of branch post offices or stations, postal money orders, payable at his own or at any other money-order office, or at any branch post office or station of his own, or of any other money-order office, as the remitters thereof may direct; and the postmaster and his sureties shall, in every case, be held accountable upon his official bond for all moneys received by him or his designated assistants or clerks in charge of stations, from the issue of money orders, and for all moneys which may come into his or their hands, or be placed in his or their custody by reason of the transaction by them of money-order business. (R. S. 4029; 39 U. S. C. 713)

§ 71.4 *Kind of money to be used*—(a) *And exceptions.* In the transaction of money-order business postmasters shall not receive or pay out foreign money, except that at post offices near the border line between the United States and Canada, Canadian money may be received for and used in payment of money orders under such special restrictions as the Third Assistant Postmaster General shall prescribe. (See § 9.9.)

(b) *Notes and checks.* Promissory notes shall not be accepted in any case for the issue of money orders. Government paper of any kind (disbursing officers' checks, which include disbursing postmasters' checks in payment for rural delivery service, pension checks, Post Office Department settlement checks, etc.) may be received from responsible persons whose indorsement thereon the postmaster is willing to guarantee, provided such paper will be accepted at par by the depositary to which it is finally remitted. Subject to these conditions, such Government paper, including postal savings system checks, may be cashed with surplus money-order funds, and forwarded for deposit in accordance with § 76.15. Postmasters are not required to accept personal checks tendered by patrons as payment for the issue of money orders, whether drawn to pay the charges on c. o. d. parcels or for the purchase of money orders on rural routes, and if such checks are accepted as a personal accommodation to patrons, the corresponding money orders shall not be issued until the checks are cashed, after which the money so obtained shall be used to pay for the issue of the money orders. In any event the acceptance of personal checks is at the risk of the postmaster, who will be held liable on his official bond for any loss which may result from their being dishonored.

§ 71.5 *Waiver of identification of payee forbidden.* Postmasters shall not issue any money order conditioned that identification of payee, indorsee, or attorney may be waived, nor shall any postmaster pay any money order issued without requiring identification of the payee, indorsee, or attorney. (Sec. 5, 30 Stat. 966; 39 U. S. C. 724)

§ 71.6 *Identification of payee by signature*—(a) *When remitter and payee are same.* When the remitter of a money order purchases it in favor of himself, the issuing postmaster shall question the applicant, and if he is not sure that he can prove his identity at the paying office, the postmaster shall procure and transmit to the paying postmaster a specimen of the signature of the remitter-payee on Form 6339, on the back of which the correct particulars of the money order shall be entered. In such case the issuing postmaster shall write or stamp on the back of the coupon of the money order the words "Specimen signature of payee sent on Form 6339." When a postmaster has no Form 6339, a slip of paper describing the order and bearing the signature together with a statement from the issuing postmaster that it is the signature of the payee may be substituted.

(b) *When remitter and payee are different.* When the remitter and payee are different persons the issuing postmaster upon request shall attach a specimen of the payee's signature to Form

6339 and transmit it to the paying postmaster in a sealed penalty envelope with a statement to the effect that such signature was furnished by the remitter.

(c) *Proper precaution required.* Nothing in this section shall be understood as relieving a postmaster from exercising proper precaution to avoid wrong payment of a money order. (See §§ 72.4, 72.5, and 72.42.)

FEES AND LIMITATIONS

§ 71.7 *Fees and limitations.* A money order shall not be issued for more than $100, and the fees for domestic money orders shall be as follows: For orders less than $5 and 1 cent, 10 cents; for orders from $5 and 1 cent up to and including $10, 15 cents; for orders from $10 and 1 cent up to and including $50, 25 cents; for orders from $50 and 1 cent up to and including $100, 35 cents. (Sec. 206, 62 Stat. 1260; 39 U. S. C. 716a)

NOTE: The above fees are applicable also to orders drawn on post offices in countries with which business is transacted on the domestic basis.

§ 71.8 *Orders drawn to correct errors.* Money orders may be drawn by the Superintendent of the Division of Money Orders without the exaction of an additional fee for the purpose of correcting errors made by issuing or paying postmasters. (Sec. 5, 30 Stat. 966; 39 U. S. C. 726)

§ 71.9 *Fractional-cent amounts not used.* No money order shall contain a fractional part of a cent.

APPLICATION AND ISSUE

§ 71.10 *Application for money order*—(a) *Form.* The Postmaster General shall supply such money-order offices, as he may deem expedient, with blank forms of application for money orders, in such form as he may direct. (R. S. 4033, as amended, 39 U. S. C. 719)

(b) *Filling in.* The application for a money order shall be made on the printed form (No. 6001), showing the particulars required to be stated in the money order and coupon. If remitter is not a resident of the place where the order is issued he should be requested to enter his permanent (home) address at bottom of his application.

(c) *Filing.* The applications shall be filed for ready reference in the proper sequence of the serial numbers of the money orders, and preserved not less than three years.

§ 71.11 *Issue of money order*—(a) *Drawn only on money-order office.* A money order shall be drawn only upon a designated money-order office. The postmaster shall determine whether the place of payment named in the application is a money-order office, and for that purpose shall consult, if necessary, the list of post offices appearing in the latest edition of the Official Postal Guide and Supplements.

(b) *Not drawn on stations.* A money order shall be drawn on the main office or a branch office, but not on a station. If an application be made for an order to be drawn on a station, the order shall be drawn on the post office only and the name of the station omitted.

(c) *Stamp and number on application.* The impression of the office dating stamp, the serial number of the order to be issued and the fee to be charged shall be entered on the application.

(d) *Number to be stated in correspondence.* The serial number printed on the upper right corner of the money order and repeated on the stub, coupon, and receipt shall be used in designating the order in accounts and correspondence.

(e) *Date.* The date affixed to the order and its several parts by the issuing postmaster shall be the actual date of issue. (See §§ 5.1 and 76.26.)

(f) *Stub.* The stub shall be retained by the issuing postmaster.

(g) *Coupon.* The coupon shall be delivered to the purchaser with the order to which it is attached.

(h) *Remitter's receipt.* The receipt shall be given the purchaser with the money order, and the remitter should retain it until the order is paid.

(i) *Instructions.* Money orders shall be issued in accordance with the instructions printed thereon.

(j) *In payment for c. o. d. parcels.* (1) Money orders issued in payment for c. o. d. parcels shall, if possible, be mailed the same day the parcels are delivered. If not, they shall be issued and mailed without fail on the following business day. The name of the sender of the c. o. d. parcel shall be entered as payee on the money order, and the name of the addressee (not the name of the postmaster nor the person receipting for addressee) as remitter. The money order in each case shall be mailed in a penalty envelope to the payee (sender of the parcel). The number of the c. o. d. parcel shall be written or stamped in the space provided for that purpose on the coupon. A separate money order shall be issued for the charges collected on each c. o. d. parcel. Where the charges amount to more than $100, two money orders shall be issued in payment for the c. o. d. parcel, in which case the serial number of each order shall be entered on the c. o. d. tag constiuting the application.

(2) At offices of the second class, receipts detached from c. o. d. money orders shall be attached to Form 3815, to which they relate, as evidence that money orders have been issued. At offices of the third and fourth classes the receipts from such orders shall be attached to the c. o. d. tags, except in cases where delivery of c. o. d. parcels is made through rural carriers, in which event the receipts shall be given to the carriers to be filed with the delivering employee's coupon as evidence that remittance has actually been made.

(3) At post offices having c. o. d. stations, all money orders in payment for c. o. d. parcels shall be issued on the forms provided for that station, and the separate file of c. o. d. tags constituting the applications for money orders shall be kept there. The money orders in payment for c. o. d. parcels issued at a large office not having a c. o. d. station shall be issued in the money-order section and the tags which constitute the applications for the money orders shall be filed by the serial number of the orders with other applications.

(k) *Name of remitter.* While only one person can be named payee of a money order, obligations sometimes rests upon two persons and in such instances both may be named as remitters. In such cases if repayment is desired, both remitters should receipt the order or one of them should endorse it to the other, who should then affix his signature to the receipt.

(l) *Street address.* When the order is payable in a city the full address of the payee (street and number) should be entered in the application; but the postmaster shall not decline to issue the order if the applicant does not give such complete address.

§ 71.12 *Requirement as to name of payee*—(a) *Only one person or firm.* An order shall be made payable to only one person or one firm. It shall not be drawn payable to husband and wife jointly, and if more than one person is named as payee in the application the patron shall be required to submit another application naming but one payee. A money order may be made payable to the remitter.

(b) *Surname alone not sufficient; exceptions.* If only the surname of the payee be given by the purchaser the postmaster shall decline to issue the order unless the payee's street address and house number be given for entry with the surname in the coupon; but the order may be issued without street address:

(1) If the single name given is the business name of the payee, as "Mason's," "Johnson's Store," or "Madam Saville."

(2) If the payee is designated only by an official title indicative of the capacity in which he is to receive payment, as "Cashier, First National Bank."

(3) If the payee is designated by a name adopted under membership in a religious order, the name and address being so combined as clearly to indicate the person intended, as "Sister Theresa, Academy of Visitation," or "Brother Joseph, St. Anselmo's College."

§ 71.13 *Consent of guardian to issue order to ward.* When notified of the appointment of a guardian, committee, or other person legally designated by a court having jurisdiction so to act for one adjudged incompetent, a postmaster shall refuse to issue a money order on the application of the ward unless permission is granted by a person in whose care such ward has been placed. (See §§ 72.11 (a) (5) and 72.16 (a) (3).)

§ 71.14 *Record of money orders.* A postmaster at whose office the filing system has not been authorized shall promptly record in the "Register of orders issued" the serial number, amount, and fee of each order issued at his office, as shown by the application therefor; and any subsequent action taken in reference to any of these orders shall be noted opposite the entries thereof in the register under the head of "Remarks."

ERRORS AND CHANGES

§ 71.15 *Error discovered before purchaser has left window.* If an error of any kind occurs in issuing an order and

is discovered by the postmaster or the purchaser before the latter has left the window, the transaction should not be considered as completed and the order should be treated as "not issued" and another one drawn and delivered to the remitter in its stead. In such event, as but one order has been issued, only one fee shall be charged.

§ 71.16 *Request for change in order*—(a) *New order and fee.* After a money order has been issued, if the purchaser desires to have it modified or changed, the postmaster who issued the order shall take it back and issue another in lieu of it, for which a new fee shall be exacted. (R. S. 4038; 39 U. S. C. 725)

(b) *Procedure.* If, after the completion of the transaction by delivery to the postmaster of the amount of the order and its fee and the acceptance of the order by the purchaser, the remitter, payee, or other holder of the order should return it for the purpose of changing any of the particulars thereon, it shall be treated as repaid and a new order issued, for which another fee shall be paid. If the order is returned because of a mistake made by the issuing postmaster he shall pay the fee for the new order from his personal funds, or, if the remitter prefers the return of the money instead of a new order, the amount of the fee shall be refunded to the remitter from the personal funds of the postmaster.

ADVICES

§ 71.17 *Advices*—(a) *Request on Form 6006.* Form 6006 shall be used to give the particulars of a domestic money order when the paying postmaster requests additional or corrected information to insure the proper payment of the order.

(b) *Completion and return of form.* When the issuing postmaster receives from the paying office a request on Form 6006, he shall correctly enter thereon the exact particulars as they appear in the application for the money order and promptly mail the completed form to the paying postmaster.

(c) *Entry on application.* When such information is furnished, that fact, with the date on which Form 6006 was returned, shall at once be noted on the application, and, at offices not authorized to use the filing system, opposite the entry of the order in the register of orders issued.

POSTMASTERS' SIGNATURES TO MONEY ORDERS

§ 71.18 *Signing of money order*—(a) *Delegation of authority to sign.* The postmaster may authorize any clerk employed in his office to sign his name to money orders. The name of the postmaster shall either be written or stamped. In all cases, except when the postmaster signs the order in his own handwriting, the name of the postmaster whether stamped or written shall be followed by the initials of the person who issues the money order.

(b) *Acting postmaster.* An acting postmaster may authorize clerks in his office to sign his name to money orders the same as the postmaster.

(c) *In name of postmaster.* When an assistant postmaster or a clerk designated by the postmaster is in charge of the post office during the temporary absence or sickness of the postmaster, or upon his death or resignation before an acting postmaster takes charge, all money orders shall be signed in the name of the postmaster the same as if he were present.

MONEY-ORDER FORMS

§ 71.19 *Forms required.* The Postmaster General shall prescribe the forms for the issue of money orders and shall furnish money-order offices with printed or engraved forms for domestic money orders, and no money order shall be valid unless drawn upon such form. (R. S. 4034, as amended; 39 U. S. C. 720)

NOTE: Each post office is designated by a number, known as the office number, as well as by name. The office number is printed on the "order" and "coupon" portion of each form. In addition to the office number, the forms furnished each office are also numbered consecutively. This number, known as the serial number, appears on the stub, order, coupon, and receipt portion of the forms.

§ 71.20 *Blank money-order forms*—(a) *Accounting for.* Every blank money order form sent to a postmaster for issue at his office shall be duly accounted for in its proper numerical order in his money-order lists or accounts.

(b) *Examination for irregularities.* Books of money-order forms supplied to an office shall be examined immediately upon receipt to determine whether the first serial number follows in sequence with the last number of the prior shipment, and that the name of the office and the office number are printed correctly. Irregularities discovered therein shall be reported promptly to the Third Assistant Postmaster General, Division of Money Orders.

(c) *Omission from book.* When a form is omitted from any book the postmaster shall make a note of the fact opposite the proper consecutive number in the account in which the order, if supplied, would have been reported as issued, and a similar note in the "Register of orders issued" at offices where the filing system is not authorized.

(d) *Defective or mutilated.* Defective or mutilated forms shall be held until they are reached in numerical sequence and then treated as "not issued" in accordance with the instructions contained in § 71.21 (b).

(e) *Duplicated.* Where two forms bear the same number, one of them shall be canceled by writing across the face thereof the words "Number duplicated," and it shall be sent, with the corresponding coupon and receipt, to the Third Assistant Postmaster General, Division of Money Orders.

(f) *Bound in wrong book.* Forms printed for one office and bound in a book sent to another shall be forwarded to the Third Assistant Postmaster General, Division of Money Orders, with a letter stating the serial numbers between which they were found.

§ 71.21 *"Not issued" form*—(a) *Definition.* A form shall be treated as "not issued":

(1) When order, coupon, or receipt, through defective printing, mutilation, or disfiguration, is not fit for use.

(2) When a mistake in its issue is discovered before the transaction is completed and before the remitter has left the money-order window.

(b) *Disposition.* A form included in either of the classes named above shall be canceled by writing across the face of the order, of the coupon, and of the stub the words "Not issued." At offices not authorized to use the filing system, these words shall also be written opposite the entry of the number in the register of money orders issued. The spoiled order shall be sent with the account or list in which it would be entered if it were regularly issued; the coupon and receipt shall be attached to a properly numbered money-order application, which shall be filed in its regular sequence and on which shall be entered the words "Not issued," and the stub shall be left in its place in the book of money-order forms.

(c) *No fee chargeable.* No fee shall be charged for a "not issued" order and no amount therefor entered in the list of orders issued.

§ 71.22 *Responsibility for safety of forms.* Postmasters shall keep their stock of blank money-order forms in their own custody, under lock and key, in some place of security to which unauthorized persons cannot have access, and will be held responsible for any loss arising from fraud made possible through a disregard of this regulation.

§ 71.23 *Theft of forms.* In case of theft of money-order forms the postmaster shall immediately notify the post-office inspector in charge of the division in which the office is located giving the first and last serial numbers of the stolen forms. Whenever practicable this report shall be made by telegraph in as brief form as may be consistent with clearness and accuracy, and shall state the date on which the robbery occurred, or the loss was detected. (See § 25.10.)

PART 72—PAYMENT OF DOMESTIC MONEY ORDERS

GENERAL PROVISIONS

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72.18 Disposition of undeliverable c. o. d. money order.
72.19 Payment by issue of new order.

TREATMENT OF COUPONS AND PAID ORDERS

72.20 Filing of separate advice.
72.21 Disposition of coupons and paid orders.

AUTHORITY: §§ 72.1 to 72.21 (except for authority cited in text) issued under R. S. 161, 396, 4027, 38 Stat. 280, secs. 304, 309, 42 Stat. 24, 25, 48 Stat. 973; 5 U. S. C. 22, 369, 39 U. S. C. 711, 727.

GENERAL PROVISIONS

§ 72.1 *Application of regulations as to payment.* The regulations embodied in this part shall apply in general to the payment of money orders issued in the United States and its outlying possessions and dependencies.

See Part 75 concerning issue of domestic money orders for payment in certain foreign countries listed in table 1, List of International Money-Order Offices.

§ 72.2 *Provision for payment of orders*—(a) *Application for additional funds.* A postmaster shall provide, as far as possible, for the payment of money orders on presentation and shall pay money orders drawn upon his office if he has sufficient funds, whether arising from the issue of money orders or from postal receipts. When necessary, a district postmaster shall apply to his central accounting postmaster for additional funds or request the department to authorize a money-order credit with the Treasurer of the United States.

(b) *When private funds advanced.* A postmaster may advance from his private funds the amount required to cash an order drawn upon his office. In such case he should cause the order to be indorsed in his favor and hold it as his personal property until he is in receipt of funds sufficient to reimburse himself, whereupon the order may be treated as paid.

§ 72.3 *Payable at any money-order office*—(a) *Authorization.* Under such rules and regulations as the Postmaster General shall prescribe, postal money orders may be issued payable at any money-order post office, and on and after the date upon which such rules and regulations become effective all money orders shall be legally payable at any money-order post office, although drawn on a specified office; and as compensation for the extra labor involved in paying a money order at an office other than that on which the order is drawn the Postmaster General is authorized to exact a fee of the same amount as that charged for the issue of the order. (38 Stat. 280, as amended; 39 U. S. C. 727)

(b) *Terms of payment.* An original domestic money order shall be paid at its face value if presented at the office on which drawn or at the office of issue at any time within the period of validity, which is 1 year from the last day of the month in which issued. For the first 30 days after issue any domestic money order may be paid for its face value, less the fee prescribed by the law quoted above, at an office other than that of issue or that on which drawn.

(c) *When paid at office other than on which drawn.* When in accordance with the preceding paragraphs of this section a money order is paid at an office other than the one therein designated as the paying office, the postmaster making the payment shall immediately send to the postmaster at the issuing office a notice on Form 6126 which describes the money order. When the notice is received by the issuing postmaster, he shall file it with the application for the order. The reply coupon shall then be detached and sent at once to the postmaster who cashed the order. Until such reply coupon is received by the cashing postmaster, credit shall not be taken for payment of the order, but it shall be considered as a part of the cash on hand.

(d) *Name of paying office misspelled.* Payment of a money order may be made on due presentation, and credit therefor may be taken at the office meant, when the name thereof in the money order is only slightly misspelled or is abbreviated if the office intended is clearly indicated, thus: "Balto." instead of Baltimore, "Ft. Hunt" instead of Fort Hunt.

(e) *At stations or branches.* A money order may be cashed at a station or branch as well as the main office on which drawn, and also if drawn on a branch or in error on a station of that office.

§ 72.4 *Precautions in paying orders*—(a) *Examination of order.* When a money order is presented for payment, the postmaster or paying clerk shall examine it to see that it is properly drawn, signed, and stamped by the issuing postmaster, and assure himself that it is not issued on a form reported stolen; that it corresponds with the coupon; and that it is signed by the payee or by a person authorized by the payee to receive payment. If a month or more has elapsed since the issue of the order the postmaster or paying clerk shall assure himself, by a proper search of his records, that an application for a duplicate order has not been certified.

(b) *Discrepancies or alterations.* In case any discrepancy whatever is found between the amount written in the blocks on the order and the sum named in the coupon or between the amount written in order or coupon and the printed figures constituting the marginal check on the left or if the order bears an alteration, the postmaster shall apply immediately to the issuing postmaster on Form 6006 for a correct statement of particulars which shall be given on the reverse of that form. Credit shall not be taken for payment in any such case prior to receipt of response to such application unless specifically authorized by the Department. When such application is made, a memorandum thereof shall be written on the lower margin of the coupon or on the back of it by the postmaster, but he shall not retain possession of order or coupon unless he has made a payment or an advance thereon as provided in paragraph (j) of this section. When payment is made in accordance with particulars furnished by a separate advice, such advice shall be attached to the coupon and filed therewith.

(c) *Lost coupon.* When the order and coupon have become separated and the coupon lost before presentation of the order, application shall be made on Form 6006 for a separate advice, upon receipt of which, if it agrees with the order and names the party claiming to be the payee and the order is not invalidated by age nor otherwise irregular, payment may be made, and the separate advice, with the date of payment stamped thereon, shall be filed in place of the coupon.

(d) *Stamped improperly.* If the issuing postmaster has inadvertently affixed his stamp at the place for the stamp of the paying office on the order, payment may yet be made; the impression of the former stamp may be covered by pasting over it a piece of paper bearing the impression of the latter. In like manner, when an order bears on its face, instead of on its back, the stamp of another office at which it has been cashed for the payee and from which it is received with request for reimbursement of the postmaster, the stamp of the office drawn on, or the stamp of the office of issue, according to circumstance, may be affixed and the order treated as paid or repaid thereat.

(e) *Omission of stamp.* A money order may be paid if the money-order stamp has been omitted from the coupon but the date of issue appears on the order, or if the date has been omitted from the order but appears in the impression of the stamp on the coupon. In either case the paying postmaster or clerk shall enter the missing date in the order or coupon, as the case may be. When the date is lacking in both order and coupon, the postmaster drawn on shall forward an application for a separate advice (Form 6006) to the issuing postmaster. If both the order and coupon are regular in all other respects, the postmaster at the paying office may, if the payee is known to him to be a responsible person, advance the amount of the order and hold the receipted order as cash until in receipt of the required separate advice, properly stamped and dated; before it is forwarded for credit the date of issue shall be entered on the order. The separate advice shall be attached to the coupon and filed therewith at the paying office.

(f) *Omission of remitter's name or address.* An order may be paid notwithstanding the omission from the coupon of either or both the name and address of the remitter, and unless desired by the payee request need not be made for a separate advice giving these particulars.

(g) *Difference in name of payee.* In case the name given in the separate advice differs from the name given in the coupon as that of payee, but is that of the person or firm claiming to be the payee and the order is not otherwise irregular payment may be made on due presentation of the order properly receipted in claimant's own name. No notation on the order relative to such discrepancy need be made.

(h) *Omission of amount.* In case the amount is omitted in the blocks on the order, but appears in the coupon, and as there entered is free of alteration and does not exceed the largest sum indicated

by figures remaining attached to the marginal check, payment may be made and credit taken therefor without sending for a separate advice, provided the amount paid be written by the paying official on the face of the order, thus: "Paid $_____, amount named in coupon." Similarly, if the amount is omitted in the coupon, but appears in the blocks on the order, and as there entered is free of alteration and does not exceed the largest sum indicated by figures remaining attached to the marginal check, payment may be made and credit taken therefor without sending for separate advice, provided the amount paid be written by the paying official across the face of the coupon, thus: "Paid $_____, amount named in order." Defects of this kind, however, shall be reported to the Third Assistant Postmaster General, Division of Money Orders.

(i) *Amount expressed improperly.* Payment of an order shall not be withheld because the amount in the coupon is expressed wholly in figures, if the amount thus expressed is the same as that entered in the blocks on the order, and does not exceed the largest sum indicated by the figures remaining attached to the left of the order. Words, and not figures, shall always be employed to express the number of dollars in the coupon; and the paying postmaster shall report to the Third Assistant Postmaster General, Division of Money Orders, every case where figures instead of words have been employed in the space for entry of the number of dollars in the coupon.

(j) *Discrepancy in amount.* In any case of discrepancy between the amount entered in the blocks on the order and that written in the coupon payment may be made on receipt of a separate advice, Form 6006, naming either of those two amounts, even if it exceeds the largest amount indicated by the printed figures remaining attached to the left of the order, or even if the marginal check has been entirely removed, if the order be not otherwise irregular. Pending receipt of response to request for a separate advice in such a case, the smaller of the two amounts named, respectively, in the blocks on the right of the order and in the coupon may be advanced, if the payee so desires, provided it does not exceed the largest amount indicated by the printed figures remaining attached to the left of the order. For any sum thus advanced the paying postmaster shall take from the payee a written receipt and hold the same (with the order and coupon) as representing a corresponding sum in cash until the required separate advice is received. The proper amount shall then be paid, and the formal receipt of the payee be obtained on the order itself; and the order shall be forwarded in the usual way with the account in which credit is taken for the payment. Across the face of the order, before it is thus forwarded, if the sum named in the blocks thereon differs from that paid, the paying postmaster shall write a statement of the amount paid, thus: "Paid $_____, in accordance with separate advice, the same being the amount named in coupon." Similarly, if the sum named in the coupon differs from that paid, he shall write across the face of the coupon the words "Paid $_____, in accordance with separate advice, the same being the amount named in the order." The separate advice shall be attached to the coupon and filed therewith at the paying office.

(k) *Amounts in blocks and coupon dissimilar and greater than amount in advice.* In case the sum named in the separate advice is less than the amount entered in the blocks on the order and that written in the coupon, and the owner of the order accepts the amount named in the advice, the paying postmaster shall write across the face of the order and of the coupon the words "Paid $_____, amount named in separate advice," and take credit for that amount. If a larger sum has been advanced under the provisions of the preceding paragraph, and the payee refuses to refund the difference, the paying postmaster shall refer the case to the Third Assistant Postmaster General, Division of Money Orders, for the necessary action.

(l) *Amounts in blocks and coupon dissimilar and less than amount in advice.* In case the sum named in the separate advice exceeds both the amount entered in the blocks on the order and that written in the coupon, the postmaster at the office drawn on shall report the facts by letter to the Third Assistant Postmaster General, Division of Money Orders, stating what amount is entered in the order, what amount is written in the coupon, what amount is indicated by the marginal check, and what amount has been paid, if any, and await instructions.

(m) *Discrepancy in c. o. d. order.* (1) When an order issued in payment of a c. o. d. shipment is presented at the shipping office and shows a discrepancy between the amount entered in the blocks on the order and that written on the coupon, the postmaster shall consult his c. o. d. record and pay whichever of the two amounts agrees with that record without awaiting the return of Form 6006, which shall, however, be promptly dispatched to the issuing office. Upon receipt of the separate advice, if the amount given as correct is the same as that paid, the form shall be attached to the coupon and filed therewith at the paying office. Should the issuing officer name another amount as correct, the paying postmaster shall refer the order and returned Form 6006 to the Third Assistant Postmaster General, Division of Money Orders, for adjustment.

(2) All other provisions of this section not inconsistent are to be observed in connection with c. o. d. money orders.

§ 72.5 *Requirements when paying orders*—(a) *Identification.* Unless the applicant for payment is personally known by the postmaster or paying clerk to be the owner of the order, he shall be required to prove his identity. The initials of the person paying a money order to an individual at the window shall be entered on the back of the coupon, and if identification is required, the paying employee, for his own protection, shall make a brief notation thereon of the proof of identity furnished.

(b) *Signature by mark.* If signature of payee or indorsee is by mark it shall be witnessed by a person who can write, and the witness shall be someone other than the postmaster or paying clerk.

(c) *Signature different from name in coupon.* Any signature of the payee not inconsistent with the name given in the coupon may be accepted by the paying postmaster as sufficient, provided he is satisfied that it is the genuine signature of the payee intended.

(d) *Signature of officer.* An order drawn in favor of a public officer or officer of a corporation, company, or association, as such, may be paid to his successor, if presented by the latter, who, in receipting for same, shall be required to indicate in writing the capacity in which he acts, thus: "William Jones, treasurer, successor to George Thompson."

(e) *When payee is society or corporation.* When the payee is a society or corporation, the person who has authority to receive payment of moneys due such payee shall receipt the order in his official capacity, and, if occasion arises, the postmaster may require satisfactory proof of such authority.

(f) *Stamped signature in receipt.* All of the requisite signatures to a money order—those of payee, indorsee, or witness to payment—shall be written, preferably in ink; but a stamped signature may be used in place of the written signature of payee or agent of payee in receipts on money orders drawn in favor of, or made payable to, a firm, corporation, association, society, or individual, if the orders so receipted are presented for payment only through a bank located in the city or town on which drawn and such bank expressly guarantees the signature by rubber stamp or other indorsement on the back of the orders. If not presented for payment through a bank, the stamped signature of the firm may be used if beneath it is written the signature of the person receiving payment or executing the indorsement.

(g) *Signature of agent.* The paying postmaster shall affix or cause to be affixed to the signature of the person receiving payment of a money order any such word or words as may be necessary to explain the right of such person to collect the amount. For instance, where an order drawn in favor of a company is paid to its local manager, the word "Manager" should be made to appear beneath or opposite his signature to the receipt.

(h) *Use of titles.* The paying postmaster shall not insist on the inclusion or the omission of a title or prefix such as "Dr.," "Rev.," "Prof.," "Madam," or "Mrs.," in the signature to an order, whether or not the payee is designated by such title or prefix in the coupon.

§ 72.6 *Payment of orders from out-of-town banks or Government agencies.* Money orders sent by out-of-town banks to the postmaster at either the office of issue or the office on which drawn may be paid by a check drawn on the Treasurer of the United States and forwarded by mail to the cashing bank, provided the bank by its stamp on the back of each order guarantees all prior indorsements. As this arrangement is an accommodation, return postage should be provided by the bank. If it is not, it shall be deducted from the face value of the check. When, however, the bank's collection letter bears an indorsement that the money

order represents payment of an obligation of the United States Government and must be paid at par, the check shall be drawn for the full face value of the money order and mailed free of postage in an official penalty envelope. A money order sent by a Government agency either to the postmaster at the office of issue or the office on which drawn shall be paid by a check drawn against the postmaster's money-order credit with the Treasurer of the United States and delivered, or mailed in a penalty envelope, to that particular branch of the Government which forwarded the money order. Should the postmaster not have a money-order credit with the Treasurer of the United States, he shall apply to the Third Assistant Postmaster General, Division of Money Orders, for a special check for the amount needed. (See § 76.10.)

§ 72.7 *Responsibility for wrong payment.* If an order be paid to the wrong person through lack of precaution at the paying office, the postmaster or other paying employee will be held accountable for the amount of the order.

CROSS REFERENCE: In case of the wrong payment of a money order, the department will endeavor to recover the amount for the owner, provided such wrong payment did not result from the fault of the remitter, payee, or indorsee.

§ 72.8 *Alleged wrong payment.* When a postmaster is notified of the wrong payment of a money order at his office, he shall promptly report the matter to the Third Assistant Postmaster General, Division of Money Orders, and on Form 6065 request a photostat of the paid order for examination by the complainant. If the paying office is of the first class, the postmaster shall give the date of payment and the "file number" or the sheet, column, and running number of the account in which credit therefor was taken, so that the order may be located in the files of the General Accounting Office. If the paying office is of the second-, third-, or fourth-class, the date on which the paid order was forwarded to the central accounting office shall be given. If a photostat of a paid money order is needed for any other purposes the same procedure must be followed.

§ 72.9 *Stamping of paid money orders.* Immediately after payment of an order the date of payment shall be stamped upon the order and coupon in the spaces provided for that purpose, except at those offices at which paid orders are tabulated, or where perforating machines are used; but if the order is cashed at a branch post office or station, that office shall stamp the date of payment on the back only of the order and coupon.

PAYMENT OF ORDERS TO OTHER THAN PAYEES

§ 72.10 *Transfer of money order by indorsement.* The payee of a money order may, by his written indorsement thereon, direct it to be paid to any other person, and the postmaster on whom it is drawn shall pay the same to the person thus designated, provided he shall furnish such proof as the Postmaster General may prescribe that the indorsement is genuine, and that he is the person empowered to receive payment; but more than one indorsement shall render an order invalid and not payable, and the holder, to obtain payment, must apply in writing to the Postmaster General for a new order in lieu thereof, returning the original order, and making such proof of the genuineness of the indorsements as the Postmaster General may require. (R. S. 4037; as amended; 39 U. S. C. 723)

§ 72.11 *Payament to other than person named as payee*—(a) *Requirements and exceptions.* When a money order is presented for payment which purports to have been indorsed by the payee to another person and the postmaster is not in a position to judge whether the signature to the indorsement is the genuine signature of the payee, he should require that the indorsement be guaranteed by someone he has reason to believe is financially responsible. A money order shall not be paid to a second person without written transfer or indorsement of the same to such person by the payee, in the prescribed form provided on the order, except in the following cases:

(1) *On power of attorney.* When the payee has, by a duly executed power of attorney, designated and appointed some person to collect moneys due or to become due him, in which case the attorney should be required, before payment is made to him, to file at the office of payment copy of such power of attorney.

(2) *On written order of payee.* When the payee has given a separate written order, addressed to the postmaster at the office drawn upon and filed with the latter, authorizing payment to another person, and designating such person by name as the one to receive payment of and to receipt for any specified order, or for all orders payable by the same postmaster to the payee.

(3) *On assignment.* When a person or firm makes an assignment, and the assignor intends that money orders payable to him shall be paid to the assignee, he should execute a power of attorney, or give such written order separate from the instrument of assignment, to be filed in the post office. The person receiving payment as attorney, or as agent designated in separate written order, should receipt the money order as such, indicating beneath his signature the capacity in which he acts.

(4) *On death of payee.* In case of the death of the payee the money order shall be paid to his legal representative, who shall be required to present to the paying postmaster satisfactory evidence of his authority to act in such capacity, and to sign the money order as executor or administrator, as the case may be.

(5) *To guardian.* When a committee, guardian, or other person is appointed by a court having jurisdiction to act for a person declared incompetent, money orders shall not be paid to the ward. All money orders showing the ward as payee or indorsee shall be paid only to the committee, guardian, or other duly designated person who shall exhibit to the postmaster satisfactory evidence that the designation to thus act for the ward has been made by competent authority. Such money orders shall be receipted in the name of the ward, followed by the signature and legal designation of the committee, guardian, or other authorized agent. (See §§ 71.13 and 72.16 (a) (3).)

(b) *When payee concern has ceased to exist.* A money order payable to a firm, bank, or company which has ceased to exist shall be paid to the legal representative thereof. (See § 43.33.)

(c) *Stamped impressions of collecting banks not considered indorsements.* The stamp impressions which banks ordinarily place upon orders left with or sent to them for collection shall not be regarded as indorsements transferring ownership of the orders or within the meaning of the statute which forbids more than one endorsement. (See § 72.10.) Though all or a part of any such impression appears on the back of the coupon, the order may be paid, separated, and employed as a voucher in the usual manner. If the back of the coupon is so covered with bank-stamp impressions that no room is left on it for the stamp of the paying office, the date of payment may be stamped on the face of the coupon.

(d) *Order presented by first indorsee.* If an order which has been indorsed twice or oftener is presented for payment by the first indorsee, it may be paid to him, if regular in all other respects, after he shall have receipted it, and the inconsistent indorsements may be canceled.

§ 72.12 *Order presented by payee after being indorsed or receipted by others.* When an order is presented for payment by the payee, it is immaterial what signatures appear at the place for receipt or what indorsements there may be on the order; payment may be made if the order is otherwise regular and there is space for the payee to sign his name below or near the words "Received payment" and inconsistent or unnecessary signatures or indorsements may be canceled.

§ 72.13 *Substitution by payee or remitter of name written in error.* The payee or the remitter of an order, but no one else, may substitute any other name for one which he has already written by mistake in the body of a first indorsement thereon, and payment may be made on due presentation of the order by the person whose name has thus been substituted, if the order is regular in other respects.

§ 72.14 *Payment to bank.* When a money order purporting to have been receipted by the payee or first indorsee is deposited in a bank for collection, the postmaster at the office drawn upon may effect payment on due presentation of the same thereat by the bank, provided there be a clear understanding on the part of the bank that the latter will refund the amount if it afterwards appear that the depositor was not the owner of the order. A money order thus paid shall bear upon its back the impression of the stamp of the bank.

§ 72.15 *Payment to remitter*—(a) *Money order.* A money order presented by the remitter may be repaid at the issuing office, paid at the office of payment,

or, subject to the provisions of § 72.3, cashed at any other post office. (See § 73.1.)

CROSS REFERENCE: At offices where the "clearing house" system is authorized, special instructions concerning the same will be given.

(b) *Payment of orders payable to members of the armed forces.* Until further notice money orders payable to members of the armed forces may be paid at offices other than the office of issue or the office on which drawn, within 60 days from the date of issue, without the payment of a fee. A money order may be paid under this arrangement only if the member of the armed forces presenting it is named as remitter or payee. If he is not known, he should be identified by an officer of his organization, who should sign the order and give his military rank. Such orders may also be paid at full face value when endorsed to a mail orderly or hospital attendant, but not to any other person. In such cases the mail orderly or hospital attendant should understand that he assumes responsibility for the genuineness of the signature. The title of the mail orderly or hospital attendant must follow his signature on the money order. These instructions do not prohibit members of the armed forces from endorsing out of town money orders to other persons, but when such orders are endorsed in any other manner the fee must be paid.

(c) *Clearing orders cashed for members of the armed forces and government agencies.* (1) Postmasters who cash such orders shall not treat them as paid at their offices, but after properly backstamping them, shall transmit them with Form 6503 to either the issuing office or the office on which drawn for reimbursement of the full amount by means of a check drawn on the money order credit with the Treasurer of the United States in favor of the postmaster transmitting the orders. When the postmaster to whom such orders are transmitted does not have a money order credit he shall apply to the Third Assistant Postmaster General, Division of Money Orders, for a special check, stating the amount and the name of the post office to which it is to be sent.

(2) Postmasters who receive such orders for reimbursement shall see that they are properly backstamped, and treat them as paid or repaid.

(3) The postmaster who cashes a money order assumes full responsibility for the correctness of payment, and the postmaster to whom it is sent for reimbursement should not reject it if it bears the stamp of the cashing office on the back and an application for a duplicate has not been certified. If an application for duplicate has been certified, the Third Assistant Postmaster General, Division of Money Orders, should be notified immediately.

WHEN ORDERS SHALL NOT BE PAID

§ 72.16 *Payment of orders withheld—*(a) *Circumstances.* Payment of money orders shall be withheld under the following circumstances:

(1) When the order is presented after the expiration of one year from the last day of the month of its issue.

CROSS REFERENCE: See § 73.14 as to payment of such orders.

(2) When the person presenting the order is a second or subsequent indorsee.

(3) When a money order is presented by a person for whom a guardian has been legally appointed and the postmaster has been notified of such appointment, payment of the money order shall be refused and the guardian notified that it will be paid when presented by the guardian or by someone to whom he has properly indorsed it. (See §§ 71.12 and 72.11 (a) (3).)

(b) *Alleged fraud by payee.* When request is made by the issuing postmaster or by the remitter that payment be withheld for sufficient time to enable the remitter to furnish proof that the order was purchased by him through false representations or other fraudulent action of the payee, or who is alleged by him to be engaged in conducting a scheme or device for obtaining money through the mails by false or fraudulent pretenses, representations, or promises, the postmaster to whom the order is presented for payment shall withhold payment and forward the request, together with the proof furnished, to the Third Assistant Postmaster General, Division of Money Orders. When the payment of a money order is not being withheld under the conditions just stated nor its payment forbidden by the Postmaster General under the provisions of § 72.17, the order shall be paid notwithstanding the protest of the remitter.

§ 72.17 *Payment forbidden to persons or concerns engaged in fraudulent schemes or lotteries.* The Postmaster General may, upon evidence satisfactory to him that any person or company is engaged in conducting any lottery, gift enterprise, or scheme for the distribution of money, or of any real or personal property by lot, chance, or drawing of any kind, or that any person or company is conducting any other scheme for obtaining money or property of any kind through the mails by means of false or fraudulent pretenses, representations, or promises, forbid the payment by any postmaster to said person or company of any postal money orders drawn to his or its order, or in his or its favor, or to the agent of any such person or company, whether such agent is acting as an individual or as a firm, bank, corporation, or association of any kind, and may provide by regulation for the return to the remitters of the sums named in such money orders. This shall not authorize any person to open any letter not addressed to himself. The public advertisement by such person or company so conducting any such lottery, gift enterprise, scheme, or device, that remittances for the same may be made by means of postal money orders to any other person, firm, bank, corporation, or association named therein shall be held to be prima facie evidence of the existence of said agency by all the parties named therein; but the Postmaster General shall not be precluded from ascertaining the existence of such agency in any other legal way. (R. S. 4041, as amended; 39 U. S. C. 732)

§ 72.18 *Disposition of undeliverable c. o. d. money order.* If an envelope containing a c. o. d. money order is returned to the office of issue endorsed "Fraudulent," "Refused—Out of business," or "Fictitious," the envelope together with the money order shall be transmitted immediately to the Third Assistant Postmaster General, Division of Money Orders.

§ 72.19 *Payment by issue of new order—*(a) *At request of payee.* The postmaster at the paying office shall not forward by mail in the form of money or check the amount of a money order sent to him by mail and purporting to be signed by the payee, but shall instead inform the latter that if he so desires a new money order for the same amount, less fee, will be drawn in lieu thereof in his favor payable at any post office he may designate.

(b) *If payee declines new order.* If the payee declines in a case of this kind to consent to the issue of a new order in his favor, the postmaster shall return to him the receipted or indorsed order.

(c) *At request of indorsee.* If an order which has been indorsed to another person is sent by the indorsee with request for a new order, the postmaster, unless satisfied as to the genuineness of the signature to the indorsement, shall return the order to the sender and advise him that his request will be complied with if he will have the signature guaranteed by the postmaster where he resides. Such guarantee shall be written on the back of the order, thus: "Indorsement guaranteed, _____ P. M., _____," followed by the stamp of the money-order office.

(d) *Notation on coupon.* When a money order is paid by the issue of another order the postmaster shall write across the coupon of the paid order the words, "Paid by issue of order No. _____," giving the serial number of the new order.

(e) *Inquiries concerning payment of money orders.* Inquiries concerning the payment of money orders shall be made on Form 6193. Inquiries should not be sent until 15 days after issue of the order, unless the remitter exhibits a letter from the payee denying receipt, written after ample time has elapsed for the order to have been received. Inquiries dated within the 15-day period shall be returned if they do not bear a notation showing receipt of a letter.

TREATMENT OF COUPONS AND PAID ORDERS

§ 72.20 *Filing of separate advice.* When a separate advice correcting the name of payee or amount is received, it shall be attached to and filed with the coupon.

§ 72.21 *Disposition of coupons and paid orders—*(a) *General.* As soon as practicable after the close of each day's business all coupons shall be detached from the paid money orders and filed in proper order, alphabetically, according to the names of issuing offices and State. At district offices the paid money orders shall be forwarded with the next requisition for stamp stock or remittance of surplus funds to the Central Accounting Office and at direct accounting offices the paid orders shall be listed daily in duplicate on Form 6014, the original to

accompany the orders to the department and the duplicate to be retained as the record of payments.

(b) *Method of filing coupons.* At post offices paying a large number of money orders daily, unless the orders are now being tabulated by the electrical accounting system, a distributing case, with compartments for each State (and several extra when needed for large States or cities) may be used for sorting the paid coupons. They shall be placed each day face downward in the appropriate compartment and allowed to accumulate until the end of the month, at which time the coupons shall be taken from the case and tied in bundles with appropriate labels showing the States in which the orders were issued, but no attempt shall be made to further assort the coupons. When it is necessary to search the record of payment to answer inquiries, to detect money orders issued on stolen forms, or to certify to applications for duplicate money orders, the appropriate State bundle shall be searched by leafing through the paid coupons as far back as the month in which the money orders were issued.

NOTE: At certain of the large post offices at which paid money orders are tabulated by the electrical tabulating system a special method of filing paid coupons adapted to the system is in use.

PART 73—REPAYMENT OF MONEY ORDERS: DUPLICATE ORDERS; PAYMENT OF INVALID ORDERS BY WARRANT

REPAYMENT OF DOMESTIC ORDERS

Sec.
73.1 Repayment upon application of remitter.
73.2 Repayment to agent of remitter.
73.3 Record of repayment.

DUPLICATE ORDERS: APPLICATION AND ISSUE

73.4 Lost valid order.
73.5 Duplicate of lost valid order.
73.6 Application for duplicate order.
73.7 Recovery of lost order.
73.8 Payment of order invalidated by indorsements.
73.9 Application for duplicate of order mutilated, defaced, or illegally indorsed.
73.10 Duplicate orders issued only by Department.

PAYMENT AND REPAYMENT OF DUPLICATE ORDERS

73.11 Where duplicate order may be repaid or paid.
73.12 Record of payment or repayment of duplicate order.
73.13 Precautions against double payment.

INVALID ORDERS PAYABLE BY SETTLEMENT CHECK

73.14 Payment of invalid money order.
73.15 Payment of lost invalid money order.

AUTHORITY: §§ 73.1 to 73.15 (except for authority cited in text) issued under R. S. 161, 396, 4027, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 711.

REPAYMENT OF DOMESTIC ORDERS

§ 73.1 *Repayment upon application of remitter*—(a) *Authorization.* The postmaster issuing a money order shall repay the amount of it upon the application of the person who obtained it, and the return of the order; but the fee paid for it shall not be returned. * * * (R. S. 4039, as amended; 39 U. S. C. 728)

(b) *When may be repaid.* A domestic money order may be repaid to the remitter, payee, or indorsee if presented at the issuing post office within one year from the last day of the month of issue, provided a duplicate of it has not been issued. (See § 72.15.)

(c) *Cancellation of other signatures or indorsements.* When a money order is presented at the issuing office and signed by the remitter, repayment shall be made although other signatures or indorsements appear on the order. The inconsistent entries shall be crossed out with pen and ink.

(d) *Dating and handling.* Immediately after repayment of a money order the date of repayment shall be stamped on the face of the order and on the back of the coupon with the office dating stamp, and at offices maintaining that record an entry shall be made in the register of orders issued. The coupon shall be detached and filed with the coupons of paid orders. Credit for the repayment shall be taken in the money-order cash-book and, at direct accounting offices, in the next money-order account which the repaid order shall accompany as a voucher. At district offices the repaid order shall be included in the next remittance to the central accounting post office. If the order is repaid at a branch post office or station, the date of repayment shall be stamped on the back of both order and coupon, but not on the face. (R. S. 4039, as amended; 39 U. S. C. 728)

§ 73.2 *Repayment to agent of remitter.* A money order may be repaid by the issuing office to such person as the remitter may designate by his indorsement thereon, substituting the word "Remitter" for that of "Payee" where the latter occurs in the printed form for indorsement, or by giving a separate written order addressed to the postmaster and to be filed at the post office. The person receiving repayment as agent designated in separate written order shall receipt the money order as such, and indicate beneath his signature the capacity in which he acts.

§ 73.3 *Record of repayment.* In the case of every repaid order, the issuing postmaster shall write the date of repayment and the words "Repaid to remitter," "Repaid to payee," or "Repaid to indorsee," as the case may be, across the face of the remitters original application, and in the column of "Remarks" against the entry of the order in the register of orders issued at offices where such register is in use.

DUPLICATE ORDERS: APPLICATION AND ISSUE

§ 73.4 *Lost valid order.* Whenever a money order has been lost within one year from the last day of the month of issue the Postmaster General, upon the application of the remitter or payee of such order, may cause a duplicate thereof to be issued, without charge, providing the person losing the original shall furnish a certificate from the postmaster by whom it was payable that it has not been, and will not thereafter be, paid; and a similar certificate from the postmaster by whom it was issued that it has not been, and will not thereafter be, repaid. * * * (R. S. 4040, as amended; 39 U. S. C. 729)

§ 73.5 *Duplicate of lost valid order*—(a) *Application.* Any postmaster may accept from the remitter, payee, or indorsee an application for a duplicate of a lost or destroyed money order or one rendered void by too many indorsements within one year from the last day of the month of issue of the original. Such postmaster shall fill out and sign Form 6002, and if the order was not issued at his office, forward the application to the issuing postmaster. The issuing postmaster shall certify that the description of the money order is correct, that the original order has not been and will not thereafter be repaid, and that notice of payment at an office other than that on which drawn has not been received. He shall then mail the application to the paying postmaster for his certification that the original order has not been and will not thereafter be paid, and for transmission to the Third Assistant Postmaster General, Division of Money Orders.

(b) *Consent of payee or indorsee.* A duplicate of an order lost before indorsement shall be issued to the payee upon his application, but if the order was indorsed the consent of either payee or indorsee shall be obtained before the duplicate will be issued to the other. Likewise, if the remitter applies for a duplicate in his favor a waiver of claim by the payee and indorsee, if any, shall be obtained unless the order was lost before mailing or the mutilated order accompanies the application. The waiver shall be written and filed with the application for duplicate.

(c) *Certificate of genuineness of consent; bond.* When an application for a duplicate order contains one of the forms of waiver of claim required by the previous paragraph, the genuineness of the signature thereto shall be certified by the postmaster at the place where the payee or indorsee resides. Issuing and paying postmasters shall aid, so far as they may be able, in obtaining the waiver required by this section. If the payee or indorsee is dead, his legal representative shall sign the form and shall be required to exhibit to the postmaster who certifies to such waiver the proper documentary evidence of his authority to act in that capacity. After the lapse of a reasonable time, if the payee or indorsee, or his legal representative, cannot be found, satisfactory evidence of that fact shall be forwarded to the department with the application for duplicate. A blank bond of indemnity, in a penal sum of the amount of the lost order, shall then, if necessary, be sent the remitter for execution and return to the department. The condition of such bond shall be that if, after the issue and payment of a duplicate to the remitter, any other person shall establish a valid adverse claim to the original order, the amount paid on the duplicate will be refunded to the department upon demand.

(d) *If payee refuses consent.* When an application is made by the remitter of a lost order for a duplicate thereof payable to himself, if the payee will not

sign consent to repayment, the postmaster at the office drawn on shall complete and certify to an application signed by the payee or indorsee for a duplicate to be drawn in favor of such applicant and, after writing across the face of the first application the words "Consent for duplicate in favor of remitter refused," shall send both applications to the postmaster at the office of issue. The latter shall then notify the remitter that the payee or indorsee demands the duplicate order, and, after changing his records and destroying the application in favor of the remitter, forward to the department the application prepared at the paying office.

§ 73.6 *Application for duplicate order*—(a) *At issuing office.* When an application for a duplicate of a lost order is received at the office where the order was issued, the postmaster shall compare the particulars of the order as entered therein with the remitter's application from which the order was issued, to see if both the office and serial numbers and all other particulars are correctly given, especially the name of the paying office. The postmaster shall also be sure that there is not on file a notice of payment at an office other than that on which drawn. When the application for duplicate is certified at the issuing office, the following shall be written or stamped across the remitter's original application Form 6001 and at offices where the register of money orders issued is in use, opposite the entry of the order in the register: "Duplicate applied for in favor of _____ (remitter, payee, or indorsee as the case may be), _____, 19____." The issuing postmaster shall enter correctly the number of his office in the upper left corner of the application for duplicate.

(b) *When application shall be forwarded.* To guard against the possibility of paying a money order more than once, the postmaster at the office of issue shall not certify or forward an application for a duplicate order prior to the expiration of the thirty-sixth day following the date on which the original was issued and not prior to 75 days if the remitter or payee is a member of the armed forces: *Provided however,* That an application may be accepted, certified, and forwarded at once if the mutilated order accompanies it or the applicant or the party in whose favor the application is made shall execute a good and sufficient bond of indemnity (Form 6116) in a penal sum not less than the amount of the order, conditioned upon the refund of the amount paid on the duplicate in the event that after payment thereof any other person shall establish a valid claim to the original order, or in case it shall appear that the original has been paid to the rightful owner at another office.

(c) *Execution of certificate at paying office.* When application for a duplicate of a money order alleged to have been lost is received at the paying from the issuing office, the postmaster, before executing the certificate as to nonpayment of the original, shall examine his file of coupons or lists of paid orders to ascertain whether payment has already been made on the original or a duplicate. If he finds that the order has not been paid, he shall execute the required certificate to that effect and forward the application to the department. He shall, by copying from the application for duplicate, prepare and file with his coupons of paid orders a description of the lost order on Form 6002–A, upon which he shall make a memorandum as follows: "Duplicate applied for in favor of _____ (payee, remitter, or indorsee), _____, 19____," the date to be inserted being that of the certificate. Particular care shall be taken to avoid mistakes in writing the amount on Form 6002–A. If it is found that the original order has been paid, the application shall be returned to the issuing postmaster with a statement to that effect, giving date of payment. (See also § 73.13 (b).)

(d) *When application for duplicate order may be accepted.* The issuing postmaster shall not accept an application for a duplicate order to be issued on account of loss of the original until sufficient time for receipt of acknowledgment from the payee has elapsed unless it is known that the original has been lost or destroyed. The application may be accepted if the postmaster at the office of payment reports that the order has not been paid, but an inquiry as to payment of a domestic money order shall not be forwarded to the paying office on Form 6193 until 15 days after the issue of the order, unless the remitter can exhibit a letter denying receipt of the remittance written after the lapse of ample time for the payee to have received the order. Unless it is indicated on Form 6193 that the remitter has been notified that the original order has not been received by the payee, all inquiries on such form received before 15 days have elapsed from the date of issue, should be returned without action.

§ 73.7 *Recovery of lost order.* When a money order alleged to have been lost comes into the possession of the remitter, payee, or indorsee thereof after application for a duplicate has been made, the postmaster to whom the order is presented shall notify the Third Assistant Postmaster General, Division of Money Orders, who may authorize the payment or repayment, as the case may be, of such original order, provided no duplicate has been issued in lieu thereof. If such duplicate has been issued, the postmaster to whom the order is presented shall write across it the words "Canceled—Duplicate issued." If the person who presents the order requires the postmaster to return it to him, he may do so; but if not, the order shall be sent to the department for disposal.

§ 73.8 *Payment of order invalidated by indorsements.* An original or duplicate money order bearing more than one indorsement is invalid in the hands of anyone other than the remitter, payee, or first indorsee. (See § 72.10.) The holder of such an order, if he is the second or any subsequent indorsee, to obtain the amount thereof, shall make application for a duplicate or triplicate, as the case may be, and furnish such proof as the Post Office Department may require relative to the genuineness of the indorsements.

§ 73.9 *Application for duplicate of order mutilated, defaced, or illegally indorsed.* Application for a duplicate of an illegally indorsed or mutilated or defaced money order shall be made on Form 6002, and may be received at either the issuing or paying post office. The coupon as well as the order itself shall be forwarded with the application to the Third Assistant Postmaster General, Division of Money Orders. If the application is made through the office at which the order was issued, a record of it shall be made as provided in § 73.6. If the application is made through the office drawn on, the postmaster thereat shall place in his files a memorandum thereof as provided in § 73.6 (c).

§ 73.10 *Duplicate orders issued only by Department.* Duplicate money orders shall be issued only by the department and not by postmasters under any circumstances.

PAYMENT AND REPAYMENT OF DUPLICATE ORDERS

§ 73.11 *Where duplicate order may be repaid or paid.* A duplicate money order shall be repaid only at the office of issue of the original or paid only at the office on which the original was drawn, although the duplicate may be mailed to the owner at some other office. When the payee of a duplicate resides at a place distant from the office on which it is drawn, it may be paid by the issue of a new order for the same amount, less fee, on the money-order office nearest such payee's place of residence. He shall receipt the duplicate, and send it to the postmaster at the office where the original was issued or on which the original was drawn, with request for payment thereof by the issue of a new order, less fee, naming the office on which the new order shall be drawn.

§ 73.12 *Record of payment or repayment of duplicate order.* Upon presentation of a duplicate of an order which was drawn on his office, the postmaster shall verify the particulars with the record of the original order on Form 6002–A, filed as provided in § 73.6, with the coupons of orders paid thereat, and upon effecting payment shall see that record of the number of the duplicate and date of payment be made on Form 6002–A, thus: "Paid by duplicate No. _____, _____, 19____." Similarly, when repayment is made on a duplicate order a note giving the number of the duplicate and the date of repayment shall be made across the face of the remitter's original application and in the register of orders issued at offices where such a record is kept. The coupon attached to the duplicate after being stamped with the date of payment or repayment shall be separated therefrom and filed in its proper place among other coupons of paid and repaid orders; and the duplicate order itself, stamped with the date of payment or repayment as voucher for the disbursement, shall be treated as other paid orders. The record kept on Form 6002–A shall be attached to the coupon and filed therewith when payment of duplicate is made at the office on which the original was drawn. Before payment or repayment is made on the duplicate, particular

care shall be taken to see that it agrees with the record as to amount.

§ 73.13 *Precautions against double payment*—(a) *Procedure.* When a money order more than a month old is presented at the paying office, the postmaster shall examine his file of coupons or lists of paid orders to see if he has any record of the order, and if he finds that an application for a duplicate of the order has already been certified and forwarded he shall follow directions given in § 73.7. Similarly, when an order more than a month old is presented for repayment the postmaster shall examine the application on which it was issued, and the file of coupons or lists of paid orders. If a duplicate has been applied for, neither payment nor repayment shall be made on the original without special authorization from the department as provided in § 73.7. Clerks in charge of contract stations shall be careful in this respect and shall in case of presentation of a money order more than a month old, inquire of the main office whether an application for a duplicate has been certified.

(b) *Card record of application for duplicates.* At first- and second-class offices where the payments are numerous, a separate card record of applications for duplicate money orders may be kept on Form 6002–B for the convenience of the paying clerk, and in such cases Form 6002–A should not be used.

INVALID ORDERS PAYABLE BY SETTLEMENT CHECK

§ 73.14 *Payment of invalid money orders*—(a) *By warrant (settlement check) only.* Domestic money orders shall not be paid at the offices upon which they are drawn, or at the offices of issue, after one year from the last day of the month of issue of such money orders; but such money orders shall be sent to the Post Office Department and shall be paid by a warrant of the Postmaster General countersigned by the Comptroller General of the United States. * * * (See § 73.15.) (Sec. 5, 22 Stat. 528, as amended; 39 U. S. C. 718)

(b) *Authority for after seven years.* The Postmaster General upon evidence satisfactory to him, and under such special regulations as he shall prescribe, may cause payment to be made in the manner prescribed in 39 U. S. C. 718 and 729 of the amount of any money order remaining unpaid after the lapse of seven years from the date of its issue. (Sec. 4, 28 Stat. 107, as amended; 39 U. S. C. 730)

(c) *Authority for after three years; General Accounting Office record.* The Postmaster General, upon evidence satisfactory to him, and under such special regulations as he shall prescribe, may cause payment to be made in the manner prescribed in 39 U. S. C. 718 and 729 of the amount of any domestic money order remaining unpaid after the lapse of three years from the date of its issue. It shall be the duty of the General Accounting Office to maintain a complete and permanent record of all unpaid money orders issued by postmasters in the United States, or such of its insular possessions as are amenable to the authority of the Postmaster General for payment within its own territory, such record to serve as a basis for adjudicating claims for payment by warrant of the amounts of said orders. (35 Stat. 416, as amended; 39 U. S. C. 731)

NOTE: A duplicate money order becomes invalid if not presented for payment within one year from the last day of the month of issue of the original.

(d) *Application for settlement check.* The holder of an original or duplicate money order which remains unpaid after the lapse of one year from the last day of the month of issue of the original, in order to obtain payment of the amount thereof, shall present such original or duplicate order to the postmaster at any post office, who shall forward it to the Third Assistant Postmaster General, Division of Money Orders, with an application from the holder for a settlement check for the amount. The application shall be made on Form 6003 and signed by the claimant. If the department is satisfied that the order has not been paid or repaid and that the applicant is entitled thereto, a settlement check for the amount thereof, drawn upon the Treasurer of the United States, shall be issued without charge to the applicant and mailed to his address. The Post Office Department, however, before issuing a settlement check for the amount of an invalid money order, whether to the remitter, payee, or indorsee, or legal representative, heirs, or assigns of either, may require him or them to furnish a bond of indemnity in a penal sum of the amount of the money order, for the purpose of securing the department against loss in the event that any other person shall establish a valid adverse claim to the order. In case the owner of the money order is deceased or incompetent, application shall be made by the legal representative of the deceased or incompetent person by executing Form 1055. When application is made by an administrator or executor, a legal representative of an insolvent bank or firm, or an assignee or trustee, the applicant shall be required to furnish the Department documentary evidence of the appointment to act in that capacity.

(e) *Regulations applicable.* The regulations governing applications for duplicate money orders, where not inconsistent with the provisions of this section or § 73.15 shall apply to applications for settlement checks in payment of orders which have become invalidated by age.

§ 73.15 *Payment of lost invalid money order*—(a) *By warrant (settlement check).* Whenever a money order, which has not been paid within one year from the last day of the month of issue, has been lost, the Postmaster General, upon the application of the remitter or payee of such order, shall issue a warrant for the payment thereof, as provided for in 39 U. S. C. 718 without charge, on the certificate of the General Accounting Office, or upon such other proof satisfactory to the Postmaster General, that the order has not been paid. (R. S. 4040, as amended; 39 U. S. C. 729)

(b) *Application for settlement check.* Application for the issue of a settlement check in lieu of an order invalidated by age, which is alleged to have been lost, shall be made in accordance with the preceding section. Satisfactory proof of such loss shall be submitted to the postmaster, who shall transmit the same to the Third Assistant Postmaster General, Division of Money Orders, with the application for the settlement check.

(c) *Conditions for issuance of settlement check.* A settlement check in payment of a money order which has become invalid because of age shall be issued if the original money order accompanies the application therefor and a duplicate money order has not been issued, provided no adverse claim to the amount of the order is pending. If the money order has been lost, the settlement check shall be issued under the same conditions, provided the order is listed as outstanding and unpaid in the records of the General Accounting Office, but unless so listed a settlement check shall not be issued when the order does not accompany the application.

CROSS REFERENCE: See § 73.4 as to first part of statute regarding payment of lost orders within one year from date of issue; sec. 4 of the act is given as part of § 73.14.

PART 74—INTERNATIONAL MONEY-ORDER SERVICE

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74.32 Duplicate of lost order payable in United States.
74.33 International c. o. d. orders.

AUTHORITY: §§ 74.1 to 74.33 (except for authority cited in text) issued under R. S. 161 396, 4028, sec. 1, 25 Stat. 654, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369; 39 U. S. C. 712.

GENERAL PROVISIONS

§ 74.1 *Establishment of international money-order service.* The Postmaster General may conclude arrangements with the post departments of foreign Governments with which postal conventions have been or may be concluded for the exchange, by means of postal orders, of small sums of money, not exceeding one hundred dollars in amount, at such rates of exchange * * * and under such rules and regulations as he may deem expedient; and the expenses of establishing and conducting such systems of exchange may be paid out of the proceeds of the money-order business. (R. S. 4028, as amended; 39 U. S. C. 712)

§ 74.2 *Regulations applicable.* As far as practicable, the regulations concerning domestic money-order business shall govern the transaction of international business, except as otherwise modified herein or by instructions published in the Official Postal Guide, Part I, or the International List.

§ 74.3 *Transaction of international money-order business*—(a) *Where authorized.* International money order business, i. e., where the international money order forms are used and the advices sent through exchange offices, shall be transacted at all post offices of the first and second classes, but only at such offices of the third and fourth classes as may be designated by the Third Assistant Postmaster General, Division of Money Orders. Each of these offices is supplied with a copy of the publication, List of International Money Order Offices (Form XIV), which should be carefully consulted in regard to the correct issue of international money orders.

(b) *Tables and instructions.* For further information in regard to the method of issuing international money orders, the postmaster shall carefully consult the tables, instructions, and models given in the International List and the Official Postal Guide, Part I.

(c) *Forms.* Application for an order payable in a foreign country named in Table 2 or 3 of the International List, shall be made on Form 6701, or on Forms 6701–A to 6701–N. The schedules of fees and tables appearing in the Official Postal Guide and International List should be kept where they may be readily consulted, so that the postmaster will be certain of charging the correct fee.

NOTE: A few of the countries named in these tables undertake to act as intermediaries in the exchange of money orders between the United States and other countries not reached by direct exchange, to keep the resulting accounts and assist in conducting correspondence relative thereto. For its service in readvising a remittance of that kind most of the foreign postal administrations make a slight deduction from the face value of the original order. For the countries with which money-order business may be transacted by such indirect exchange see the "Ready Reference Table" in the International List.

(d) *Fees.* Fees for money orders drawn on the international form for payment in foreign countries are as follows:

For orders from—			Cents
$0.01	to	$10.00	10
$10.01	to	$20.00	20
$20.01	to	$30.00	30
$30.01	to	$40.00	40
$40.01	to	$50.00	50
$50.01	to	$60.00	60
$60.01	to	$70.00	70
$70.01	to	$80.00	80
$80.01	to	$90.00	90
$90.01	to	$100.00	$1.00

DIRECT AND INDIRECT EXCHANGE: EXCHANGE OFFICES

§ 74.4 *Direct exchange.* Direct exchange of money orders on the international basis shall be made between United States and the countries named in Tables 2 and 3 of the International List.

§ 74.5 *Exchange offices; descriptive lists.* Where dissimilarity of language, monetary systems, or methods necessitates that course, money orders shall be exchanged with countries through exchange offices acting for each country. To these offices all advices and coupons of issued orders, as well as the "cancelled" order forms when payment is not made on the original orders, shall first be sent for verification and for correction of errors. The particulars of the advices shall then be entered on descriptive lists which shall form the basis of accounts. The lists shall be numbered consecutively, and each entry therein designated by two numbers, a number assigned by the exchange office according to the sequence of advices as entered in the list which is known as the international number and the serial number of the money order.

§ 74.6 *List of United States exchange offices.* (a) The following offices are authorized to certify money orders of United States issue:

(1) New York for all countries in Africa, Europe, and South America; also for Cape Verde Islands, Lebanon, Malaya, Netherlands Indies, Palestine, Siam, and Syria.

(2) New Orleans for the countries of Central America.

(3) El Paso and Laredo, for Mexico.

(4) San Francisco for China, Japan (except as noted in subparagraph (5)), the British colony of Hong Kong, New Zealand, and the Commonwealth of Australia, consisting of New South Wales, Queensland, South Australia, Tasmania, Victoria, and Western Australia.

(5) Seattle for Japan only, for all offices in Alaska, Idaho, Minnesota, Montana, North Dakota, Oregon, and Washington.

(6) Honolulu for trans-Pacific countries for offices in Hawaii only.

(7) The postmaster at Pago Pago, Tutuila, Samoa, is authorized to certify his own orders to trans-Pacific countries.

(8) Guam for orders issued in Guam payable in China, Japan, and Hong Kong.

(b) At the present time the United States has a direct exchange of money orders on the international basis with the following countries:

Argentina.
Australia (Commonwealth of) consisting of—
New South Wales.
Queensland.
South Australia.
Tasmania.
Victoria.
Western Australia.
Austria.
Belgium.
Brazil.
Chile.
China.
Colombia.
Costa Rica.
Czechoslovakia.
Denmark.
Finland.
France.
Great Britain and Northern Ireland.
Greece.
Guatemala.
Honduras.
Hungary.
Iceland.
Ireland (Eire).
Italy (including San Marino).
Lebanon.
Luxemburg.
Mexico.
Netherlands.
New Zealand.
Norway.
Peru.
Poland.
Salvador.
Surinam.
Switzerland.
Syria.
Tunis.
Union of South Africa, consisting of—
Cape of Good Hope.
Natal and Zululand.
Orange Free State.
The Transvaal.
Uruguay.
Yugoslavia.

ISSUE OF INTERNATIONAL ORDERS

§ 74.7 *Issue of international orders at domestic money order offices.* International money orders must be issued only at such offices as are specifically authorized to transact such business. Postmasters who have been authorized to transact domestic money-order business, but have not been specifically authorized to transact international money-order business, shall not issue money orders for payment in any foreign country other than those enumerated in Schedule No. 1 under the heading "Postal Money-Order System" in the Official Postal Guide. When an intending remitter applies at a domestic office for a money order payable in any foreign country not enumerated in Schedule No. 1, the postmaster shall direct him to the nearest international money-order office.

§ 74.8 *Postmasters prohibited from filling in applications.* A postmaster may advise an applicant for an international order, but shall not fill in the form of application, except in the cases of money orders issued in payment of c. o. d. parcels. If the applicant is unable to write, he should request someone not connected with the post office to prepare the application. Should a postmaster disregard this caution, and an improper payment result therefrom, he will be held accountable for the amount.

§ 74.9 *Particulars in application*—(a) *Examination of.* The postmaster shall examine every application for an international order and require that the necessary particulars be given therein. There shall be no misunderstanding be-

tween him and the applicant in regard thereto.

(b) *Name and address of payee.* The full name and exact address of the payee shall be stated, including the name of the city, town, or village, and country, and also the name of the canton, department, or district, as the case may be. When entered in the application form, the payee's address should be exactly the same as that on the letter conveying the order or a notice of its issue to the payee.

(c) *Street and number.* When the payee resides in a town or city, the name of the street and the number of the house shall, if possible, be given.

(d) *Soldier payee.* If the person to whom the money is to be sent is a soldier, his rank, company, regiment, and the branch of the service (Infantry, Cavalry, Artillery, etc.) to which he is attached shall be stated, in addition to the name of the place where he may be stationed.

(e) *Sailor payee.* If the payee is a sailor, his rank or rating and the name of the ship on which he is serving shall be stated, beside the name of the place where the vessel was stationed at latest accounts.

(f) *Woman payee.* If the payee is a woman, it shall be stated whether she is single, married, or a widow. If married, her own given name (not that of her husband), as well as her name by marriage should be furnished.

§ 74.10 *Care in writing advice*—(a) *Responsibility for.* The greatest care shall be exercised to copy in the advice every detail given in the remitter's original application. The omission of something seemingly unimportant may result in wrong payment, for which the issuing postmaster will be held responsible if efforts made for recovery of the amount prove unsuccessful.

(b) *Language; use of Form 6083.* If the address furnished by the remitter is not written in English script or Roman letters which can be accurately transcribed, the remitter may write in his own language the payee's address on Form 6083, which shall then be attached to the advice and mailed with it to the exchange office. This Form 6083 is obligatory for all money orders payable in China, Lebanon, Greece, Palestine, Syria, and Yugoslavia, and for those payable in (or through) Japan, when the remitter and payee are Chinese, Japanese, or Korean.

(c) *Full details required.* In no case shall the procuring of Form 6083 absolve the issuing clerk from copying, most carefully, on the advice the full details given by the remitter on his original application.

§ 74.11 *Dispatch of advices.* Advices of international money orders (accompanied when necessary with the Form 6083), as also German card orders, shall be dispatched to the proper exchange office by the earliest mail after the issue of the orders, and shall be sent only in the special envelopes (No. 52) furnished for that purpose.

§ 74.12 *Errors*—(a) *Discovered before delivery to purchaser.* If a mistake in either order, advice, coupon or receipt is observed before handing the order to the purchaser, all parts shall be marked "Not issued" and the next following order, advice, coupon and receipt shall be substituted therefor.

(b) *Disposition of spoiled blanks.* The spoiled blanks (order, receipt, advice, and coupon) shall be detached from the book of forms, treated as "Not issued," and forwarded with the next money-order account. (See § 18.25.)

(c) *Discovered after delivery to purchaser.* In no case shall an international order be treated as "not issued" after the order, advice, or receipt has passed beyond the control of the issuing postmaster. If an error has been made in the advice which is not detected until after the order of the same number has been delivered to the remitter and has passed beyond the control of the issuing office, a duplicate advice on Form 6702 shall be issued, attached to the original—after the latter has been marked "Spoiled in issue"—and transmitted therewith to the proper exchange office.

(d) *Correction after certification of advice.* If an error is discovered after certification of an advice, or if a remitter desires to correct the name or address of a payee, notice of the correction shall be given to the exchange office to which the advice was sent; but Form 6760 and not a second advice shall be used for that purpose.

§ 74.13 *Missing advice of order payable abroad*—(a) *Duplicate advice.* Upon receipt by a postmaster in the United States of a notification from an exchange postmaster that the advice of an international order issued by the former has not been received by the latter, a duplicate advice, on Form 6702, shall be issued and forwarded to the exchange office. Such duplicate advice shall bear the same number as the original which it replaces. The name of the issuing office shall be written at the top of the form. The impress of the office dating stamp shall indicate the actual date of issue of the duplicate advice, but the written date in the body of the form shall be that of the original advice.

(b) *Responsibility for double payment.* Should a double payment result from lack of due precaution in the issue or certification of a second advice, on Form 6702, the postmaster at fault will be held responsible for the amount overpaid.

(c) *When duplicate advice to be issued.* A duplicate international advice shall be issued upon formal application from the exchange office to which the original was sent or upon instructions from the department. In either case the application for an advice shall be returned to the exchange office or the department, accompanied by the duplicate. A memorandum of the action taken shall be noted upon the remitter's application.

(d) *Loss of original advice.* Should information reach the issuing postmaster from other sources, indicating the loss of an original international advice, he shall communicate at once with the exchange office, and forward a duplicate advice warning the exchange office against double certification.

§ 74.14 *Correspondence*—(a) *Inquiries concerning payment.* Inquiries concerning payment of international money orders issued in the United States shall be addressed on Form 6684 to the exchange office through which the advice was transmitted. Form 6684 should also be used when the remitter of an international money order applies for a duplicate.

(b) *To be avoided when unnecessary.* In order to obviate unnecessary correspondence the issuing postmaster shall decline to make inquiry unless satisfied that the remitter has just and reasonable cause for complaint, as, for instance, the death or removal of the payee, or a letter denying receipt of the amount or affirming that wrong payment has been made. If the remitter offers written evidence to substantiate his statement the postmaster shall attach the document to Form 6684 and forward both to the proper exchange office.

NOTE: Complaints of alleged wrong or delayed payment of money orders drawn on most foreign countries will not be considered by those countries unless made within one year from the date of payment or from the date on which the order, if unpaid, would have become invalid by reason of age.

§ 74.15 *Certification of advice withheld because of fraud order.* When an advice of a money order is received at an exchange office drawn in favor of a person or concern to whom payment is forbidden by the Postmaster General under the provisions of § 72.17 of this chapter, the advice, coupon (and canceled order if drawn on a country listed in Table 3) shall be attached to Form 6759, properly completed to show that the advice has not been certified, and forwarded to the Third Assistant Postmaster General, Division of Money Orders.

§ 74.16 *Record on application of all action taken.* A memorandum of all action taken in regard to an international money order, such as the issue of a duplicate advice, application for repayment, inquiry as to payment, etc., shall be made by the issuing postmaster on the remitter's application to prevent conflicting action being taken in the future.

§ 74.17 *International order issued for c. o. d. parcel*—(a) *Procedure.* Before delivering a c. o. d. parcel from one of the countries with which c. o. d. service is in effect, the clerk having charge of the assignment of such parcels for delivery shall complete an application on Form 6701 from which the international money order is later to be issued. The amount of the c. o. d. charges plus the money-order fee collected from the addressee shall be turned over to the money-order section with Form 6701, and a receipt shall be given on Form 3815. An international money order shall be issued, the advice and coupon sent to the proper exchange office and the receipt attached to the record of delivery of the parcel to show that the charges have been remitted.

(b) *Retention of Form 6701 for record.* Form 6701 completed from parcels which for any reason are not delivered shall not be destroyed or turned over to the money-order section but shall be retained by the clerk having charge of the assignment of c. o. d. parcels for delivery, to provide a record of the name and address of the sender and may also be used

to show what was done with the undeliverable parcels.

(c) *When office not authorized to transact international money-order business.* When a c. o. d. parcel from abroad is received at a post office not authorized to transact international money-order business, the postmaster shall complete an application on Form 6001 and shall collect from the addressee the c. o. d. charges plus the domestic fee *and* the fee for an international money order of the amount of the charges. He shall issue a domestic money order in favor of the postmaster at the proper exchange office for the amount of the c. o. d. charges *and* the international money-order fee, and mail it (the domestic money order) to him with an application on Form 6001 for the issue of an international money order. The postmaster at the exchange office shall issue an international money order to remit the charges to the shipper of the parcel in the foreign country. (To determine the proper international fee and exchange office, consult Schedule 2 and Table 3, respectively, in Part I of the Official Postal Guide, under the heading, "The Postal Money Order System.")

REPAYMENT OF UNITED STATES INTERNATIONAL ORDERS

§ 74.18 *Authority for repayment*—(a) *Required.* Under no circumstances shall an international money order drawn on any country named in Table 2 or 3 of the International List be repaid without express authority from the Third Assistant Postmaster General, Division of Money Orders.

(b) *Application forwarded to exchange office.* After preparing and signing an application for repayment on Form 6759 to which the order should be attached if in remitter's possession, the issuing postmaster shall send it to the proper exchange office for entry of the particulars of certification. If the advice has been certified, the receiving exchange office shall supply the number and date of the list and the international number of the order and forward the application to the foreign office for its action. If the foreign postal administration acts favorably on the application by placing the amount of the order at the disposal of the postal administration of this country, an authorization for repayment shall be sent the issuing postmaster by the Third Assistant Postmaster General, Division of Money Orders.

(c) *Advice returned by exchange office.* If the advice has been received but not certified by the exchange office, both advice and an application on Form 6759 for authority to repay shall be transmitted directly to the Third Assistant Postmaster General, Division of Money Orders, and the formal consent of the country drawn upon for the desired repayment to the remitter need not be requested.

PAYMENT OF INTERNATIONAL ORDERS

§ 74.19 *Payment of orders*—(a) *Regulations applicable.* The regulations relative to the payment of domestic money orders, except where inapplicable or otherwise modified, shall apply equally to international orders. Greater care shall be exercised in regard to the latter class of orders because of the increased possibility of error arising from the inability, in many instances, of the persons presenting such orders to speak the English language.

(b) *Examination of order and advice.* When a money order is presented for payment, the postmaster shall examine it to see that it is properly drawn, signed, and stamped; that it corresponds exactly with the advice, and that it is signed by the payee or by the person authorized by the payee to receive payment. (See §§ 72.5 and 72.7.)

§ 74.20 *Payment of international order withheld*—(a) *Circumstances.* Payment of an international order shall be withheld under the following circumstances:

(1) When an advice has not been received.

(2) When advice has not been certified.

(3) When the amount is not plainly stated therein.

(4) When the name given by the payee does not correspond with that in the order and advice.

(5) When the order or advice contains an alteration or erasure affecting the amount or the name of the payee.

(6) When the order bears two or more indorsements. (See §§ 72.11 to 72.15, inclusive, as to order presented by original payee or first indorsee.)

(7) When the order is invalid by reason of age.

(b) *Invalid order.* When a money order issued in any foreign country is presented for payment after one year from date of issue, the postmaster shall forward it to the Third Assistant Postmaster General, Division of Money Orders, accompanied by a statement that the holder desires payment although the order is invalid. Such orders shall not be paid until authority is received from the department.

(c) *Inquiry.* In any such case, except those specified in paragraph (a) (7) of this section, the postmaster shall immediately address an inquiry to the exchange office or report to the department for instructions.

§ 74.21 *Irregularities not affecting payment.* If it be regular in other respects, a postmaster may pay an order for which he holds an advice, notwithstanding the fact that the order itself designates a different office of payment. Before sending in the paid order as a voucher, he shall write across its face in red ink, "Advice certified to this office." An international order lacking the stamp of the issuing office, the signature of the postmaster, or initials of the issuing clerk may also be paid if the corresponding advice is on file at the paying office.

§ 74.22 *Payment to indorsees and representatives*—(a) *Regulations applicable.* The laws and regulations which govern the payment of domestic orders to indorsees, attorneys, and the legal representatives of deceased payees shall apply also to international orders.

(b) *How indorsement is made.* No provision is made for indorsement on most orders of foreign issue, but an indorsement may be written on the back as in the case of a domestic order.

(c) *Identification.* When an order is presented by an indorsee or attorney he occupies precisely the same position as the payee were the latter to claim payment in person, and, if unknown, shall be required to establish his identity to the satisfaction of the postmaster, furnishing such proof as the postmaster may require as to the genuineness of the indorsement.

ADVICES AT PAYING OFFICES

§ 74.23 *Missing advice of order payable in United States.* When an order issued in any of the countries named in Tables 2 and 3, International List, is presented for payment and no advice has been received, the paying postmaster shall immediately apply on Form 6752 to the proper exchange office in this country for an advice.

§ 74.24 *Advice not certified.* When a postmaster receives an advice of an international money order issued in one of the countries named in Table 2 of the International List, which advice has not been certified, he shall promptly send it to the proper exchange office in the United States to be returned to the foreign country for certification.

§ 74.25 *Card order not certified.* When an uncertified card order is received by a postmaster or presented to him for payment, he shall send it to the Third Assistant Postmaster General, Division of Money Orders, with a statement of the facts and request that it be replaced by a formal international order.

§ 74.26 *Correction of advice through exchange office.* In case of a difference between the name of the payee as stated in the advice and that given by the holder of the order, or in the event of an alteration of the amount, the postmaster shall immediately dispatch, on Form 6752, a request for correction to the proper exchange office.

§ 74.27 *Treatment of advices.* Advices of orders issued in the countries named in Tables 2 and 3 of the International List are sent to exchange offices in their respective countries, there to be verified before entry in descriptive lists, which are then formally certified and transmitted to the corresponding exchange offices in the United States.

§ 74.28 *Treatment of orders.* Money orders issued in the countries named in Table 2 of the International List are mailed by the remitters to the payees and payment is made on the original orders. However, for those issued in the countries named in Table 3, upon receipt of the lists at the exchange offices in this country, new orders shall be issued and forwarded to the payees at the same time that the advices are mailed to the paying offices.

§ 74.29 *Value in United States money to be entered in advice.* In orders issued in the countries named in Table 2 of the International List, the amounts are frequently expressed in foreign money only, but the equivalent sum in United States currency to be paid is noted in each advice by the foreign exchange office.

§ 74.30 *Notation of amount and date of payment.* Before the paid order is transmitted as a voucher from a direct accounting office or is transmitted as postal funds by a district postmaster to his central accounting office the paying postmaster shall note in red ink in the upper portion of the order the amount paid and the international number appearing on the back of the advice. The date of payment shall be stamped on both order and advice.

§ 74.31 *Unclaimed international orders*—(a) *Notice to payee.* When, at the end of each month, the advices of unpaid international money orders have remained on hand since the close of the previous month, the postmaster shall notify the payees by means of Form 6706 to apply for payment.

(b) *Invalid orders.* By the terms of the conventions with the various foreign countries with which the United States exchanges money orders, those which remain unpaid for one year (six months in the cases of Lithuania and Malaya) from the date of issue become invalid. Postmasters shall send promptly to the Third Assistant Postmaster General, Division of Money Orders, the advices of all international money orders which become invalid by reason of age.

DUPLICATES OF FOREIGN ISSUE INTERNATIONAL ORDERS

§ 74.32 *Duplicate of lost order payable in United States.* When notified of the loss or nonreceipt of a money order issued in any of the countries named in Tables 2 and 3, International List, the paying postmaster, if the advice is in his possession, shall accept the payee's application for a duplicate on Form 6753 and forward it to the department. If he has not received the advice he shall apply on Form 6752 to the proper exchange office for a duplicate advice before certifying to an application for a duplicate order.

§ 74.33 *International c. o. d. orders*—(a) *Payment.* The rules which govern the payment of international money orders generally, apply to those issued in foreign countries to pay the c. o. d. charges on parcels mailed in the United States. Since such money orders may be drawn on any post office in this country, one may be drawn on an office which is not authorized to transact international money-order business. In such event, when the advice reaches him the postmaster shall pay the order and claim credit for it in the same manner as for paid domestic orders.

(b) *Not to be repaid.* An international c. o. d. money order shall not be repaid to the remitter, except when the sender of the parcel authorizes such action and waives all claim to the c. o. d. charges or indemnity therefor. When it appears that any person or firm is using the international c. o. d. service to further a scheme to defraud and postmasters are informed of that fact, they shall decline to pay international money orders drawn in favor of that person or firm and shall send the advices to the Third Assistant Postmaster General, Division of Money Orders.

PART 75—SEMIDOMESTIC MONEY-ORDER SERVICE

GENERAL PROVISIONS

Sec.
75.1 Establishment of semidomestic money-order service.
75.2 Domestic regulations govern.
75.3 Form of order.

APPLICATIONS AND FEES

75.4 Form of application.
75.5 Limitation and fees.
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INDORSEMENTS

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75.10 Correspondence.

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75.12 Applications for duplicate orders.

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FORMS OF POSTAL ORDERS WHICH SHALL NOT BE PAID

75.14 Foreign postal notes not to be paid.

AUTHORITY: §§ 75.1 to 75.14 issued under R. S. 161, 396, 4027, 4028, sec. 1, 25, Stat. 654, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 711, 712.

GENERAL PROVISIONS

§ 75.1 *Establishment of semidomestic money-order service.* Under the authority granted by § 74.1, the Postmaster General from time to time has concluded arrangements with the postal administrations of certain foreign countries for the transaction of money-order business on the domestic basis. The names of such countries will be found under the title "Postal Money Order System" in Table No. 1, which appears in Part I of the Official Postal Guide.

§ 75.2 *Domestic regulations govern.* As far as practicable the regulations concerning domestic money-order business shall govern the transaction of business with the countries named, except as otherwise herein modified, or by instructions subsequently issued in the Official Postal Guide and the Register of Money-Order Post Offices (Form XI).

§ 75.3 *Form of order.* Money orders intended for payment in any of the countries named in Table 1 (Part I, Official Postal Guide) shall be drawn on the domestic form and made payable only at those post offices listed in the Register of Money-Order Post Offices, which shall be kept up to date from changes published in the Supplements to the Official Postal Guide. The money order shall be delivered to the remitter for transmission to the payee.

APPLICATIONS AND FEES

§ 75.4 *Form of application.* Applications for the issue of money orders, payable in the countries with which business is conducted on the domestic basis, shall be made on Form 6001.

§ 75.5 *Limitation and fees.* A money order shall not be issued for more than $100, and the fees shall be the same as for other domestic orders. (For schedule see § 71.7 of this chapter.)

§ 75.6 *Full particulars in application.* The postmaster shall examine every application for a semi-domestic money order and require that the necessary particulars be given therein. He shall determine whether the place named in the application is a money-order office and for that purpose shall consult, if necessary, the list of post offices appearing in the latest edition of Form XI (Register of Money-Order Post Offices, as corrected). The full name and exact address of the payee shall be stated, including the name of the State, colony, or island and the province or parish.

ADVICES

§ 75.7 *Advices*—(a) *Separate form furnished by certain countries.* The arrangements concluded with some of the countries provide for the use of a separate advice form in exchange of money orders. Postmasters shall consult the Official Postal Guide and Register of Money-Order Post Offices to ascertain which countries use advices.

NOTE: Canada, Canal Zone, Cuba, Jamaica, Newfoundland, and the Philippine Islands do not forward an advice for each order issued, as coupons attached to the orders serve the purpose of advices.

(b) *Advice to be sent to St. Vincent.* In the issue of orders for payment in these countries it is necessary to send an advice to St. Vincent only. When orders are issued for payment in that Colony, Form 6006 shall be dispatched to the postmaster at the office drawn on by the earliest mail available.

(c) *Invalid advices.* At the end of one year from the last day of the month of issue the advices of orders which were issued in any of these countries and which remain unpaid during that period shall be sent to the Third Assistant Postmaster General, Division of Money Orders.

(d) *Missing advices.* If the order was issued in any of the countries with which money-order business is transacted on the domestic basis, with the exception of Canada, Canal Zone, Cuba, Jamaica, Newfoundland and the Philippine Islands, the postmaster shall forward directly to the issuing office a request for a duplicate advice on Form 6006.

PAYMENT

§ 75.8 *Payment*—(a) *Examination before.* When a money order issued in a country with which business is transacted on the domestic basis is presented for payment, the postmaster shall examine it to see that it is properly drawn, signed, and stamped. If the order was issued in a country which furnishes an advice, the advice must be on file and comparison made to ascertain that it corresponds in every particular with the order.

(b) *Payable only at office on which drawn.* A money order issued in one of the countries with which business is conducted on the domestic basis, may be paid only at the post office in the United

States on which drawn. If presented at another office the postmaster shall forward the order to the Third Assistant Postmaster General, Division of Money Orders, where the necessary change will be made to enable the postmaster to effect payment.

(c) *Stamping and filing after payment.* Immediately after payment of an order, the date of payment shall be stamped upon the order and the advice or coupon in the spaces provided for that purpose. All advices and coupons of money orders paid shall be filed in proper order, alphabetically, according to the names of issuing offices and country of origin, and preserved for a period of not less than three years.

INDORSEMENTS

§ 75.9 *Indorsements*—(a) *Number limited.* Unless specifically stated on a money order issued in a country named in Table 1 (Part I, Official Postal Guide), the number of indorsements thereon is limited as in the case of United States domestic orders.

(b) *Regulations applicable.* With this exception, the laws and regulations governing the payment of domestic money orders to indorsees, attorneys, and the legal representatives of deceased payees shall apply also to money orders issued in these countries.

CORRESPONDENCE

§ 75.10 *Correspondence*—(a) *With Canada.* Postmasters are expressly forbidden to correspond with the postal administration of Canada or with Canadian postmasters regarding money orders except when it is necessary to apply for the particulars of an order by means of a separate advice or to forward a separate advice of an order to Canada. All other correspondence, including inquiries as to payment, shall be referred to the Third Assistant Postmaster General, Division of Money Orders.

(b) *With other countries.* Inquiries concerning payment of money orders drawn on other countries named in Table 1 (Part I, Official Postal Guide) and notices of repayment of original orders may be sent direct to the postmasters drawn on. All other correspondence shall be referred to the Third Assistant Postmaster General, Division of Money Orders.

(c) *Form.* If within a reasonable time after the issue of an order for payment in one of these countries, the remitter informs the postmaster that it has not been paid, inquiry shall at once be made of the postmaster drawn on using Form 6193 for that purpose.

(d) *Response to inquiry.* Upon receipt from the issuing postmaster in one of these countries of any inquiry concerning payment of an order, the paying postmaster in this country shall promptly forward the desired information.

(e) *Request for correct particulars.* When request for correct particulars of a money order is received by a postmaster in the United States, Form 6006 shall be completed and sent directly to the postmaster drawn on. The same form shall be used to obtain the correct particulars of a money order issued in any country named in Table 1 (Part I, Official Postal Guide).

REPAYMENT

§ 75.11 *Repayment*—(a) *How effected.* Repayment of an order drawn on one of the countries with which business is conducted on the domestic basis, may be effected upon presentation before it has become invalid by reason of age, provided an application for a duplicate has not been certified. In the case of an order payable in St. Vincent, the postmaster at the office in that Colony on which the order was drawn shall be notified of repayment and shall be requested to return the advice or to forward a certificate of nonpayment. Form 6036 shall be used for this purpose.

(b) *Return of advice.* When a notice is received from the issuing postmaster abroad that an order drawn on an office in the United States has been repaid, the postmaster shall transmit the corresponding advice or a certificate of nonpayment (Form 6028), to the Third Assistant Postmaster General, Division of Money Orders, with the notice from the foreign country, provided a duplicate has not been paid. A memorandum advice on Form 6006, giving the particulars of the order and bearing a notation that the advice or a certificate of nonpayment has been sent to the department with the notice of repayment, shall be filed with the unpaid advices and retained for one year. If, however, a duplicate has been paid the postmaster shall report the date of payment.

DUPLICATE ORDERS

§ 75.12 *Applications for duplicate orders*—(a) *To be sent to Department.* Duplicates of orders are issued by the department of the country of origin, and applications on Form 6002 shall be forwarded to the Third Assistant Postmaster General, Division of Money Orders, regardless of whether the order was issued in the United States or in any of the countries named in Table 1 (Part I, Official Postal Guide).

(b) *Record.* If the order was issued in any of these countries the postmaster drawn on shall, by copying from the application for the duplicate, or from the advice of the unpaid order, prepare and file with his coupons of paid orders a description of the lost order on Form 6002–A, upon which he shall make a memorandum as follows: "Duplicate applied for in favor of _____ (payee or remitter), _____, 19____," the date to be inserted being that of the certificate.

INVALID ORDERS

§ 75.13 *Invalid order*—(a) *Issued in United States.* When an order issued in the United States for payment in one of the countries with which business is conducted on the domestic basis, becomes invalid by reason of age and payment or repayment is desired, application shall be made on Form 6003, to the Third Assistant Postmaster General, Division of Money Orders, for a settlement check.

(b) *Issued in foreign countries.* When a money order issued in one of these countries is presented for payment after the period of validity has expired or when an inquiry is made regarding an invalid order alleged to have been lost, the postmaster shall forward the order or inquiry, as the case may be, to the Third Assistant Postmaster General, Division of Money Orders, with request for authority to pay or for instructions.

FORMS OF POSTAL ORDERS WHICH SHALL NOT BE PAID

§ 75.14 *Foreign postal notes not to be paid.* The instructions contained in this chapter refer only to postal money orders. Postmasters are cautioned not to pay Canadian postal notes or any other notes or instruments of other countries used exclusively in the transaction of their internal business.

PART 77—MONEY-ORDER BUSINESS ON RURAL ROUTES

CONDUCT OF BUSINESS AT RURAL STATIONS

Sec.
77.1 Money-order facilities at rural postal stations.

PURCHASE OF MONEY ORDERS THROUGH RURAL CARRIERS

77.2 Money-order supplies for rural carriers.
77.3 Rural carriers to receive applications for money orders.
77.4 Procuring the order.
77.5 Turning in applications and funds.
77.6 Carrier's record.
77.7 Delivery of order to applicant.
77.8 Exchange from one carrier to another.

PAYMENT OF MONEY ORDERS THROUGH RURAL CARRIERS

77.9 Payment of orders through carriers.

AUTHORITY: §§ 77.1 to 77.9 issued under R. S. 161, 396, 4027, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 711.

CONDUCT OF BUSINESS AT RURAL STATIONS

§ 77.1 *Money-order facilities at rural postal stations*—(a) *Authorization.* Rural postal stations shall be supplied with money-order facilities upon their establishment, and money orders shall be issued by clerks in charge of such stations, under the direction of the postmasters at the offices to which the stations are tributary. Money orders shall not be drawn on a rural postal station. (See §§ 26.18, 71.3, and 71.18.)

(b) *Clerks in charge*—(1) *Remittances by.* Clerks in charge of rural postal stations shall remit daily to the post offices to which their stations are tributary all money-order funds accruing at the stations. They shall also render to the postmaster daily reports, on Form 6019, of the money-order business transacted at the stations.

(2) *Permitted to cash orders conditionally.* Clerks in charge of rural stations who are supplied with sufficient funds for the purpose may, with the approval of the postmasters of the offices to which the stations are attached, cash for payees who prove their identity, or for such duly authorized persons as may present the same, money orders drawn upon such offices. (See §§ 72.4 and 72.11.) In every such case the postmaster shall treat the cashed orders as vouchers, and shall stamp each of such orders on the face as paid at his main office, and take credit as for payment made thereat. (See §§ 72.9 and 76.11.)

(3) *Regulations and instructions.* In the transaction of money-order business, clerks in charge of rural postal stations shall be governed by this subchapter and by such special instructions as may from time to time be issued by the department.

PURCHASE OF MONEY ORDERS THROUGH RURAL CARRIERS

§ 77.2 *Money-order supplies for rural carriers*—(a) *Applications and receipts.* Each rural carrier shall be furnished with a supply of money-order applications for the use of remitters, and with a book of forms for receipts (No. 6387) to be given by him for money intrusted to him for the purchase of orders.

(b) *Numbering of receipt forms and stubs.* The postmaster shall number consecutively in ink all of the receipt forms and stubs in each receipt book before it is given to the carrier for use. The numbers shall begin with No. 1 for both receipt and stub when the route is established and be continued consecutively through succeeding books until No. 500 is reached, when the series shall again begin with No. 1.

§ 77.3 *Rural carriers to receive applications for money orders*—(a) *Procedure.* Rural carriers while serving their routes shall take applications for money orders, accept the amounts it is desired to send, plus the fees, and give receipts therefor. On the back of each application the carrier shall write over his signature the number of the receipt given by him to the remitter (the purchaser). In case the amount tendered is in excess of the amount required and the carrier cannot make change, he shall request the patron to meet him on his next trip and return to him the excess amount received, which amount the carrier shall not in any case leave in the patron's box.

(b) *Money not to be deposited in mail boxes.* Patrons on rural routes must not deposit money in their mail boxes for the purchase of money orders. Patrons who deposit money in mail boxes, instead of paying it to the carrier and obtaining his receipt, do so at their own risk. If, however, money is left in a box for the purchase of an order the carrier shall present it to the postmaster with an application on Form 6001, and upon forwarding the remitter's receipt, the postmaster should call the attention of the sender to the provisions of this paragraph.

§ 77.4 *Procuring the order.* When application for a money order is made through a rural carrier, such order shall be procured only at the post office or station to which he is attached; except that the amount collected on a collect-on-delivery parcel and the receipted tag shall be given to the postmaster from whom the carrier received the parcel.

§ 77.5 *Turning in applications and funds.* Immediately after returning from the service of his route to the office to which he is attached the rural carrier shall exhibit to the postmaster or the clerk designated for the purpose his book of receipts (Form 6387), and shall present the applications he has received and the money, including fees, for money orders; and the postmaster shall issue the orders in accordance with the applications.

§ 77.6 *Carrier's record*—(a) *Receipt stub.* The date, number, and amount of each order purchased through a rural carrier shall be entered by the issuing employee on the stub of the receipt (Form 6387) given by the carrier to the purchaser, and the stub shall be signed by the postmaster, or in his name by the issuing clerk, as provided in § 71.18 of this chapter. The stub thus receipted shall constitute the postmaster's receipt to the carrier for the money.

(b) *Treatment of spoiled receipt.* If a receipt form is spoiled, and therefore not delivered to an applicant, the word "Spoiled" shall be written on the stub and receipt form by the carrier, and the receipt form delivered to the postmaster.

(c) *Retention of stubs.* After all the receipt blanks in a book have been used, the carrier may turn the stubs over to the postmaster for preservation, or the carrier may, if he desires, retain the stubs himself for his own protection.

§ 77.7 *Delivery of order to applicant*—(a) *Method.* A money order, with the receipt attached, issued on an application presented through a rural carrier shall, if possible, be personally delivered on the route to the applicant or his duly authorized representative when the carrier makes his next regular trip, but the carrier should not leave his route for this purpose. If personal delivery is found impracticable, the order and receipt may be inclosed in a penalty envelope addressed to the applicant and deposited in applicant's (the remitter's) mail box.

(b) *By mail.* When the applicant requests that the order be mailed to the payee, the rural carrier shall deliver to the postmaster an addressed envelope furnished by the remitter with the requisite postage affixed in which the postmaster shall mail the order direct to the payee instead of having it delivered to the remitter, as outlined in the preceding paragraph. No remuneration or extra fee shall be received for such such service.

(c) *Treatment of receipt and money order at post office.* When the order is mailed direct to the payee by the postmaster, the receipt form, duly stamped and showing the amount, shall be detached from the coupon of the money order and mailed in a sealed penalty envelope (No. 4) to the remitter.

§ 77.8 *Exchange from one carrier to another*—(a) *Method.* In case a rural carrier is, by authority of the department, required to deliver his collections to another carrier to be taken by him to a post office or station, the carrier who made the original collection shall deliver also the money-order applications and the money for the orders, including fees for the same, to the other carrier for delivery at such office or station and take proper receipt for the amount in each case on Form 6387, changing the same to read as follows:

Received of _____ (remitter), through _____ (rural carrier No. _____), the sum of _____, etc.

(b) *Receipt.* The carrier who originally received the application and money shall keep this receipt attached to the stub of the receipt given to the remitter. The postmaster of the office to which the carrier is attached shall receipt on Form 6387 to the carrier presenting the application and money.

PAYMENT OF MONEY ORDERS THROUGH RURAL CARRIERS

§ 77.9 *Payment of orders through carriers*—(a) *Method.* Money orders drawn in favor of persons residing on a rural route may, as a matter of accommodation, be paid through the carrier serving the route, but the carrier shall not in any case ask for or accept any fee or compensation for collecting the amount of an order.

(b) *Request of payee*—(1) *Formal required.* The payee, so situated, who desires to collect the amount through the carrier, shall deliver the money order to the latter and therewith hand him a separate request, addressed to the paying postmaster, in the following form:

Please pay to _____, carrier, for delivery to me, the amount of money order No. _____ issued at _____ in my favor and this day handed to him by me for collection.

(2) *In writing or in printed form.* Such request, properly dated, may be made wholly in writing or on Form 6387–A.

(c) *Receipt of carrier for money from postmaster.* In such case the carrier, upon receiving the money from the postmaster, shall execute a receipt therefor on the back of such request, which shall then be filed with the coupon.

(d) *Receipt of payee on face of order.* Upon delivery of the money by the carrier to the payee, the latter shall be required to execute the receipt on the face of the order; and the order shall then be turned over by the carrier to the postmaster, to be by him treated as the voucher for the payment.

(e) *Additional receipt if order receipted before collection.* If the payee has receipted the order before delivering it to the carrier for collection the postmaster shall instruct the carrier to procure an additional receipt from the payee when he pays the money, which receipt shall be filed with the coupon.

PART 78—POSTAL NOTES

Sec.

78.1 Authorization of postal notes.
78.2 Where available.
78.3 Adhesive postal note stamps.
78.4 Fee.
78.5 Distribution.
78.6 Issue.
78.7 Spoiled notes.
78.8 Payment.
78.9 Payment to purchaser.
78.10 Negotiability.
78.11 Applications for duplicates of lost, mutilated, or invalid postal notes.
78.12 Report of loss of postal note stock.
78.13 Treatment of paid postal notes at district offices.
78.14 Fixed credits.
78.15 Requisitions for stock.

AUTHORITY: §§ 78.1 to 78.15 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25, sec. 207,

62 Stat. 1260; 5 U. S. C. 22, 369, 39 U. S. C. 738a.

§ 78.1 *Authorization of postal notes*—(a) *Amount and fee.* The Postmaster General may authorize postmasters at such offices as he shall designate, under such regulations as he shall prescribe, to issue and pay money orders not exceeding $10, to be known as postal notes. The fee for issuance thereof shall be 8 cents each.

(b) *Validity period; not negotiable.* Postal notes shall be valid for two calendar months from the last day of the month of their issue, but thereafter may be paid by the Postmaster General or refund may be made in case of loss, upon evidence satisfactory to him, under such regulations as he may prescribe: *Provided,* That no claim for the amount of a postal note will be considered unless filed within one year from the last day of the month of issue. Postal notes shall not be negotiable or transferable through endorsement. (Sec. 207, 62 Stat. 1260; 39 U. S. C. 738a)

§ 78.2 *Where available.* (a) Postal notes shall be sold at all post offices of the first and second classes in the continental United States, excluding Alaska, Hawaii, and outlying possessions.

(b) Postmasters shall place postal notes on sale at the main offices and at stations and branches, except Army and Navy post offices. They are not to be furnished to rural carriers for sale on their routes.

§ 78.3 *Adhesive postal note stamps.* Postal note stamps in denominations not exceeding 90 cents shall be supplied for use in making up odd amounts not covered by the postal note, so that combinations of not more than two postal note stamps and a postal note will provide values from 1 cent to $10, the maximum for which a postal note may be issued. Postal note stamps shall be affixed to the postal note and canceled by issuing postmasters and shall be valid only when so affixed. Postal note stamps shall not be sold except when affixed to postal notes.

§ 78.4 *Fee.* The fee for the purchase of a postal note of any denomination shall be 8 cents.

§ 78.5 *Distribution*—(a) *Accountable stock; safeguarding stock.* Postal notes and postal note stamps shall be furnished by the Third Assistant Postmaster General to direct and central accounting postmasters as accountable stock. The notes will be furnished in packages of 500 each, or multiples thereof, and stamps in sheets of 100. Postal note stock shall be supplied by central accounting postmasters to district postmasters on a fixed credit basis. All postal note stock shall be safeguarded in accordance with the regulations applicable to postage stamp stock.

(b) *Placing on sale.* Postmasters shall place postal note stock on sale at stations and branches of their offices, except Army and Navy post offices. They are not to be furnished to rural carriers for sale on their routes, nor are they to be issued for remittances of c. o. d. funds. Patrons shall be given the choice of purchasing money orders or postal notes. While the maximum amount of a postal note is fixed by law at $10, there is no limitation as to the number that may be sold to a purchaser at one time.

§ 78.6 *Issue.* No application shall be required in the purchase of a postal note. The purchaser shall write in the name and address of the payee on the face, as well as his own name and address on the back of the note.

§ 78.7 *Spoiled notes.* If a postal note is spoiled by the purchaser when writing in the name and address of the payee, it shall be treated as repaid and a new note issued in lieu thereof, the fee for the new note to be paid by the purchaser.

§ 78.8 *Payment*—(a) *Where may be made; period of validity; duplicates.* A postal note and the postal note stamp or stamps affixed thereto, if any, shall be paid at any post office in the United States proper, excluding Alaska, Hawaii and outlying possessions, at their combined face value upon proper identification of payee if presented within two calendar months from the last day of the month of issue. Thereafter, payment may be obtained by applying for a duplicate on Form 6596, provided such claim is made within one year from the last day of the month of issue (See § 78.1 (b)). Application for duplicate should be forwarded to the Third Assistant Postmaster General, Division of Money Orders, together with the original note if possible.

(b) *Requirements and precautions*—(1) *Signing and filling in.* The payee shall sign the postal note before it is paid, and payment shall be made only upon proper identification of the payee as required for the payment of a money order. If the purchaser fails to write in the name and address of the payee and the payee is known to be responsible, he shall be required to complete the particulars omitted by the purchaser.

(2) *Erasure and alteration.* If a postal note presented shows evidence of erasure or alteration in the spaces provided for the full value, and there is any doubt of authenticity, it shall not be accepted for payment. If an erasure or alteration appears in the payee's name and address, the note may be accepted for payment, provided the payee is known to be responsible.

(3) *Stamp impression.* Postal notes shall not be cashed if the impression of the money order or other postmarking stamp of the issuing post office does not appear on the postal notes and stamps affixed, if any. The employee who accepts postal notes for payment shall place the money order or other postmarking stamp impression in the space provided and place his initials thereunder. Any identifying information desired may be placed on the back of the postal note. Care must be taken when paying notes presented by banks to see that the date of payment is stamped thereon, either by hand or, if presented in large quantities, by running the notes through a canceling machine after the paying office coupons have been detached.

(c) *Cents value expressed in figures different from value of postal note stamps affixed.* If the cents value expressed in figures is different from the value of postal note stamps affixed, the cents figures on the face of the note and the paying office coupon shall be lined out with red ink, and the amount represented by the postal note stamps shall be inserted in red ink immediately above the space for the cents value on the face of the note and the coupon. Payment shall then be made for the value of the note as inserted in red ink by the postmaster.

(d) *Funds used in payment.* Postal notes may be paid from any funds available in the post office.

§ 78.9 *Payment to purchaser.* A postal note in the hands of the purchaser is presumd to be his property and may be cashed by him at any post office during the period of validity upon proper identification.

§ 78.10 *Negotiability.* Postal notes are not negotiable or transferable through endorsement and may be paid only at post offices, branches and stations, and banks. They may be paid only to the payees named therein or to banks in which they have been deposited for collection. The stamp impressions placed on postal notes left with banks for collection shall not be regarded as endorsements transferring ownership within the meaning of the statute which forbids transfer through endorsement.

§ 78.11 *Applications for duplicates of lost, mutilated, or invalid postal notes*—(a) *Lost postal notes.* Claims for lost or destroyed postal notes shall be submitted through postmasters on Form 6596. No inquiry or claim will be accepted prior to the expiration of the period of validity, i. e., two calendar months from the last day of the month of issue, and in every case should be supported by presenting the purchaser's receipt and evidence, if possible, that the note has not been paid (see § 78.1 (b)). If the purchaser's receipt is not available and the patron has a record of the serial number and amount, and he is known to be responsible, his application may be accepted.

(b) *Multilated or invalid postal note.* Application for a duplicate of a mutilated or invalid postal note shall be accepted only upon presentation of the original postal note by the payee or by the purchaser of the note when at least two calendar months from the last day of the month of issue have elapsed. When an application for a duplicate is accepted, the postmaster shall mark the postal note "Void, duplicate applied for ------, 19--," and forward it with the application.

The person making application for the duplicate postal note is required to complete card Form 6596. The postmaster shall postmark the application in the space provided, sign it, and promptly submit it to the Third Assistant Postmaster General, Division of Money Orders.

(c) *Inquiries.* No inquiry or claim concerning lost or destroyed postal notes shall be accepted until two calendar months from the last day of the month of issue, and then only upon presentation of the purchaser's receipt and evidence of nonpayment.

§ 78.12 *Report of loss of postal note stock.* (a) In the event of fire, burglary, or other similar casualty involving postal note accountable stock, prompt report thereof shall be made to the Third Assistant Postmaster General, Division of Money Orders, and also to the Inspector in Charge.

(b) At district offices prompt report of such losses shall be made to the central accounting postmaster and also to the Inspector in Charge.

§ 78.13 *Treatment of paid postal notes at district offices.* A postal note paid at a district post office immediately becomes a cash item and may be used as a remittance of surplus funds or in making requisition for additional postage stamp stock. Shipments of paid notes to central accounting offices shall be made by official registered mail.

§ 78.14 *Fixed credits*—(a) *Accounting basis.* Postal note stock is furnished district offices by the central accounting postmaster on a fixed credit basis. At district offices the main stock shall be kept in the custody of the postmaster.

(b) *Replenishment of.* At post offices of the first and second classes individual fixed credits generally need be replenished only when the amount of cash on hand equals 25 percent of the fixed credit, but not in excess of $200 at first-class offices and $100 at second-class offices.

(c) *Replenishing district office fixed credits.* District postmasters shall draw requisitions on their respective central accounting offices to replenish their postal note fixed credit.

Postmasters' fixed credits shall be replenished when the cash in the fixed credit equals 25 percent thereof, or at more frequent intervals at offices where adequate protection cannot be given the funds.

§ 78.15 *Requisitions for stock.* In replenishing stock of postal notes and postal note stamps, postmasters at first-class offices shall draw requisitions upon the Third Assistant Postmaster General, Division of Money Orders, on Form 6573, for an estimated 3 months' supply.

Subchapter I—Postal Savings System

PART 81—ESTABLISHMENT

Sec.

81.1 Organization.
81.2 Pledge for repayment of deposits.
81.3 Handling of postal savings funds.
81.4 Protection of postal savings funds.
81.5 Depository offices.
81.6 Transaction of postal savings business by postal employees.
81.7 No additional compensation for postal savings duties.
81.8 Postal savings clerks to be bonded.
81.9 Correspondence.

AUTHORITY: §§ 81.1 to 81.9 (except for authority cited in text) issued under R. S. 161, 396, sec. 1, 36 Stat. 814, as amended, sec. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369; 39 U. S. C. 751.

§ 81.1 *Organization*—(a) *Board of Trustees.* There shall be a board of trustees for the control, supervision, and administration of the postal savings depository offices designated and established under the provisions of this subchapter, and of the funds received as deposits at such postal savings depository offices by virtue thereof. Said board shall consist of the Postmaster General, the Secretary of the Treasury, and the Attorney General, severally, acting ex officio, and, except as otherwise provided by paragraph (b) of this section, shall have power to make all necessary and proper regulations for the receipt, transmittal, custody, deposit, investment, and repayment of the funds deposited at postal savings depository offices. * * * (Sec. 1, 36 Stat. 814, as amended, 39 U. S. C. 751)

(b) *Powers of Postmaster General.* The Postmaster General shall select and designate the post offices which are to be postal savings depository offices, and shall appoint and, unless otherwise provided by law, fix the compensation of such superintendents, inspectors, and other employees as may be necessary in conducting, supervising, and directing the business of such offices, including the employees of a central office at Washington, District of Columbia, and shall prescribe the hours during which postal-savings depository offices shall remain open. He shall also from time to time make rules and regulations with respect to the deposits in and withdrawals of moneys from postal-savings depositories and the issue of pass books or such other devices as he may adopt as evidence of such deposits or withdrawals. Sec. 10, 37 Stat. 559; 39 U. S. C. 768)

NOTE: The administration of the Postal Savings System is by law divided into two parts. The Postmaster General is charged with the designation of post offices as postal-savings depositaries, the supervision of postal-savings business transacted at depositary post offices, and the conduct of the central administrative office at Washington. The board of trustees, consisting of the Postmaster General, the Secretary of the Treasury, and the Attorney General, is charged with the management and investment of postal-savings funds after they leave the custody of postmasters. (See 39 U. S. C. 751.) The Treasurer of the United States is treasurer of the board of trustees. (See 39 U. S. C. 759.)

The Third Assistant Postmaster General is constituted the agent of the board of trustees for all purposes connected with the qualifications of depositary banks, the fixing of the amounts of securities to be deposited and withdrawn by such banks, and the conditions of such deposits and withdrawals, the deposit of postal-savings funds to the credit of said board and the withdrawal and transfer of such funds, the authorization of the sale of securities of banks which fail or decline to repay deposits on demand, the purchase of postal-savings bonds for depositors, and the repurchase of such bonds from holders at par and accrued interest. (The amendment of Feb. 4, 1935, to the Second Liberty Bond Act provided that no further original issue of postal-savings bonds shall be made after July 1, 1935.)

§ 81.2 *Pledge for repayment of deposits.* The faith of the United States is solemnly pledged to the payment of the deposits made in postal-savings depository offices, with accrued interest thereon as herein provided. (Sec. 16, 36 Stat. 819, as amended; 39 U. S. C. 766)

§ 81.3 *Handling of postal savings funds*—(a) *To be kept separate.* Postal savings depository funds shall be kept separate from other funds by postmasters and other officers and employees of the Postal Service, who shall be held to the same accountability under their bonds for such funds as for public moneys; * * * (Sec. 12, 36 Stat. 818; 39 U. S. C. 762)

(b) *Used to cash certain checks and coupons.* The provisions of § 7.9 of this chapter with respect to the use of postal funds in the cashing of Government paper shall be applicable to postal-savings funds. The postmaster may also cash out of postal-savings funds coupons covering interest on postal-savings bonds. Such checks and coupons shall be included in his next deposit or remittance of postal-savings funds in lieu of a like amount of cash and so treated in his records and reports.

§ 81.4 *Protection of postal savings funds.* All the safeguards provided by law for the protection of public moneys, and all statutes relating to the embezzlement, conversion, improper handling, retention, use, or disposal of postal and money-order funds and the punishments provided for such offenses are hereby extended and made applicable to postal savings depository funds, and all statutes relating to false returns of postal and money-order business, the forgery, counterfeiting, alteration, improper use or handling of postal and money-order blanks, forms, vouchers, accounts, and records, and the dies, plates, and engravings therefor, with the penalties provided in such statutes, are hereby extended and made applicable to postal-savings depository business, and the forgery, counterfeiting, alteration, improper use or handling of postal savings depository blanks, forms, vouchers, accounts, and records, and the dies, plates, and engravings therefor. (See §§ 8.3 and 8.4.) (Sec. 15, 36 Stat. 818; 39 U. S. C. 765)

§ 81.5 *Depository offices*—(a) *Designation.* Every post office designated by order of the Postmaster General is declared to be a postal-savings depository office within the meaning of this subchapter and to be authorized and required to receive deposits of funds from the public and to account for and dispose of the same, according to the provisions of this subchapter and the regulations made in pursuance thereof. (Sec. 3, 36 Stat. 815, as amended; 39 U. S. C. 753)

(b) *Listing in Postal Guide.* The names of all post offices, branches, and stations where postal-savings accounts may be opened shall be indicated in the State list of the Official Postal Guide, and changes in postal-savings depository offices shall appear in the supplements.

(c) *Placards and leaflets.* Postmasters at offices designated as postal-savings depositories shall post conspicuously one or more placards calling the attention of the public to the postal-savings service and shall keep on hand for judicious distribution a supply of the leaflet, Form PS 4 (Information about the United States Postal Savings System), sufficient for the needs of the office.

§ 81.6 *Transaction of postal-savings business by postal employees.* The Postmaster General is authorized to require postmasters and other postal officers and employees to transact, in connection with

their other duties, such postal-savings depository business as may be necessary. (Sec. 14, 36 Stat. 818; 39 U. S. C. 764)

§ 81.7 *No additional compensation for postal savings duties.* Postmasters, assistant postmasters, clerks, or other employees at post offices of the presidential grade, and postmasters at post offices of the fourth class shall not be allowed or paid any additional compensation for the transaction of postal-savings depository business. (Sec. 13, 36 Stat. 818; 39 U. S. C. 763)

§ 81.8 *Postal savings clerks to be bonded.* Unbonded clerks shall not be assigned to the transaction of postal-savings business at depositary offices unless such assignment is specifically authorized by the First Assistant Postmaster General.

§ 81.9 *Correspondence*—(a) *Facts to be specified.* Correspondence with the department concerning a depositor's account shall specify the name of the depositor and, when necessary, the number of his account and the amount on deposit. Letters should not be inclosed with monthly reports unless they refer to the inclosures.

(b) *With depositors in foreign countries.* When it becomes necessary for a postmaster to communicate with a depositor at an address in a foreign country, except Bolivia, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Newfoundland (including Labrador), Nicaragua, Panama, Paraguay, Peru, Salvador (El), Uruguay, and Venezuela, the letter and any accompanying inclosures shall be placed in an envelope properly addressed to the depositor but not sealed and forwarded under cover to the Third Assistant Postmaster General, Division of Postal Savings, for the affixing of the necessary postage.

PART 82—DEPOSITS AND ISSUE OF CERTIFICATES

Sec.
82.1 Accounts.
82.2 Amount of deposit and limitation of balance.
82.3 Deposit of bankrupt funds.
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82.23 Issued certificates not to be accepted for safekeeping.

AUTHORITY: §§ 82.1 to 82.23 (except for authority cited in text) are issued under R. S. 161, 396, sec. 1, 36 Stat. 814, as amended, sec. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369; 39 U. S. C. 751.

§ 82.1 *Accounts*—(a) *Who may open.* Accounts may be opened and deposits made * * * by any person of the age of ten years or over, in his or her own name, and by a married woman in her own name and free from any control or interference by her husband; but no person shall at the same time have more than one postal-savings account in his or her own right. (Sec. 4, 36 Stat. 815; 39 U. S. C. 754)

(b) *Only in name of individual.* Deposits shall be accepted only in the name of individuals, and no account shall be opened in the name of any corporation, association, society, firm, or partnership, or in the names of two or more persons jointly. No account shall be opened in the name of one person in trust for or on behalf of another person or persons.

(c) *Only one account to a person.* Accounts may be opened and deposits accepted without regard to the residence of the depositor, but no person may at the same time have more than one postal-savings account either at the same office or at different offices.

NOTE: The Postal Savings System was instituted for the purposes of encouraging thrift and of providing a safe depository for the accumulation of savings. Accounts which persistently show a rapid turnover of deposits or are intended to serve as a safe place in which to leave funds for a few hours or which otherwise indicate an unreasonable use of postal-savings facilities are considered nuisance accounts. Postmasters are not required to open or accept further deposits in nuisance accounts.

§ 82.2 *Amount of deposit and limitation of balance*—(a) *Minimum deposit.* At least $1, or a larger amount in multiples thereof, must be deposited before an account is opened * * * and $1, or multiples thereof, may be deposited after such account has been opened. (Sec. 6, 36 Stat. 815, as amended; 39 U. S. C. 756)

(b) *Maximum balance.* * * * the balance to the credit of any one person, upon which interest is payable, shall not exceed $2,500, exclusive of accumulated interest, and non-interest-paying deposits shall not be accepted. * * * (Sec. 6, 36 Stat. 815, as amended; 39 U. S. C. 756)

§ 82.3 *Deposit of bankrupt funds*—(a) *Authorization.* In all bankruptcy proceedings the officers and agents in charge of the bankrupt funds are authorized to deposit the same without limit as to amount in the postal savings depositories at the prescribed interest rate in all cases where local banks are unable or unwilling to give the required security. Such deposit or any portion thereof may be withdrawn as required in the bankruptcy proceedings. (Sec. 3, 47 Stat. 1482; 11 U. S. C. 101a)

(b) *Conditions.* When an officer or agent in charge of bankrupt funds applies at a depositary post office to open a postal-savings account, the postmaster shall require evidence that (1) the funds involved are entitled to consideration under the above quoted amendment to the Bankruptcy Act, that (2) the officer or agent has been duly appointed, and that (3) local banks are unable or unwilling to give the required security. If satisfied, the postmaster shall accept the deposit in any amount of even dollars, issue certificates in the name and title of the officer or agent, together with the name of the bankrupt corporation, association, or individual, and deliver the certificates to such officer or agent, except that, if the deposit is by commercial check or draft, delivery of the certificates shall be withheld until collection has been made. If the postmaster is in doubt as to the acceptability of the deposit, he shall refer all the papers in the case to the Third Assistant Postmaster General, Division of Postal Savings, and await instructions.

§ 82.4 *Allotments of seaman's wages.* It shall be lawful for any seaman to stipulate in his shipping agreement * * * for deposits to be made in an account opened by him and maintained in his name * * * at * * * a United States postal savings depository subject to the governing regulations thereof. (53 Stat. 796; 46 U. S. C. 599b)

§ 82.5 *Acceptance of other than legal tender.* The provisions of §§ 9.9 and 71.4 of this chapter defining what may be accepted for the purchase of money orders shall be applicable to postal-savings deposits, subject to the provisions of §§ 82.6 and 83.2 of this chapter. The postmaster may accept Government paper not more than one full fiscal year old from responsible persons whose indorsement thereon the postmaster is willing to guarantee; and when such paper is accepted, the postmaster shall immediately issue the certificates and deliver them to the purchaser. Acceptance of a personal check, cashier's check, bank draft, or other commercial paper is at the risk of the postmaster; and when such paper is accepted, the purchaser shall be given a receipt on Form 929 or Form 929–S; but the certificates, which shall be issued immediately or at the earliest opportunity, shall be retained by the postmaster with a copy of the receipt until ample time shall have elapsed to insure receipt of notice should the check or draft fail to clear, after which the certificates shall be delivered to the depositor, either in person or by ordinary mail. No funds are available to pay collection charges on checks or drafts accepted as postal-savings deposits, and where charges cannot be avoided, they shall be paid in advance by the depositor.

§ 82.6 *Acceptance of postal savings and U. S. Savings stamps.* (a) The authority of the Postmaster General contained in 39 U. S. C. 756 and 31 U. S. C. 757c (c) to prepare and issue postal-savings cards and postal-savings stamps shall terminate on such date as stamps issued by the Secretary of the Treasury pursuant to the authority contained in section 22 (c) of the Second Liberty Bond Act, as amended, are made available for sale to the public; and, as soon as prac-

ticable thereafter, the Board of Trustees of the Postal Savings System shall pay to the Secretary of the Treasury a sum equal to the redemption value of all postal-savings stamps outstanding, and after such payment has been made the obligation to redeem such stamps shall cease to be a liability of the Board of Trustees of the Postal Savings System but shall constitute a public debt obligation of the United States. (Sec. 5, 56 Stat. 189; 39 U. S. C. 756a)

NOTE: Pursuant to section 5 of the Public Debt Act of 1942 (quoted above), and by agreement between the Postmaster General and the Secretary of the Treasury, the liability for outstanding postal-savings stamps of all series, including the so-called Defense Savings stamps and War Savings stamps, and the accountability for unsold savings-stamp stock charged to postmasters, were transferred to the Treasury Department as of the close of business September 30, 1942. See § 9.31 for regulations as to United States Savings stamps.

(b) Postal-savings stamps outstanding, and any series of savings stamps issued by the Treasury Department under the authority contained in section 22 (c) of the Second Liberty Bond Act, as amended, are exchangeable for postal-savings certificates. When a card or album with postal-savings or United States Savings stamps affixed is presented at any postal-savings depositary, it shall be accepted as a deposit of equivalent value either in opening an account or in adding to an existing account. One certificate may be issued to cover a deposit made partly in cash and partly by means of savings stamps.

METHODS OF OPENING ACCOUNTS

§ 82.7 *Application made in person*—(a) *Procedure.* When a person applies to open an account, the postmaster or his representative shall question the applicant to obtain the necessary information and shall carefully fill out an application on depositor's card (Form PS 600).

(b) *Information to be complete.* Great care shall be taken to comply with all instructions printed in the Manual of Instructions for Postal Personnel relative to the depositor's card (Form PS 600), and no account shall be opened with any person until all the information called for by the application form has been furnished and the form signed by the intending depositor. When an applicant, though willing to do so, is unable to answer all the questions on the application form, a partly completed application, if properly signed, may be accepted, provided other data are entered on the application which will assure subsequent identification of the depositor.

(c) *Signature of applicant.* The applicant shall personally sign his name or place his mark on the line marked "Signature or (x) mark of depositor." A married woman shall sign her Christian or given name and not that of her husband. At offices equipped to take finger impressions, such impressions should be taken of every person desiring to open an account unless the depositor persistently declines to comply, in which case that fact should be noted on Form PS 600. If the intending depositor signs by mark or characters not used by the English language, impressions must be insisted upon.

§ 82.8 *Application made through representative*—(a) *Procedure.* When any person because of infirmity or other good and sufficient reason is unable to appear personally to open an account, the postmaster shall furnish to the representative of such person a blank application card (Form PS 600) and shall instruct the representative as to the method to be observed in filling out the application.

(b) *Acceptance of deposits; exception.* When the application has been returned, properly filled out and signed by the depositor, the postmaster shall accept the deposit and issue the necessary certificates, delivering them to the representative. An intending depositor who signs by mark shall appear personally to open an account.

§ 82.9 *Application made by mail*—(a) *Provision for.* Postal-savings accounts may be opened by mail. A person eligible to open an account and desiring to do so may apply, for that purpose, at any post office, whether such office is a designated depositary or not.

(b) *Forms.* If the applicant appears at a post office not designated as a postal-savings depositary, the postmaster shall make request on the most convenient postal-savings depositary office for an application blank (Form PS 300–B). If further applications to open accounts are anticipated, the postmaster shall request an adequate supply of application forms for subsequent use and shall notify the Third Assistant Postmaster General, Division of Postal Savings. The postmaster at a postal-savings depositary office shall furnish copies of Form PS 300–B to any postmaster at a nondepositary office who requests them.

(c) *Identification of applicant and certification of signature.* The postmaster where the intending depositor applies shall identify the applicant and carefully fill out the application (Form PS 300–B) in his presence. The postmaster shall write the applicant's name at the top of the form, and after questioning him shall enter thereon all required information. The applicant shall personally sign his name or place his mark on the line marked "Signature or (x) mark of the applicant." A married woman shall sign her own Christian or given name and not that of her husband. The postmaster shall execute the certificate at the foot of the form and then forward the application to the most convenient post office in the State which is shown by the Official Postal Guide to be a postal-savings depositary office, unless the intending depositor specifically requests that the account be opened elsewhere, in which case the postmaster shall be governed by his wishes. The certificate to the application shall be signed by the postmaster at the office where the applicant appears.

(d) *Initial deposit not accepted with application.* No money shall be sent with the application, and the postmaster at the office where the application is prepared shall not accept deposits in any form. He shall, however, inform the applicant that he will be notified direct by the postmaster at the office where the account is to be opened on approval of the application and instructed how to make deposits.

(e) *Approval of application; notification to depositor.* On receipt of an application on Form PS 300–B to open a postal-savings account by mail, the postmaster at a postal-savings depositary office shall see that the application has been properly prepared as provided in this section and that the certificate of identification has been executed. If the application is approved, the postmaster at the depositary office shall notify the intending depositor on Form PS 629 and authorize him to begin forwarding deposits direct to the office by money orders made payable to the depositary postmaster or by registered mail.

(f) *Procedure upon receipt of initial deposit.* When the initial deposit is received at the depositary office, the information furnished by the application on Form PS 300–B shall be copied on a depositor's card (Form PS 600) and the application filed therewith. In the space provided for the depositor's signature on Form PS 600 the name of the office through which the application was made shall be entered. The postmaster shall then issue the necessary certificates and mail them to the depositor. When deposits from patrons of an outlying office are frequent or numerous, the postmaster at the depositary office shall notify the Third Assistant Postmaster General, Division of Postal Savings, in order that consideration may be given to the designation of the outlying office as a depositary. (See §§ 84.5 and 84.6 as to withdrawals.)

§ 82.10 *Numbering and filing of accounts.* (a) Accounts shall be numbered consecutively when opened, beginning with No. 1. The number shall be entered on the depositor's card and on all certificates issued in the name of the depositor to whom the account belongs. In no event shall a depositor have more than one account number at any one time. A new account opened by a former depositor shall receive a new number.

(b) Depositors' cards shall be filed numerically by account numbers. When the number of accounts is large, an alphabetical card index of depositors' names shall be maintained, showing the account number assigned to each.

§ 82.11 *Deposits by representative or mail in accounts previously opened.* When a person who has already opened an account is unable to appear in person to make a subsequent deposit, he may either send the amount through a representative or forward it to the post office by registered mail or money order. When a deposit is sent through a representative, the postmaster shall accept the deposit, issue necessary certificates, and deliver them to the representative. When a depositor forwards money by mail for deposit, the postmaster shall issue the necessary certificates and mail them to the depositor. The postmaster shall file the letter accompanying the remittance with the depositor's card (Form PS 600).

§ 82.12 *Money orders for deposit; money sent at depositor's risk.* Post-office money orders mailed for deposit

shall be made payable to the postmaster. Money intended for deposit, when sent to the post office by mail or by representative, shall be at the risk of the depositor.

ISSUE OF CERTIFICATES

§ 82.13 *Form and denominations of certificates.* Postal-savings deposits shall be evidenced by nontransferable and nonnegotiable certificates of deposit, to be supplied, with stubs attached, to postmasters in fixed denominations of $1, $2, $5, $10, $20, $50, $100, $200, and $500, and each denomination bound in a separate book. A separate numerical series of certificates of each denomination shall be supplied to post offices and stations having large deposits, with the name of the post office or station printed on the certificates. For other post offices a general numerical series of certificates of each denomination shall be supplied on which the name of the issuing office shall be written or stamped by the postmaster.

§ 82.14 *Issuance in consecutive order*—(a) *Numbers not to be changed.* Certificates shall be issued in consecutive order, beginning with the lowest serial number. Serial numbers shall not be changed under any circumstances.

(b) *When issued from wrong book.* (1) If, after certificates have been issued from a new book, the postmaster discovers that a book of lower serial numbers of that denomination is on hand from which no certificates have been issued, he shall continue to use the book of higher serial numbers until it is exhausted and then issue from the book of lowest serial numbers.

(2) If, after certificates have been issued from a new book, the postmaster discovers that a book of lower serial numbers of that denomination is on hand from which certificates have been issued, he shall resume issuing certificates from the partly used book of lower numbers until that book is completed. When the certificates issued out of order are reached in the regular order of issue they shall again be entered in Abstract A with a notation, "Issued and charged ------," showing the day, month, and year of issue.

§ 82.15 *Entries on certificates and stubs.* Certificates thus numbered when issued shall bear the name of the issuing office, the date of issue, the name of the depositor, the number of his account, and the date on which interest begins. (See leaflet Form PS 100.) To facilitate the issue of certificates a stamp, known as a certificate dater, may be furnished. The "Date of Issue" shall be inserted in the upper slot of the stamp, and the "Date when interest begins" in the lower slot, the impression of the stamp to be made on each certificate in the spaces provided for such dates. The stub of each certificate besides the serial number shall show the depositor's account number, date of issue, and initials of the issuing clerk. In entering dates on certificates, the month, day, and year shall be written or stamped in the spaces provided, thus: August 1, 1948. The name of the month may be abbreviated, but should not be indicated by figures. The depositor's name shall be written as signed on the application (Form PS 600). No entries shall be made on certificates except as authorized by these regulations. (See §§ 82.20 and 82.21 for correction of errors.)

§ 82.16 *Interest date of certificate.* Certificates issued on any day of a month shall begin to bear interest on the first day of the next succeeding month, except under certain specified conditions, when issued in lieu of certificates surrendered for payment of interest or for part payment of principal (see leaflet Form PS 100).

§ 82.17 *Procedure on receipt of deposit.* (a) On receipt of a deposit the postmaster shall prepare a postal-savings certificate or certificates covering the amount of the deposit and enter on the depositor's card (Form PS 600) the date, serial number, and amount of each certificate, and the balance then to the depositor's credit.

(b) The certificates shall then be delivered to the depositor as evidence of his deposit.

(c) Each depositor shall be provided with an envelope (Form PS 301) bearing printed information for the depositor's guidance and in which he may preserve his certificates. At offices having many accounts, the depositor shall also be given a numerical reference card (Form PS 301–A) to enable him to refer to his account by number when making deposits.

(d) Postmasters shall comply with reasonable requests of depositors as to the denominations of certificates to be issued.

§ 82.18 *Maximum balance not to be exceeded.* Before accepting a deposit from a person who has already opened an account the depositor's card (Form PS 600) shall be withdrawn from the files, and if the proposed deposit will not cause his balance to be more than $2,500, exclusive of accumulated interest, certificates covering the deposit shall be issued and recorded.

§ 82.20 *Correction of errors*—(a) *In issuing certificates.* If an error made in issuing a certificate is discovered before the issue is recorded and the certificate delivered, the postmaster shall stamp both the certificate and the stub "Spoiled," and issue the certificate bearing the next serial number. He shall enter the serial numbers of all such spoiled certificates on Abstract A (see § 82.19) at the close of each day and transmit the spoiled certificates with his next monthly report.

(b) *Found in certificates after issue.* If an error is found in a certificate after issue, the depositor shall be requested to leave the certificate at the depositary office, and the postmaster shall forward it to the Third Assistant Postmaster General, Division of Postal Savings, with a detailed description of the error made and the correction desired. The postmaster shall issue a receipt (Form PS 305—see § 84.10), in duplicate, for the certificate, give the original to the depositor, and place the duplicate as a memorandum with the depositor's card (Form PS 600). If necessary, the Third Assistant Postmaster General shall stamp the certificate "Spoiled" and issue and forward to the postmaster a new certificate bearing the same serial number, which he shall deliver to the depositor after destroying both the original receipt returned by the depositor and the retained duplicate. The spoiled certificate having been already entered on the depositor's card, the postmaster shall make no new entry of the certificate issued in lieu of it, but shall make such corrections as may be necessary by drawing lines through the erroneous entries and interlining the correct entries immediately above.

§ 82.21 *Change in depositor's name*—(a) *By marriage.* A woman who opens an account and afterwards marries shall present her postal-savings certificates to the postmaster, who shall note on the face of each certificate the new name of the depositor and affix his signature. The depositor shall be required to sign her new name on the depositor's card (Form PS 600). Until the depositor presents her certificates for proper notation, the postmaster, if aware of her marriage, shall receive no further deposits on her account nor make any partial or interest payments to her, but he may make full payment to close her account on being satisfied as to her identity.

(b) *By court order.* In the event of the change of a depositor's name by the order or decree of a court of competent jurisdiction, the procedure set forth in the next preceding paragraph shall be followed.

§ 82.22 *Certificates lost, stolen, or destroyed*—(a) *Application for reissue.* When notified by a depositor that his certificate or certificates have been lost, stolen, destroyed, or improperly withheld, the postmaster shall furnish an application (Form PS 607) for a certificate or certificates in lieu thereof. The detailed instructions on the application shall be carefully followed, and, when the application has been properly executed, the postmaster shall forward it to the Third Assistant Postmaster General, Division of Postal Savings.

(b) *Reissue.* If it is deemed proper, new certificates of the same denomination, date and number, but distinguishable from the original, shall be issued by the Third Assistant Postmaster General, Division of Postal Savings, and forwarded to the postmaster, who shall verify all entries on the new certificates, giving particular attention to the "Date when interest begins." Certificates showing discrepancies shall be returned to the department. The postmaster shall record the reissue of the certificates on the depositor's card (Form PS 600) by writing "Reissued" in the "Remarks" column in line with the entry of issue and deliver the new certificates to the depositor.

(c) *If delivery delayed.* If, for any reason, a postmaster is unable to deliver the reissued certificates to the depositor promptly, he shall return the certificates to the Third Assistant Postmaster General, Division of Postal Savings, with a statement of the facts and a transcript of the depositor's card (Form PS 600).

(d) *If certificate reported lost is found.* If, after a new certificate has been issued to replace one lost, the depositor reports that he has found the old certificate, he shall be instructed to surrender the old

certificate. The clerk to whom the certificate is surrendered shall write the word "Canceled" across the face thereof and deliver it promptly to the supervisory officer, who, after recording on the certificate the date on which it was received by him, shall transmit it promptly to the Third Assistant Postmaster General, Division of Postal Savings, with a statement of the facts.

(e) *Loss of deceased depositor's certificate.* When a postmaster is notified of the loss or destruction of a certificate or certificates issued to a depositor who has since died or become mentally incompetent, the provisions of § 84.6 of this chapter shall be complied with in conjunction with this section.

§ 82.23 *Issued certificates not to be accepted for safekeeping.* Postmasters shall not accept issued postal-savings certificates for safekeeping.

NOTE: Certificates and accruing interest are valid obligations until paid, the yearly interest table on the back of old style certificates being merely for convenience.

PART 83—INTEREST

Sec.
83.1 Legal rate of interest.
83.2 Classification of deposits; legal restrictions.
83.3 Payment of interest and method of computation.
83.4 Compound interest not allowed.

AUTHORITY: §§ 83.1 to 83.4 (except for authority cited in text) issued under R. S. 161, 396, Sec. 1, 36 Stat. 814, as amended, sec. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 751.

§ 83.1 *Legal rate of interest.* Interest at the rate of 2 per centum per annum shall be allowed and entered to the credit of each depositor * * *, the same to be computed on such basis and under such rules and regulations as the Board of Trustees may prescribe; but interest shall not be computed or allowed on fractions of a dollar. (Sec. 7, 36 Stat. 816, as amended; 39 U. S. C. 757)

§ 83.2 *Classification of deposits; legal restrictions.* Notwithstanding any other provision of law, (a) each deposit in a postal-savings depository office shall be a savings deposit, and interest thereon shall be allowed and entered to the credit of the depositor once for each quarter beginning with the first day of the month following the date of such deposit, but no interest shall be allowed to any such depositor with respect to the whole or any part of the funds to his or her credit for any period of less than three months; (b) no interest shall be paid on any such deposit at a rate in excess of that which may lawfully be paid on savings deposits under regulations prescribed by the Board of Governors of the Federal Reserve System pursuant to 12 U. S. C. 371b, for member banks of the Federal Reserve System located in or nearest to the place where such depository office is situated; * * * (Sec. 8, 36 Stat. 816, as amended; 39 U. S. C. 758)

NOTE: *Mississippi.* The maximum yearly interest rate payable on savings deposits by banks, trust companies, and savings banks in the State of Mississippi was reduced to 1 percent, effective January 1, 1945; and, accordingly, as required by the provisions of paragraph 2 of this section, the yearly rate on postal savings deposits in that State was reduced as of March 1, 1945, from 2 percent to 1 percent.

New Jersey. The maximum yearly interest rate payable on savings deposits by banks, trust companies, and savings banks in the State of New Jersey was reduced to 1 percent effective July 1, 1939; and, accordingly, as required by the provisions of paragraph 2 of this section, the yearly rate on postal savings deposits in that State was reduced as of the same date from 2 percent to 1 percent. The maximum yearly interest rate payable on savings deposits by banks, trust companies, and savings banks in New Jersey was increased from 1 to 1½ percent, effective July 1, 1946; and the yearly rate on postal savings deposits in that State was increased as of the same date from 1 to 1½ percent. The limit on the maximum rate of interest payable on savings deposits in New Jersey was removed May 16, 1947; and, accordingly, the 2 percent interest rate on postal savings deposits in that State was resumed as of May 17, 1947.

§ 83.3 *Payment of interest and method of computation.* Interest shall be paid only upon the surrender of the certificate evidencing the deposit. Complete instructions concerning the computation, payment, and recording of interest, and the taking of receipts therefor, found in leaflet, Form PS 100, shall be followed strictly; and on account of their extreme importance a copy of the leaflet, Form PS 100, and a copy of the interest tables, Form PS 100–B, shall always be kept available for ready reference. (Sec. 7, 8, 36 Stat. 816, as amended; 39 U. S. C. 757, 758)

§ 83.4 *Compound interest not allowed.* Compound interest shall not be allowed on an outstanding certificate, but a depositor, by surrendering the certificate, may withdraw the interest payable and use it in making a new deposit (interest date first day of following month), subject to the restrictions that deposits shall not be received for fractions of a dollar and that the balance to a depositor's credit shall not exceed $2,500, exclusive of interest. (Sec. 7, 8, 36 Stat. 816, as amended; 39 U. S. C. 757, 758)

PART 84—PAYMENT OF CERTIFICATES AND INTEREST

Sec.
84.1 Payment made on demand.
84.2 Certificates to be presented at office of issue.
84.3 Payment to depositor in person.
84.5 Payment through a representative.
84.6 Withdrawal by mail.
84.7 Payment of accounts of deceased or incompetent depositors.
84.8 Withdrawal of bankruptcy funds deposits.
84.9 Payment from daily receipts.
84.10 Withholding of payment when in doubt; receipt for certificate.
84.11 Leaflet of instructions.
84.12 Certificates to be stamped "paid" and initialed.
84.13 Recording of payment on depositor's card.
84.16 Closed accounts.
84.17 Unclaimed and inactive accounts.
84.18 Postal Savings bonds.

AUTHORITY: §§ 84.1 to 84.18 (except for authority cited in text) issued under R. S. 161, 396, sec. 1, 36 Stat. 814, as amended, sec. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 751.

§ 84.1 *Payment made on demand.* Any depositor may withdraw the whole or any part of the funds deposited to his or her credit, with the accrued interest, upon demand.

§ 84.2 *Certificates to be presented at office of issue.* (a) A depositor desiring to withdraw the whole or any part of the funds deposited to his credit, with the interest payable thereon, shall present at his depositary office postal-savings certificate covering the amount of the desired withdrawal.

(b) When a depositor desires to withdraw all or part of the amount represented by a certificate, together with the interest due thereon, or when he desires to withdraw only the interest due on a certificate, he shall present the certificate at the office of issue.

§ 84.3 *Payment to depositor in person.*—(a) *Identification.* The postmaster shall withdraw from the files the depositor's card (Form PS 600). Unless the applicant for payment is personally known to be the depositor to whom the certificate was issued, the postmaster shall ask test questions as to all personal facts shown on the depositor's card, secure the applicant's signature on a separate slip of paper for comparison with the signature on the card, and take such other action as may be necessary to assure himself of the applicant's identity.

(b) *Finger impressions.* If an office is equipped to take finger impressions, the instructions contained in the pamphlet, Form PS 45, entitled "Instructions Concerning Finger Impressions," shall be followed.

(c) *Entry of interest due on receipt form.* The postmaster shall determine whether interest is payable on the certificate and, if any be due, shall write the amount of such interest in the receipt form on the certificate in ink.

NOTE: See the leaflet, Form PS 100, entitled "Instructions Concerning the Payment of Interest on Postal Savings Certificates," for detailed working instructions, and the tables, Form PS 100–B, for ascertaining the amount of interest due.

(d) *Indorsement by depositor.*—(1) *By mark.* After the amount of interest, if any be due, has been written in the receipt form on the certificate in ink, the depositor shall indorse the certificate in the presence of the postmaster or his authorized representative and surrender it. If a depositor cannot write and signs by mark, his name shall be written and attested by a disinterested witness in the following manner:

His
John X Doe
mark
Richard Roe
Witness

(2) *In characters not used in English.* If a depositor signs his name in characters not used in the English language, his signature shall also be attested by a disinterested witness. The instructions in this subparagraph and those in subparagraph (1) of this section shall be observed even though finger impressions of the depositor are taken.

(3) *Witnessing of signatures.* Neither the postmaster nor any clerk employed on postal-savings work shall act as witness, but any other employee of the office not engaged on postal-savings work and having no interest in the transaction may witness signatures to postal-savings vouchers and documents.

(e) *Payment.* If the postmaster, after complying with the foregoing instructions, is satisfied that the applicant is the depositor, and if the certificate bears no evidence of alteration or erasure and corresponds in every particular with the record of its issue, the postmaster, in accordance with the demand made by the depositor, shall pay all or part of the amount represented by the certificate, together with all interest due thereon, or shall pay only the interest due on the certificate; otherwise payment shall be withheld until the postmaster is satisfied that it is proper.

§ 84.5 *Payment through a representative*—(a) *Conditions and authorization.* When it has been shown to the postmaster's satisfaction that a depositor, because of infirmity or for other good and sufficient reason, cannot appear in person to make a withdrawal, the postmaster shall furnish to the representative of such depositor a blank order for the purpose. Payment shall not be made on such an order unless the postmaster is satisfied as to the identity of both the depositor and the representative.

(b) *Procedure at depository office.* For the payment of a certificate to such a depositor, a blank order (Form PS 304) shall be furnished. When the order has been properly filled out and signed by the depositor, it shall be returned to the postmaster, together with the certificate or certificates properly indorsed by the depositor. The depositor shall give a receipt on the certificate in the following form: "Received the amount of this certificate and $———— interest due thereon." The amount of interest payable shall be inserted by the postmaster in the receipt form on each certificate before the representative receipts on Form PS 304 for the total payment. The postmaster shall then make payment to the representative. The payment of the certificates and interest shall be recorded as provided in §§ 84.12 to 84.15, inclusive, and the leaflet, Form PS 100. The order on Form PS 304 shall be filed with the depositor's card (Form PS 600).

(c) *Withdrawal of interest only.* When such a depositor desires to withdraw only the interest payable on any certificate or certificates, he shall be furnished with a blank order (Form PS 302). When the order, properly filled out and signed by the depositor, is returned to the postmaster, together with the certificate or certificates properly indorsed by the depositor, the postmaster shall proceed as provided in the leaflet, Form PS 100, paying the interest due, and delivering to the representative the new certificates issued in the name of the depositor for the amount of the principal. The order on Form PS 302 shall be filed with the depositor's card (Form PS 600).

(d) *Death of depositor after signing authorization.* If the death of a depositor occurs after he has signed an order for a withdrawal and before it has been presented for payment, the postmaster, if aware of such death, shall defer payment and proceed as provided in § 84.7.

§ 84.6 *Withdrawal by mail*—(a) *Application form.* When a depositor desires to make a withdrawal by mail of all or any part of the amount of any of his certificates, the postmaster at any depositary office shall furnish him application blanks, Form PS 315, for requesting payment of all or part of the principal and any interest due on such certificates by money order, less the usual fee, or by check.

(b) *Completion and forwarding of application and certificates.* The applicant shall indorse the certificates and complete the application form, in duplicate, in the presence of any postmaster, who shall affix his signature to the application, as witness, and date it with the office stamp. The postmaster shall retain the duplicate of Form PS 315 to assist in the identification of the depositor on presentation of the money order or check for payment. The depositor shall forward the endorsed certificates and the original Form PS 315, at his own expense, preferably by registered mail, to the postmaster at the office where the account is held.

(c) *Receipt to depositor.* The depositor shall give a receipt on the certificate in the following form: "Received the amount of this certificate and $_____ interest due thereon." If any interest is due, the amount shall be entered in the receipt form on the certificate by the postmaster at the paying office.

(d) *Procedure at paying office.* The postmaster at the office where the certificates were issued, if satisfied as to the applicant's identity, shall follow the directions of the depositor on Form PS 315 as to payment and shall forward the amount withdrawn and any new certificates issued in exchange to him at the stated address, making payment either by a money order, less the usual fee, or by a check on the postmaster's authorized money-order credit with the Treasurer of the United States and using Form PS 320 as the letter of transmittal. If payment by check has been requested and the paying postmaster has not been granted a credit with the Treasurer of the United States, he shall send to his central accounting postmaster, with a completed Form PS 320, any new certificates issued in exchange, and a postal-savings draft, Form PS 316, for all of the interest and as much of the principal as is to be paid and shall request the central accounting postmaster by means of Form PS 320–A to forward a check for the amount due direct to the depositor. If the depositor has requested that the mailing be registered, the minimum registry fee shall be deducted by the paying postmaster or the central accounting postmaster, whichever mails the withdrawal to the depositor. The payment of the certificates and interest shall be recorded as provided in §§ 84.12 to 84.15, inclusive, and the leaflet, Form PS 100. The application on Form PS 315, shall be filed with the depositor's card, Form PS 600.

(e) *Withdrawal of interest only.* When such a depositor desires to withdraw only the interest payable on any certificate or certificates, he shall be furnished with a blank application, Form PS 315–A. When the order has been properly filled out and signed, the depositor shall forward it with the certificate or certificates properly indorsed to the postmaster at the office where the account is held, as provided in paragraph (b) of this section. If the depositor's identity is satisfactorily established, the postmaster at the latter office shall proceed as provided in the leaflet, Form PS 100, and shall forward the amount of interest due to the depositor at the stated address by money order, less the usual fee, or by check on the postmaster's authorized credit with the Treasurer of the United States, together with the new certificates issued in lieu of those surrendered, using Form PS 320 as the letter of transmittal. If payment by check has been requested and the paying postmaster has not been granted an authorized credit with the Treasurer of the United States, the paying postmaster shall draw a postal-savings draft, Form PS 316, for the full amount of interest due and forward it to the central accounting postmaster with (1) the new certificates issued in exchange, (2) Form PS 320, and (3) a request on Form PS 320–A that he forward the check for the amount due direct to the depositor. If the depositor has requested that the payment be registered, the minimum registry fee shall be deducted by the paying postmaster or the central accounting postmaster, whichever mails the payment to the depositor. The order on Form PS 315–A shall be filed with the depositor's card, Form PS 600.

§ 84.7 *Payment of accounts of deceased or incompetent depositors*—(a) *Specific authority required.* Payment of the amount on deposit, or any part thereof, to the credit of a deceased, insane, or otherwise legally incompetent depositor shall not be made until specific authority therefor has first been obtained from the Third Assistant Postmaster General. After the death of a depositor his account shall not be increased by further deposits.

(b) *Application forms.* Application forms for the use of the next of kin, undertaker, preferred creditor, or consul may be obtained from the Third Assistant Postmaster General, Division of Postal Savings. In reporting the death of a depositor, or in requesting these forms, the postmaster shall state the name of the depositor and the amount on deposit, the interest due thereon, and any other information that may assist in the settlement of the account.

(c) *Designation of beneficiary.* A depositor may not designate a beneficiary to receive payment except through the formality of a will, and payment shall be made only to the person or persons authorized.

(d) *Accounts requiring administration*—(1) *Payable only to legal representative.* When the amount on deposit is such that more than $500 will be available for distribution to heirs after allowing for payment of preferred claims, the

amount due a deceased depositor in the final settlement of his account will be payable only to the legal representative duly appointed under the laws of the State in which the money is deposited, unless administration is not required by such State laws.

(2) *Proof of authority of legal representative required.* In case administration has been granted on the estate of a deceased depositor, or a depositor has been adjudged legally incompetent to handle his own affairs, the postmaster shall obtain from the executor, administrator, or other legal representative and forward to the Third Assistant Postmaster General a certified copy of an order of a court of competent jurisdiction, or a certificate, showing that the person demanding payment has been appointed and qualified as such executor, administrator, or other legal representative. If proper authority is shown, the Third Assistant Postmaster General shall then authorize the postmaster to pay such legal representative the amount standing to the credit of the depositor, together with all interest payable thereon, upon indorsement of the certificates, as provided by § 84.7 (g).

(3) *When appointment of legal representative in force more than one year.* When the appointment of the legal representative has been in force for a period exceeding one year, the legal representative shall be required to obtain an additional certification, dated not more than sixty days prior to its submission to the department, from the clerk of the court or other proper official showing that his appointment still remains in full force and effect.

(e) *Accounts not requiring administration*—(1) *Payment to next of kin or person paying funeral expenses.* If a depositor dies intestate and the amount on deposit is small ($500 or less, except where the laws of the State in which the money is deposited provide, either specifically or by court decision, for the payment of a larger amount without administration), the postmaster shall obtain an application for payment on Form PS 114 from one of the next of kin or the person who paid the funeral expenses. This form shall be executed in accordance with the instructions printed thereon and forwarded to the Third Assistant Postmaster General, Division of Postal Savings, who, if the application is approved, may authorize payment of the amount standing to the depositor's credit, with all interest payable thereon, to the person or persons legally entitled to receive it, upon indorsement of the certificates, as provided by § 84.7 (g).

(2) *Payment of funeral expenses or other preferred claims.* If the funeral expenses and other preferred claims have not been paid and no exemptions are created by the laws of the State in which the money is deposited, or if existing exemptions do not equal the amount on deposit, the postmaster shall obtain an application for payment on Form PS 115 from the undertaker who buried the depositor or from the other preferred creditor or creditors. This application, accompanied by a certification on Form PS 115–A as to the correctness of the claim, shall be forwarded to the Third Assistant Postmaster General, Division of Postal Savings, who may authorize payment to the proper person or persons.

(3) *Waiver of requirements as to funeral expenses.* When a depositor dies and is buried abroad, is lost at sea, perishes in some catastrophe that makes interment impossible, or is buried by the United States Government, a statement to that effect shall be made in the application for payment, in which event the requirements as to the funeral expenses will be waived.

(4) *Application of consular officer for payment to alien heirs.* In the event of the death intestate of a depositor residing in the United States who is survived by alien heirs residing abroad entitled to the amount on deposit or a portion thereof, the postmaster shall obtain an application for payment on Form PS 112 from the consular officer having jurisdiction in the case. This application shall be forwarded to the Third Assistant Postmaster General, Division of Postal Savings, and payment to the proper persons may be authorized.

(f) *Upon death intestate of depositor residing abroad.* In case of the death intestate of any depositor while residing abroad, application shall be made to the Third Assistant Postmaster General, Division of Postal Savings, for special instructions.

(g) *Receipt to be obtained.* Before making payment the postmaster shall obtain the signature of the payee (each payee, if more than one) on each of the postal-savings certificates, and his receipt for all interest due (if payment of interest has been authorized by the department), in the following form: "John Doe, by Richard Roe" (executor, widower, guardian, or other proper title).

(h) *Payment to be made in entirety at one time.* Payment of the account of a deceased or incompetent depositor shall be made in its entirety, at one time, and without delay. If for any reason a postmaster is unable to effect such payment, he shall withhold payment of the entire amount on deposit and report the facts to the Third Assistant Postmaster General, Division of Postal Savings.

(i) *Payment by mail.* Whenever funds are to be remitted by mail a money order for the amount, less the usual fee, or a check drawn on the Treasurer of the United States, whichever is requested by the payee, shall be used.

(j) *Authority for payment to be attached to certificates.* After payment has been made a memorandum (Sec. C, Form PS 113) shall be affixed to the certificates stating that "payment was made in accordance with authority contained in the letter from the Third Assistant Postmaster General dated ----------." The certificates shall then be treated as paid and forwarded by the postmaster with his next monthly account current.

§ 84.8 *Withdrawal of bankruptcy funds deposits.* When payment is demanded, the certificate shall be indorsed by the officer or agent (or his successor, whose appointment must be evidenced by a decree of court) and, in addition, may be countersigned by another individual in his representative court capacity if such be the requirement of the referee having jurisdiction over the funds in question. As the amount involved is invariably large, the postmaster shall request the officer or agent to give advance notice of contemplated withdrawals so that he will have time to requisition the necessary amount from the Third Assistant Postmaster General, Division of Postal Savings.

§ 84.9 *Payment from daily receipts.* Postmasters shall, if practicable, pay out of daily postal-savings receipts amounts withdrawn by depositors, including both principal and interest due.

§ 84.10 *Withholding of payment when in doubt; receipt for certificate.* If the postmaster is unable to satisfy himself as to the propriety of any payment, he shall transmit the certificate with a statement of the facts to the Third Assistant Postmaster General, Division of Postal Savings, after giving the holder a receipt on Form PS 305 for the certificate surrendered. The supply of Form PS 305 shall be kept by the postmaster or a designated official and shall be delivered to window clerks in quantities estimated as a week's supply. Before being turned over to a window clerk they shall be numbered in duplicate, and the clerk shall be required to account for each form disposed of.

§ 84.11 *Leaflet of instructions.* A copy of the leaflet, Form PS 100, containing full information concerning the authorized method of taking receipts for payments of interest and recording such payments, shall be kept readily available at all times for reference.

NOTE: The special procedure involved when a certificate is surrendered for payment of only part of the principal or for payment of only the interest due on a certificate is fully explained in the leaflet, Form PS 100.

§ 84.12 *Certificates to be stamped "Paid" and initialed.* Certificates when paid, either in full or in part, or when surrendered for payment of only the interest due, shall be stamped on the face with the special "Paid" date stamp furnished for the purpose. The stamp shall be maintained in good working order, and the imprint shall clearly show the month, day, and year of payment. If the date of payment is not legible, the certificate shall be stamped again on the back in such manner that the date can be read. The employee making the payment shall place his initials on the face of each certificate along the right margin.

§ 84.13 *Recording of payment on depositor's card.* The transaction shall be recorded on the depositor's card (Form PS 600) by entering the date (day, month, and year) thereof, the total amount of the certificates surrendered, and the new balance on the next unused line. On the same form the date of the transaction and the respective amount of interest paid, if any, shall be entered in line with the serial number of each surrendered certificate. Depositors' cards on which withdrawals have been entered shall not be returned to the files until all accounts for the day are in balance.

§ 84.16 *Closed accounts.* Whenever all certificates issued to a depositor have been paid, the depositor's card (Form PS 600), bearing the record of the account, shall be marked "Account closed" and placed in a separate file with other closed accounts in numerical order.

§ 84.17 *Unclaimed and inactive accounts.* (a) The board of trustees shall submit a report to Congress at the beginning of each regular session showing by States and Territories (for the preceding fiscal year) * * * the number and amount of unclaimed deposits. (Sec. 1, 36 Stat. 815; 39 U. S. C. 751)

(b) Postmasters shall investigate and report to the department all inactive accounts—that is, accounts which show no transactions either in principal or interest—and in making such investigation shall follow carefully instructions contained in leaflet Form PS 160.

NOTE: Accounts that have been inactive 20 years and whose owners cannot be located will be reported to Congress by the board of trustees as unclaimed.

§ 84.18 *Postal Savings bonds*—(a) *No further issue.* Section 10 of the act establishing the Postal Savings System (39 U. S. C. 760) permitted depositors to surrender their certificates and receive in lieu postal savings bonds issued by the Secretary of the Treasury. The amendment of February 4, 1935, to the Second Liberty Bond Act provides that no further original issue of postal savings bonds shall be made after July 1, 1935.

(b) *Purchase by Board of Trustees; assignment.* On the application of any holder of postal-savings bonds, the Board of Trustees will purchase them at their par value and accrued interest to date of purchase. Registered bonds thus offered for purchase shall be assigned to the "Board of Trustees, Postal Savings System." Assignments of postal-savings bonds may be witnessed by postmasters designated to receive postal-savings deposits and, in the case of bonds assigned to the Board of Trustees of the Postal Savings System, by assistant postmasters, postal cashiers, and money-order cashiers at offices designated to receive postal-savings deposits. In all cases where the assignment is witnessed by a postal official other than the postmaster, the form of signature to the certificate of acknowledgment should be the following: "John Doe, Postmaster, by Robert Roe, Postal Cashier." When an assignment is acknowledged by a postmaster or other postal official, an impression of the shield-shaped postal-savings stamp shall be made on the bond in the space provided in the "Transfer" clause for a seal.

(c) *Cashing of interest checks and coupons.* Checks and coupons covering interest on postal-savings bonds may be cashed by postmasters from postal or money-order funds in the same manner as other Government paper. They may also be cashed out of postal-savings funds, as provided by § 81.3 of this chapter.

PART 85—POSTAL SAVINGS FUNDS

DEPOSITS AND REMITTANCES

Sec.
85.1 Depository banks.
85.3 Deposits by central accounting postmaster.

AUTHORITY: §§ 85.1 and 85.3 (except for authority cited in text) issued under R. S. 161, 396, sec. 1, 36 Stat. 814, as amended, sec. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 751.

§ 85.1 *Depository banks*—(a) *Authority for deposit*—(1) *In qualified banks.* Postal savings funds shall * * * be deposited in solvent banks, whether organizing under national or State laws, * * * being subject to national or State supervision and examination * * *. The board of trustees shall take from such banks such security in public bonds or other securities, authorized by act of Congress or supported by the taxing power, as the board may prescribe, approve, and deem sufficient and necessary to insure the safety and prompt payment of such deposits on demand: *Provided*, That no such security shall be required in case of such part of the deposits as are insured under 12 U. S. C. 264. (Sec. 2, 39 Stat. 159, as amended; 39 U. S. C. 759)

(2) *If no local bank qualified.* If no * * * qualified bank exists in any city, town, village, or locality, or if none where such deposits are made will receive such deposits on the terms prescribed, then such funds shall be deposited under the terms of this subchapter in the bank most convenient to such locality. (Sec. 2, 39 Stat. 159, as amended; 39 U. S. C. 759)

(b) *Classification of deposits in banks.* Notwithstanding any other provision of law, * * * postal savings depositories may deposit funds on time in member banks of the Federal Reserve System subject to the provisions of section 371b of title 12, and the regulations of the Board of Governors of the Federal Reserve System, with respect to the payment of time deposits and interest thereon. (Sec. 8, 36 Stat. 816, as amended; 39 U. S. C. 758)

(c) *Order of preference in banks.* * * * The funds received at the postal savings depository offices in each city, town, village, and other locality shall be deposited in banks located therein (substantially in proportion to the capital and surplus of each such bank) willing to receive such deposits under the terms of this subchapter and the regulations made by authority thereof. [The law governing the deposit of postal savings funds in insured banks will be found in 12 U. S. C. 265.] (Sec. 2, 39 Stat. 159, as amended; 39 U. S. C. 759)

NOTE: Banks receiving deposits of postal-savings funds are required to qualify for that purpose in accordance with the regulations adopted by the board of trustees of the Postal Savings System under authority of the Postal Savings Act, 39 U. S. C. 751.

(d) *Approval for bank deposits.* All deposits of postal-savings funds in banks qualified under the law shall be made by the Third Assistant Postmaster General or at his direction.

(e) *Apportionment of bank deposits.* When more than one bank in any locality has qualified to receive postal-savings funds the Third Assistant Postmaster General will deposit or direct the deposit of available funds, apportioned substantially according to the capital and surplus of the banks, until the deposits reach the maximum balance authorized for any bank.

§ 85.3 *Deposits by central accounting postmaster.* The postmaster at a central accounting office in a city or town where a Federal Reserve bank, branch Federal Reserve bank, or general depositary for public funds is located shall deposit his surplus receipts daily in such depositary in the general account of the Treasurer of the United States to the credit of the board of trustees, Postal Savings System, on account of miscellaneous deposits Symbol 42001, using certificate of deposit, Form 6549. The amount of funds deposited shall be credited by the postmaster in his daily records and the total of such deposits for each month shall be shown as a credit entry on the monthly account current (Form PS 704), and the date, amount, and receipt number of each such deposit shall be entered in Abstract C on the back of said form. The Postmaster at Washington, D. C., shall deposit his surplus receipts daily with the Treasurer of the United States.

PART 86—SUPPLIES, RECORDS, REPORTS, AND MISCELLANEOUS

Sec.
86.11 Disputed ownership of postal savings accounts.
86.12 Privacy of accounts.

AUTHORITY: §§ 86.11 and 86.12 (except for authority cited in text) issued under R. S. 161, 396, sec. 1, 36 Stat. 814, as amended, sec. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 751.

§ 86.11 *Disputed ownership of postal savings accounts*—(a) *Adjudication by courts.* The final judgment, order, or decree of any court of competent jurisdiction adjudicating any right or interest in the credit of any sums deposited by any person with a postal savings depository if the same shall not have been appealed from and the time for appeal has expired shall, upon submission to the Postmaster General of a copy of the same, duly authenticated in the manner provided by the laws of the United States for the authentication of the records and judicial proceedings of the courts of any State or Territory or of any possession subject to the jurisdiction of the United States, when the same are proved or admitted within any other court within the United States, be accepted and pursued by the board of trustees as conclusive of the title, right, interest, or possession so adjudicated, and any payment of said sum in accordance with such order, judgment, or decree shall operate as a full and complete discharge of the United States from the claim or demand of any person or persons to the same. (Sec. 17, 36 Stat. 819; 39 U. S. C. 767)

NOTE: This law is held to provide for recognizing the judicial determination of cases involving the disputed ownership of postal-savings deposits, but since money accepted by the Government under the postal-savings act assume the nature of public funds they are not subject to ordinary proceedings of attachment, garnishment, or execution. (*Buchanan* v. *Alexander*, 4 Howard U. S. 19; 14 Am. & Eng. Ency. Law 814; Shinn, Attachment and Garnishment, sec. 505; *Bell & Dowlin Mills* v. *Draper*, 296 U. S. 633.) In order to be recognized as affecting the title to postal-savings deposits, the judgment, order, or decree of the court must establish specifically the ownership of the postal-savings deposits in controversy.

(b) *Legal proceedings to be reported.* Postmasters shall promptly report to the Third Assistant Postmaster General, Division of Postal Savings, any claim made or legal proceedings instituted for the purpose of affecting the payment of postal-savings deposits, forwarding at the same time any legal papers served upon them in connection therewith. Payment of withdrawals involving disputed accounts shall be withheld pending instructions from the department. (See § 41.2 (i).)

§ 86.12 *Privacy of accounts.* (a) No person connected with the Post Office Department shall disclose to any person other than the depositor the amount of any deposits, unless directed so to do by the Postmaster General. (Sec. 12, 36 Stat. 818; 39 U. S. C. 762)

(b) Postmasters and postal employees shall not disclose the name of any postal-savings depositor, nor give any information concerning a particular account, to any person other than the depositor himself, unless specially authorized to do so by the Third Assistant Postmaster General, except when a depositor is deceased or has been adjudged mentally incompetent in which case information relative to the amount on deposit may be furnished to the duly appointed legal representative or the next of kin: *Provided*, That nothing in this paragraph shall prohibit the giving of such information to post office inspectors.

Subchapter J—Transportation of the Mails

PART 90—POST ROADS AND ESTABLISHMENT OF MAIL SERVICE

Sec.

90.1 Post roads.
90.2 Provisions for carrying mail on post roads.
90.3 County seats to be supplied with mail.
90.4 Transportation of mail to and from post offices.
90.5 Transportation of domestic mail through foreign countries.
90.6 Mail retarded or endangered by bulk.
90.7 Discontinuance of mail service on any post road.
90.8 Persons not permitted to become contractors.
90.9 Display of weather signals on vehicles transporting mail.

AUTHORITY: §§ 90.1 to 90.9 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 90.1 *Post roads.* (a) The following are established post roads:

All the waters of the United States, during the time the mail is carried thereon.

All railroads or parts of railroads and all air routes which are now or hereafter may be in operation.

All canals, during the time the mail is carried thereon.

All plank roads, during the time the mail is carried thereon.

The road on which the mail is carried to supply any courthouse which may be without a mail, and the road on which the mail is carried under contract made by the Postmaster General for extending the line of posts to supply mails to post offices not on any established route, during the time such mail is carried thereon.

All letter-carrier routes established in any city or town for the collection and delivery of mail matters. (R. S. 3964, as amended; 39 U. S. C. 481)

(b) All public roads and highways while kept up and maintained as such are post routes. (23 Stat. 3; 39 U. S. C. 482)

NOTE: Prior to the act of March 1, 1884, all post roads were established by specific acts of Congress; but inasmuch as all public roads and highways, while kept up and maintained as such, are now post routes, this is no longer necessary.

§ 90.2 *Provisions for carrying mail on post roads.* The Postmaster General shall provide for carrying the mail on all post roads established by law, as often as he, having due regard to productiveness and other circumstances, may think proper. (R. S. 3965; 39 U. S. C. 483)

NOTE: As under the act of March 1, 1884, all public roads while kept up and maintained as such are now post roads, the statute must be read in the light of this fact. The statutes under this chapter authorizing contracts for mail service apply to the various classes of transportation.

§ 90.3 *County seats to be supplied with mail.* The Postmaster General shall cause a mail to be carried from the nearest post office on any established post road to the courthouse of any county in the United States which is without a mail. (R. S. 3966; 39 U. S. C. 484)

§ 90.4 *Transportation of mail to and from post offices.* The Postmaster General may, when he deems it advisable, contract for the transportation of the mails to and from any post office. * * * (R. S. 3975; 39 U. S. C. 493)

§ 90.5 *Transportation of domestic mail through foreign countries.* The Postmaster General, after advertising for proposals, may enter into contracts or make suitable arrangements for transporting the mail through any foreign country, between any two points in the United States, and such transportation shall be by the speediest, safest, and most economical route; and all contracts therefor may be revoked whenever any new road or canal shall be opened affording a speedier, more economical, and equally safe transportation between the same points; but in case of the revocation of any such contract, a fair indemnity shall be awarded to the contractor. (R. S. 4006; 39 U. S. C. 651)

§ 90.6 *Mail retarded or endangered by bulk.* When the amount of mail matter to be carried on any mail route is so great as to seriously retard the progress or endanger the security of the letter mail, or materially increase the cost of carriage at the ordinary rate of speed, the Postmaster General may provide for the separate carriage of the letter mail at the usual rate of speed; but the other mail matter shall not be delayed any more than is absolutely necessary, having due regard to the cost of expedition and the means at his disposal for effecting the same. (R. S. 3994, as amended; 39 U. S. C. 501)

§ 90.7 *Discontinuance of mail service on any post road.* Whenever, in the opinion of the Postmaster General, the postal service cannot be safely continued, the revenues collected, or the laws maintained on any post road, he may discontinue the service on such road or any part thereof until the same can be safely restored. (R. S. 3974; 39 U. S. C. 492)

§ 90.8 *Persons not permitted to become contractors.* (a) No postmaster, assistant postmaster, or clerk employed in any post office shall be a contractor or concerned in any contract for carrying the mail. (R. S. 3850, as amended; 39 U. S. C. 52)

(b) No postmaster, assistant postmaster, or clerk in a post office, nor any member of the immediate family of a postmaster or assistant postmaster, shall be permitted to become a bidder, or contractor, or subcontractor, or to receive compensation for carrying the mails. (See §§ 4.5 and 92.44 of this chapter.)

§ 90.9 *Display of weather signals on vehicles transporting mail.* The Secretary of Commerce, in cooperation with the Postmaster General, may arrange a plan by which there shall be displayed on all cars and other conveyances used for transporting United States mail suitable flags or other signals to indicate weather forecasts, cold-wave warnings, frost warnings, and so forth, to be furnished by the Chief of the Weather Bureau. (29 Stat. 108, as amended; 15 U. S. C. 318)

PART 91—GOVERNMENT MONOPOLY OF MAIL TRANSPORTATION

PRIVATE EXPRESS; CARRYING OF LETTERS OUTSIDE OF MAIL BY COMMON CARRIERS, VESSELS, MAIL CARRIERS, ETC.

Sec.

91.1 Government monopoly of mail transportation.
91.2 When conveyance of mail by private persons is lawful.
91.3 Requirements when letters are carried out of mail.
91.4 Transportation of persons unlawfully conveying mail.
91.5 Sending of letters by private express.
91.6 Carrying of letters out of mail over post roads.
91.7 Illegal carrying of mail by persons in mail service.
91.8 Conveyance of newspapers out of mail.
91.9 Receipt by carrier of matter for mailing.
91.10 Carrying of letters out of mail on vessels.
91.11 Report of illegal carrying of mail.
91.12 Authorization to make searches for illegally transported mail.
91.13 Authorization for search of vessels and seizure of letters.
91.14 Seizure and detention of letters illegally carried.
91.15 Forfeiture to United States of seized packages containing unlawfully concealed letters.

AUTHORITY: §§ 91.1 to 91.15 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 91.1 *Government monopoly of mail transportation—*(a) *Conveyance of mail by private express.* Whoever establishes any private express for the conveyance of letters or packets, or in any manner causes or provides for the conveyance of the same by regular trips or at stated periods over any post route which is or may be established by law, or from any city,

town, or place to any other city, town, or place, between which the mail is regularly carried, shall be fined not more than $500 or imprisoned not more than six months, or both.

This section shall not prohibit any person from receiving and delivering to the nearest post office, postal car, or other authorized depository for mail matter any mail matter properly stamped. (62 Stat. 777; 18 U. S. C. 1696)

(b) *Letters delivered to post offices in bulk for mailing.* Postmasters may accept for mailing letters delivered to them in bulk by freight, express, mail, or messenger: *Provided*, That each of such letters bears the return card of a person or firm located within the delivery limits of their offices; that each of such letters is duly directed and properly sealed and bears the proper postage, which should be purchased at the office of mailing.

NOTE: The Congress, under authority of the Constitution (sec. 1), has vested in the Post Office Department an absolute monopoly of the transportation of letters and packets by regular trips or at stated periods over all post routes. The above proviso and section make certain exceptions to the general statute. The term "packet" now has only historical significance. At one time a correspondence limited to a single sheet was called a single letter; two sheets a double letter; and three sheets a triple letter. All such communications composed of four or more sheets were called a packet. (*Williams* v. *Wells Fargo & Co. Express*, 177 Fed. 352.) The Government monopoly does not extend to all matter admitted to the mails but only to letters. Letter-carrier routes are post routes. (See § 90.1.)

§ 91.2 *When conveyance of mail by private persons is lawful.* This chapter shall not prohibit the conveyance or transmission of letters or packets by private hands without compensation, or by special messenger employed for the particular occasion only. Whenever more than twenty-five such letters or packets are conveyed or transmitted by such special messenger, the requirements of § 91.3, shall be observed as to each piece. (62 Stat. 777; 18 U. S. C. 1696)

§ 91.3 *Requirements when letters are carried out of mail.* All letters enclosed in envelopes with embossed postage thereon, or with postage stamp or stamps affixed thereto, by the sender, or with the metered indicia showing that the postage has been prepaid, if the postage thereon is of an amount sufficient to cover the postage that would be chargeable thereon if the same were sent by mail, may be sent, conveyed, and delivered otherwise than by mail, provided such envelope shall be duly directed and properly sealed, so that the letter cannot be taken therefrom without defacing the envelope, and the date of the letter or of the transmission or receipt thereof shall be written or stamped upon the envelope, and that where stamps are affixed they be canceled with ink by the sender. But the Postmaster General may suspend the operation of this section or any part thereof upon any mail route where the public interest may require such suspension. (R. S. 3993, as amended; 39 U. S. C. 500)

§ 91.4 *Transportation of persons unlawfully conveying mail.* Whoever, having charge or control of any conveyance operating by land, air, or water, knowingly conveys or knowingly permits the conveyance of any person acting or employed as a private express for the conveyance of letters or packets, and actually in possession of the same for the purpose of conveying them contrary to law, shall be fined not more than $150. (62 Stat. 777; 18 U. S. C. 1697)

§ 91.5 *Sending of letters by private express.* Whoever transmits by private express or other unlawful means, or delivers to any agent thereof, or deposits at any appointed place, for the purpose of being so transmitted any letter or packet, shall be fined not more than $50. (62 Stat. 777; 18 U. S. C. 1696)

§ 91.6 *Carrying of letters out of mail over post roads*—(a) *Penalty.* Whoever, having charge or control of any conveyance operating by land, air, or water, which regularly performs trips at stated periods on any post route, or from one place to another between which the mail is regularly carried, carries, otherwise than in the mail, any letters or packets, except such as relate to some part of the cargo of such conveyance, or to the current business of the carrier, or to some article carried at the same time by the same conveyance, shall, except as otherwise provided by law, be fined not more than $50. (62 Stat. 776; 18 U. S. C. 1694)

(b) *Letters which may be carried by common carrier outside mails.* A railroad or steamboat company or other common carrier may carry outside of the mails letters written and sent by its officers and agents which relate to its business only, without inclosing the same in stamped envelopes. Such letters may be to other of such carriers' officers and agents, to those of connecting lines, or to anyone else, so long as no other carrier intervenes.

(c) *Letters for connecting line.* Letters of a company or carrier addressed to officers or agents of a connecting line on business relating to such company or carrier and delivered to an agent of the latter at the point of connection may be carried, and such carriage continued by the connecting company or carrier.

(d) *Letters for eating house.* Letters written by a railroad company and addressed to the manager of an eating house operated by such company, or written by him and addressed to the company, may be carried.

(e) *Letters which cannot be carried outside mails.* No company or carrier, or any officer or employee thereof, may carry outside of the mails letters which are neither written by the company or carrier nor addressed to it. The fact that letters relate to through business over the lines of all companies or carriers transporting the same shall not warrant a company in carrying such letters from one of its connecting lines to another.

(f) *Right of individual railroads to carry letters outside mails is not extended to system.* Where companies or corporations operating railroads are united as a system of railways, the right to carry letters outside of the mail without payment of postage shall remain as an appurtenant of the individual companies or corporations composing the system, and shall not by reason of the union into a system become the right of the system.

§ 91.7 *Illegal carrying of mail by persons in mail service.* Whoever, being concerned in carrying the mail, collects, receives, or carries any letter or packet, contrary to law, shall be fined not more than $50 or imprisoned not more than thirty days, or both. (62 Stat. 776; 18 U. S. C. 1693)

§ 91.8 *Conveyance of newspapers out of mail.* Contractors or mail carriers may convey, out of the mail, newspapers for sale or distribution to subscribers. (R. S. 3888; 39 U. S. C. 254)

NOTE: Postage on such newspapers when placed in post office must be paid by stamps affixed or by money under the permit system at the transient second-class rate. The United States only assumes a monopoly of the transportation of letters and packets.

§ 91.9 *Receipt by carrier of matter for mailing.* Every railway postal clerk or other carrier of the mail shall receive any mail matter presented to him if properly prepaid by stamps, and deliver the same for mailing at the next post office at which he arrives; but no fees shall be allowed him therefor. (R. S. 3980, as amended; 39 U. S. C. 495)

NOTE: All postal cars and all mail apartments in cars and steamboats are post offices for the distribution of mail in transit, and mail matter placed therein is deposited in a post office.

§ 91.10 *Carrying of letters out of mail on vessels.* Whoever carries any letter or packet on board any vessel which carries the mail, otherwise than in such mail, shall, except as otherwise provided by law, be fined not more than $50 or imprisoned not more than thirty days, or both. (62 Stat. 777; 18 U. S. C. 1695)

§ 91.11 *Report of illegal carrying of mail.* Whenever a postmaster, or other officer of the Postal Service, receives information or has good reason to believe that letters are illegally brought to or sent from any city, town, landing, station, or place, whether by steamboat, railroad, private carrier for hire, or any other mode of conveyance, or in any way in violation of law, he shall immediately report such violation to the proper inspector in charge with all the facts concerning it in his possession. If in doubt whether matter comes within the classification of letters or whether it may be lawfully transported and delivered other than by the Post Office Department unless postage is affixed, samples, or a complete description of the matter, should be submitted to the Solicitor for a ruling.

§ 91.12 *Authorization to make searches for illegally transported mail.* The Postmaster General may, by a letter of authorization under his hand, to be filed among the records of his department, empower any post-office inspector or other officer of the Post Office Establishment to make searches for mailable matter transported in violation of

law; and the inspector or officer so authorized may open and search any car or vehicle passing, or having lately before passed, from any place at which there is a post office of the United States to any other such place, or any box, package, or packet, being, or having lately before been, in such car or vehicle, or any store or house, other than a dwelling house, used or occupied by any common carrier or transportation company, in which such box, package, or packet may be contained, whenever such inspector or officer has reason to believe that mailable matter, transported contrary to law, may therein be found. (R. S. 4026, as amended; 39 U. S. C. 700)

§ 91.13 *Authorization for search of vessels and seizure of letters.* Any post-office inspector, when instructed by the Postmaster General to make examinations and seizures, and the collector or other customs officer of any port, without special instructions, shall carefully search all vessels for letters which may be on board or which have been conveyed contrary to law. (R. S. 3989, as amended; 39 U. S. C. 497)

§ 91.14 *Seizure and detention of letters illegally carried.* Any post-office inspector, collector, or other customs officer, or United States marshal or his deputy, may at all times seize all letters and bags, packets or parcels, containing letters which are being carried contrary to law on board any vessel, or on any post route, and convey the same to the nearest post office, or may, by the direction of the Postmaster General or Secretary of the Treasury, detain them until two months after the final determination of all suits and proceedings which may, at any time within six months after such seizure, be brought against any person for sending or carrying such letters. (R. S. 3990, as amended; 39 U. S. C. 498)

§ 91.15 *Forfeiture to United States of seized packages containing unlawfully concealed letters.* Every package or parcel seized by any post-office inspector, collector, or other customs officer, or United States marshal or his deputies, in which any letter is unlawfully concealed, shall be forfeited to the United States, and the same proceedings may be had to enforce the forfeiture as are authorized in respect to goods, wares, and merchandise forfeited for violation of the revenue laws; and all laws for the benefit and protection of customs officers making seizures for violating revenue laws shall apply to officers making seizures for violating the postal laws. (R. S. 3991, as amended; 39 U. S. C. 499)

PART 92—TRANSPORTATION OF MAILS BY RAILROADS

AUTHORIZATION, RATES, AND REQUIREMENTS OF SERVICE

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AUTHORITY: §§ 92.1 to 92.61 (except for authority cited in text) issued under R. S. 161, 396, secs. 1, 5, 39 Stat. 419, 425–431, secs. 304, 309, 42 Stat. 24, 25; Order of Interstate Commerce Commission of Dec. 23, 1919, 56 I. C. C. 1, as modified; 5 U. S. C. 22, 369; 39 U. S. C. 523–541, 542–568.

AUTHORIZATION, RATES, AND REQUIREMENTS OF SERVICE

§ 92.1 *Adjustment of compensation to railroads.* The Postmaster General is authorized and directed to adjust the compensation to be paid to railroad companies for the transportation and handling of the mails and furnishing facilities and services in connection therewith upon the conditions and at the rates hereinafter provided. (Sec. 5, 39 Stat. 425; 39 U. S. C. 524)

§ 92.2 *Mail routes and classes of mail service*—(a) *Authorization of.* The Postmaster General may state railroad mail routes and authorize mail service thereon of the following four classes, namely: Full railway post-office car service, apartment railway post-office car service, storage-car service, and closed-pouch service. (Sec. 5, 39 Stat. 425; 39 U. S. C. 525)

(b) *Full R. P. O. car.* Full railway post-office car mail service shall be service by cars forty feet or more in length, constructed, fitted up, and maintained for the distribution of mails on trains. The authorizations of full railway post-office cars shall be for standard-sized cars sixty feet in length, inside measurement, except as hereinafter provided. (Sec. 5, 39 Stat. 425; 39 U. S. C. 526)

(c) *Apartment R. P. O. car.* Apartment railway post-office car mail service shall be service by apartments less than forty feet in length in cars constructed, fitted up, and maintained for the distribution of mails on trains. Two standard sizes of apartment railway post-office cars may be authorized and paid for, namely, apartments fifteen feet and thirty feet in length, inside measurement, except as hereinafter provided. (Sec. 5, 39 Stat. 425; 39 U. S. C. 527)

(d) *Storage car.* Storage-car mail service shall be service by cars used for the storage and carriage of mails in transit other than by full and apartment railway post-office cars. The authorizations for storage cars shall be for cars sixty feet in length, inside measurement, except as hereinafter provided. Storage space in units of three feet, seven feet, fifteen feet, and thirty feet, both sides of car, may be authorized in baggage cars at not exceeding pro rata of the rates hereinafter named for sixty-foot storage cars. (Sec. 5, 39 Stat. 425; 39 U. S. C. 528)

(e) *Closed-pouch service.* Closed-pouch mail service shall be the transportation and handling by railroad employees of mails on trains on which full or apartment railway post-office cars are

not authorized, except as hereinbefore provided. The authorizations for closed-pouch service shall be for units of seven feet and three feet in length, both sides of car. (Sec. 5, 39 Stat. 426; 39 U. S. C. 530)

§ 92.3 *Non-standard cars and apartments.* Where authorizations are made for cars of the standard lengths of sixty, thirty, and fifteen feet, as provided by this § 92.2, and the railroad company is unable to furnish such cars of the length authorized, but furnishes cars of lesser length than those authorized, but which are determined by the Department to be sufficient for the service, the Postmaster General may accept the same and pay only for the actual space furnished and used, the compensation to be not exceeding pro rata of that * * * for the standard length so authorized. The Postmaster General may accept cars and apartments of greater length than those of the standard requested, but no compensation shall be allowed for such excess lengths. (Sec. 5, 39 Stat. 426; 39 U. S. C. 532)

§ 92.4 *Increase, reduction, and discontinuance of service.* New service and additional service may be authorized at not exceeding the rates herein provided, and service may be reduced or discontinued with pro rata reductions in pay, as the needs of the Postal Service may require. No additional pay shall be allowed for additional service unless specifically authorized by the Postmaster General. (Sec. 5, 39 Stat. 427; 39 U. S. C. 564)

§ 92.5 *Carrying also of mail equipment, supplies, and employees.* Service by full and apartment railway post-office cars and storage cars shall include the carriage therein of all mail matter, equipment, and supplies for the mail service and the employees of the Postal Service or Post Office Department, as shall be directed by the Postmaster General to be so carried. (Sec. 5, 39 Stat. 426; 39 U. S. C. 529)

§ 92.6 *Return to the mails of equipment and supplies*—(a) *For utilization of car space.* The Postmaster General may return to the mails, when practicable for the utilization of car space paid for and not needed for the mails, postal cards, stamped envelopes, newspaper wrappers, empty mail bags, furniture, equipment, and other supplies for the Postal Service. (Sec. 5, 39 Stat. 429; 39 U. S. C. 560)

(b) *In emergencies.* The Postmaster General, in cases of emergency between October first and April first of any year, may return to the mails empty mail bags and other equipment theretofore withdrawn therefrom as required by law, and, where such return requires additional authorization of car space, pay for the transportation thereof as provided for herein out of the appropriation for inland transportation by railroad routes. (Sec. 5, 39 Stat. 429; 39 U. S. C. 561)

§ 92.7 *Services connected with mail transportation*—(a) *Station and terminal services.* The initial and terminal rates * * * shall cover expenses of loading and unloading mails, switching, lighting, heating, cleaning mail cars, and all other expenses incidental to station service and required by the Postmaster General in connection with the mails that are not included in the car-mile rate. * * * (Sec. 5, 39 Stat. 426; 39 U. S. C. 533)

(b) *Facilities for protection and handling of mails.* Railroad companies carrying the mails shall furnish all necessary facilities for caring for and handling them while in their custody. They shall furnish all cars or parts of cars used in the transportation and distribution of the mails, except as herein otherwise provided, and place them in stations before the departure of trains at such times and when required to do so. They shall provide station space and rooms for handling, storing, and transfer of mails in transit, including the separation thereof, by packages for connecting lines, and such distribution of registered mail in transit as may be necessary, and for offices for the employees of the Railway Mail Service engaged in such station work when required by the Postmaster General, in which mail from station boxes may be distributed if it does not require additional space. (Sec. 5, 39 Stat. 427; 39 U. S. C. 538)

§ 92.8 *Construction and maintenance of mail cars.* All cars or parts of cars used for the Railway Mail Service shall be of such construction, style, length, and character, and furnished in such manner as shall be required by the Postmaster General, and shall be constructed, fitted up, maintained, heated, lighted, and cleaned by and at the expense of the railroad companies. No pay shall be allowed for service by any railway post-office car which is not sound in material and construction and which is not equipped with sanitary drinking-water containers and toilet facilities, nor unless such car is regularly and thoroughly cleaned. * * * the Postmaster General shall not approve or allow to be used, or pay for service by, any full railway post-office car not constructed of steel or steel underframe or equally indestructible material; and all full railway post-office cars accepted for this service and contracted for by the railroad companies shall be constructed of steel. * * * (Sec. 5, 39 Stat. 427; 39 U. S. C. 537)

§ 92.9 *Selection of trains for mail service.* The Postmaster General shall in all cases decide upon what trains and in what manner the mails shall be conveyed. Every railroad company carrying the mails shall carry on any train it operates, and with due speed, all mailable matter, equipment, and supplies directed to be carried thereon. If any such railroad company shall fail or refuse to transport the mails, equipment, and supplies when required by the Postmaster General on any train or trains it operates, such company shall be fined such reasonable amount as may, in the discretion of the Postmster General, be deemed proper. (Sec. 5, 39 Stat. 428; 39 U. S. C. 539)

§ 92.10 *Failure to provide and maintain R. P. O. cars or apartments.* If any railroad company carrying the mails shall fail or refuse to provide cars or apartments in cars for distribution purposes when required by the Postmaster General, or shall fail or refuse to construct, fit up, maintain, heat, light, and clean such cars and provide such appliances for use in case of accident, as may be required by the Postmaster General, it shall be fined such reasonable sum as may, in the discretion of the Postmaster General, be deemed proper. (Sec. 5, 39 Stat. 428; 39 U. S. C. 567)

§ 92.11 *Refusal to perform mail service.* It shall be unlawful for any railroad company to refuse to perform mail service at the rates or methods of compensation provided by law when required by the Postmaster General so to do, and for such offense shall be fined $1,000. Each day of refusal shall constitute a separate offense. (Sec. 5, 39 Stat. 431; 39 U. S. C. 563)

§ 92.12 *Deficient service and delinquencies.* The Postmaster General may make deductions from the pay of railroad companies carrying the mails under the provisions of this part for reduction in service or infrequency of service where, in his judgment, the importance of the facilities withdrawn or reduced requires it, and impose fines upon them for delinquencies. He may deduct the price of the value of the service in cases where it is not performed, and not exceeding three times its value if the failure be occasioned by the fault of the railroad company. (Sec. 5, 39 Stat. 428; 39 U. S. C. 568)

§ 92.13 *Proof of performance of service.* Railroad companies carrying the mails shall submit, under oath when and in such form as may be required by the Postmaster General, evidence as to the performance of service. (Sec. 5, 39 Stat. 428; 39 U. S. C. 556)

§ 92.14 *Service performed by one carrier over property of another.* Service over property owned or controlled by another company or a terminal company shall be considered service of the railroad company using such property and not that of the other or terminal company. Service over land-grant roads shall be paid for as herein provided. (Sec. 5, 39 Stat. 427; 39 U. S. C. 566)

NOTE: Transportation Act of 1940, Public, 785, Seventy-sixth Congress.

§ 92.15 *Combined railroad and steamboat service.* The provisions of this part shall apply to service operated by railroad companies partly by railroad and partly by steamboats. (Sec. 5, 39 Stat. 428; 39 U. S. C. 540)

§ 92.16 *Freight service.* The provisions of this part respecting the rates of compensation shall not apply to mails conveyed under special arrangement in freight trains, for which rates not exceeding the usual and just freight rates may be paid, in accordance with the classifications and tariffs approved by the Interstate Commerce Commission. (Sec. 5, 39 Stat. 428; 39 U. S. C. 555)

§ 92.17 *Transportation of non-first-class mail*—(a) *At rates not exceeding those paid by express.* The Postmaster General shall, from time to time, request information from the Interstate Com-

merce Commission as to the revenue received by railroad companies from express companies for services rendered in the transportation of express matter, and may, in his discretion, arrange for the transportation of mail matter other than of the first class at rates not exceeding those so ascertained and reported to him, and it shall be the duty of the railroad companies to carry such mail matter at such rates fixed by the Postmaster General. (Sec. 5, 39 Stat. 428; 39 U. S. C. 557)

(b) *At carload or l. c. l. rates.* The Postmaster General may, in his discretion, petition the Interstate Commerce Commission for the determination of postal carload or less-than-carload rate for transportation of mail matter of the fourth class and periodicals, and may provide for and authorize such transportation, when practicable, at such rates, and it shall be the duty of the railroad companies to provide and perform such service at such rates and on the conditions prescribed by the Postmaster General. (Sec. 5, 39 Stat. 428; 39 U. S. C. 558)

(c) *Less frequent dispatches.* The Postmaster General may, in his discretion, distinguish between the several classes of mail matter and provide for less frequent dispatches of mail matter of the third and fourth classes and periodicals when lower rates for transportation or other economies may be secured thereby without material detriment to the service. (Sec. 5, 39 Stat. 428; 39 U. S. C. 559)

§ 92.18 *Authority of Postmaster General to regulate service.* All railway common carriers are hereby required to transport such mail matter as may be offered for transportation by the United States in the manner, under the conditions, and with the service prescribed by the Postmaster General and shall be entitled to receive fair and reasonable compensation for such transportation and for the service connected therewith. (Sec. 5, 39 Stat. 429; 39 U. S. C. 541)

§ 92.19 *Determination of rates and compensation for service*—(a) *By Interstate Commerce Commission.* The Interstate Commerce Commission is hereby empowered and directed to fix and determine from time to time the fair and reasonable rates and compensation for the transportation of such mail matter by railway common carriers and the service connected therewith, prescribing the method or methods by weight, or space, or both, or otherwise, for ascertaining such rate or compensation, and to publish the same, and orders so made and published shall continue in force until changed by the commission after due notice and hearing. (Sec. 5, 39 Stat. 429; 39 U. S. C. 542)

(b) *Relations and nature of mail service as rate-fixing principle.* In fixing and determining the fair and reasonable rates for such service the commission shall consider the relation existing between the railroads as public-service corporations and the Government, and the nature of such service as distinguished, if there be a distinction, from the ordinary transportation business of the railroads. (Sec. 5, 39 Stat. 429; 39 U. S. C. 543)

(c) *Procedure.* The procedure for ascertainment of said rates and compensation shall be as follows: (Sec. 5, 39 Stat. 429; 39 U. S. C. 544)

(d) *Filing of statement of mail transportation requirements.* * * * the Postmaster General shall file with the commission a statement showing the transportation required of all railway common carriers, including the number, equipment, size, and construction of the cars necessary for the transaction of the business; the character and speed of the trains which are to carry the various kinds of mail; the service, both terminal and en route, which the carriers are to render; and all other information which may be material to the inquiry, but such other information may be filed at any time in the discretion of the commission. (Sec. 5, 39 Stat. 429; 39 U. S. C. 545)

(e) *Filing of comprehensive plan for transportation of mails.* The Postmaster General may employ such clerical and other assistance as shall be necessary to carry out the provisions of this part, and may rent quarters in Washington, District of Columbia, if necessary, for the clerical force engaged thereon, and pay for the same out of the appropriation for inland transportation by railroad routes. The Postmaster General shall file with the commission a comprehensive plan for the transportation of the mails on said railways and shall embody therein what he believes to be the reasonable rate or compensation the said railway carriers should receive. (Sec. 5, 39 Stat. 430; 39 U. S. C. 546)

(f) *Notice to and answer of carriers; hearings.* Thereupon the commission shall give notice of not less than thirty days to each carrier so required to transport mail and render service, and upon a day to be fixed by the commission, not later than thirty days after the expiration of the notice herein required, each of said carriers shall make answer and the commission shall proceed with the hearing as provided by law for other hearings between carriers and shippers or associations. (Sec. 5, 39 Stat. 430; 39 U. S. C. 547)

(g) *Evidence.* All the provisions of the law for taking testimony, securing evidence, penalties, and procedure are hereby made applicable. (Sec. 5, 39 Stat. 430; 39 U. S. C. 548)

(h) *Classification of carriers for rate purposes.* For the purpose of determining and fixing rates or compensation hereunder the commission is authorized to make such classification of carriers as may be just and reasonable and, where just and equitable, fix general rates applicable to all carriers in the same classification. (Sec. 5, 39 Stat. 430; 39 U. S. C. 549)

(i) *Establishment of rate or compensation by order of Commission.* At the conclusion of the hearing the Commission shall establish by order a fair, reasonable rate or compensation to be received, at such stated times as may be named in the order, for the transportation of mail matter and the service connected therewith, and during the continuance of the order the Postmaster General shall pay the carrier from the appropriation for inland transportation by railroad routes such rate or compensation. (Sec. 5, 39 Stat. 430; 39 U. S. C. 551)

(j) *Reexamination proceedings.* Either the Postmaster General or any such carrier may at any time after the lapse of six months from the entry of the order assailed apply for a reexamination, and thereupon substantially similar proceedings shall be had with respect to the rate or rates for service covered by said application, provided said carrier or carriers have an interest therein. (Sec. 5, 39 Stat. 430; 39 U. S. C. 553)

§ 92.20 *Powers of the Commission.* For the purposes of this part the Interstate Commerce Commission is hereby vested with all the powers which it is now authorized by law to exercise in the investigation and ascertainment of the justness and reasonableness of freight, passenger, and express rates to be paid by private shippers. (Sec. 5, 39 Stat. 430; 39 U. S. C. 554)

§ 92.21 *Statistical studies authorized.* The Postmaster General may have the weights of mail taken on railroad mail routes, and computations of the average loads of the several classes of cars and other computations for statistical and administrative purposes made at such times as he may elect, and pay the expense thereof out of the appropriation for inland transportation by railroad routes. (Sec. 5, 39 Stat. 429; 39 U. S. C. 562)

§ 92.22 *Contracts for service at lower rates.* Notwithstanding any other provision of law, but subject to the provisions of sections 1 (7) and 22 of the Interstate Commerce Act, as amended, the full applicable commercial rates, fares, or charges shall be paid for transportation by any common carrier subject to such Act of any persons or property for the United States, or on its behalf, and the rate determined by the Interstate Commerce Commission as reasonable therefor shall be paid for the transportation by railroad of the United States mail: *Provided, however,* That any carrier by railroad and the United States may enter into contracts for the transportation of the United States mail for less than such rate: *Provided, further,* That section 3709, Revised Statutes (41 U. S. C., 1934 ed.), shall not hereafter be construed as requiring advertising for bids in connection with the procurement of transportation services when the services required can be procured from any common carrier lawfully operating in the territory where such services are to be performed. (Sec. 321, 54 Stat. 954, as amended; 49 U. S. C. 65 (a))

NOTE: The amendment made by section 1 of this act shall take effect October 1, 1946: *Provided, however,* That any travel or transportation specifically contracted for prior to such effective date shall be paid for at the rate, fare, or charge in effect at the time of entering into such contract of carriage or shipment. (Sec. 2, 59 Stat. 606; 49 U. S. C. 65)

§ 92.23 *Round-trip provisions*—(a) *Full and apartment R. P. O. cars.* In computing the car miles of the full railway post-office cars and apartment railway post-office cars, the maximum space

authorized in either direction of a round-trip car run shall be regarded as the space to be computed in both directions, unless otherwise mutually agreed upon. (Sec. 5, 39 Stat. 427; 39 U. S. C. 534)

(b) *Storage cars.* In computing the car miles of storage cars, the maximum space authorized in either direction of a round-trip car run shall be regarded as the space to be computed in both directions, unless the car to be used by the company in the return movement, or otherwise mutually agreed upon. (Sec. 5, 39 Stat. 427; 39 U. S. C. 535)

§ 92.24 *Special contracts with railroads.* The Postmaster General is authorized to make special contracts with the railroad companies for the transportation of the mails where in his judgment the conditions warrant the application of higher rates than those specified * * * [in section 5, 39 Statute 426; 39 U. S. C. 531] (Sec. 5, 39 Stat. 427, as amended; 39 U. S. C. 565)

§ 92.25 *Contracts without advertising for bids.* The Postmaster General may enter into contracts for carrying the mail, with railway companies, without advertising for bids therefor. (R. S. 3942; 39 U. S. C. 571)

§ 92.26 *Substitution of motor vehicle for rail transportation*—(a) *Railroads and electric-car companies.* The Postmaster General is hereby authorized, in his discretion, to permit railroad and electric-car companies to provide mail transportation by motor vehicle over highways in lieu of service by train, the compensation for such service to be at a rate not in excess of the rate that would be allowed for similar service by railroad or electric car, payment therefor to be made from the appropriate appropriation for railroad transportation and mail-messenger service or electric- and cable-car service. (47 Stat. 809; 39 U. S. C. 541a)

(b) *Highway Post Office Service.* (1) Wherever it is found that adequate railroad facilities are not available, the Postmaster General is authorized to contract for carrying the mails and railway postal clerks on routes between points where, in his judgment, the conditions justify the operation of such service in motor vehicles especially designed and equipped for the distribution of mail en route: *Provided,* That such vehicles shall be constructed, fitted up, maintained, and operated in accordance with such specifications, rules, and regulations as he may prescribe: *Provided further,* That the Postmaster General is authorized, within his discretion, to transport and provide for the distribution of mails in Government-owned motor vehicles on such routes between points where in his judgment the conditions justify the operation of such service: *Provided further,* That all laws and regulations governing Star Route Service, not in conflict with this paragraph, shall be applicable to contracts made under the authority of this paragraph: *And provided further,* That no contract shall be awarded for a period of less than two years nor in excess of four years, and that payment for such service shall be from the appropriations for inland transportation by star routes. (Sec. 1, 54 Stat. 756; 39 U. S. C. 505)

(2) The Postmaster General may, in his discretion, and in the interest of the Postal Service, and under such rules and regulations as he may prescribe, provide for the distribution of mail on motor-vehicle routes in motor vehicles specially designed and equipped for that purpose and provided for in subparagraph (1) of this paragraph: *Provided,* That the supervision and distribution of mails in motor-vehicle service, as herein provided, shall be under the jurisdiction of the Second Assistant Postmaster General, and the personnel therein shall be a part of the Railway Mail Service under the same working conditions, rates of pay, travel allowance, and other benefits applicable to railway postal clerks: *And provided further,* That payment for such service shall be from the appropriations for Railway Mail Service salaries and railway postal clerks' travel allowance. (Sec. 2, 54 Stat. 756; 39 U. S. C. 506)

(3) Every individual or company carrying the mails shall carry on any vehicle it operates and without extra charge therefor the persons in charge of the mails and when on duty and traveling to and from duty, and all duly accredited agents and officers of the Post Office Department and post-office inspectors while traveling on official business, upon the exhibition of their credentials. (Sec. 3, 54 Stat. 757; 39 U. S. C. 507)

(4) The Postmaster General is authorized to promulgate such specifications, rules, and regulations as may be necessary to carry out the provisions of this paragraph. (Sec. 4, 54 Stat. 757; 39 U. S. C. 508)

§ 92.27 *Recommendations by R. M. S. for establishment or extension of service.* General superintendents of Railway Mail Service shall report to the Deputy Second Assistant Postmaster General, Surface Postal Transport, with recommendation and facts upon which it is based, all cases for establishment of service on new railroads and extension of service on existing routes, and all cases for increase and decrease of space on all routes necessary to conform properly to the mails carried.

§ 92.28 *Mails not to be carried until ordered by department.* Mails shall not be carried on any new railroad, or other railroad or part thereof on which mail service has not been authorized, either regularly or under waivers, until ordered by the Second Assistant Postmaster General.

Duties of Railroad Companies

§ 92.29 *Transfer of mail in emergency*—(a) *At place of wreck or washout.* Whenever a railroad company finds it necessary to transfer at the place of a wreck or washout, its officials and employees shall see that the mails and railway postal clerks are promptly transferred and every possible convenience furnished the clerks for working their mails.

(b) *When necessary to set out car containing mail.* Whenever a railroad company finds it necessary to set out a car containing mail on account of bad order, or other operating conditions, its employees shall see that all mails in the car are transferred to vacant space in other cars in the train, or to an additional car if available: *Provided,* That where the train involved is an important passenger train and the transfer of all of the mails would result in a protracted delay to the train, the transfer may be limited to first-class and registered mails, daily newspapers, and special delivery, and special handling matter, and also to such other classes of mail as can be handled during the time of such transfer: *Provided further,* That where a following train will secure substantially the same connections and deliveries as would have been made by the train from which the car was set out, the mails may be held for such following train. Where the car set out is a distributing unit, the railway postal clerks will render all possible assistance in the transfer of the mails.

§ 92.30 *Maintenance of transfer offices by railroads.* Offices at stations for the employees of the Railway Mail Service engaged in station work shall be lighted, heated, furnished, supplied with ice water, provided with toilet facilities (where such facilities are not easily accessible), and kept in order by the railroad company.

§ 92.31 *Pouch records to be kept by railroads*—(a) *Recording and checking.* Railroad companies shall require their employees who handle the mails on trains to keep a record of all pouches due to be received or dispatched by them, and to check the pouches at the time they are received or dispatched.

(b) *Reporting of irregularities.* Every irregularity in the receipt and dispatch of mail shall be reported by the employee to his superintendent promptly, and if a probable loss of or damage to mail is involved, or if the cause of failure to receive a pouch is not known, the report should be made by wire, and the superintendent shall notify the proper general superintendent of Railway Mail Service without delay. A copy of the employee's report shall be attached to and become a part of the permanent pouch record.

(c) *Filing of train pouch records.* Train pouch records shall be kept on file at the headquarters of division superintendents of railroad companies for at least one year immediately following the date the mail covered by them was handled, and shall be accessible there to post office inspectors and other agents of the Post Office Department. Where a baggageman performs service over two or more railroad divisions on a single trip, pouch records may be filed at the headquarters of the one division superintendent of the railroad company agreed upon by the general superintendents of the Railway Mail Service concerned.

(d) *Subject to examination.* Railroad companies shall require their employees to submit pouch records for examination to post office inspectors and other duly accredited agents of the Post Office Department upon their request and exhibition of credentials to such employees.

§ 92.32 *Railroads to furnish timetables*—(a) *R. M. S. to be kept informed on train service.* Railroad companies shall forward timetables to the general

and district superintendents of the Railway Mail Service having supervision over the mail service on their lines not less than 72 hours before taking effect. If for any reason it becomes necessary to temporarily annul, curtail, or suspend train service, immediate telegraphic notice thereof shall be given the same offcials.

(b) *Postmasters to be notified of changes in train schedules.* At places where railroad companies have agents, such agents shall notify the postmasters as soon as possible after receipt of any notice of change in schedule of mail trains.

§ 92.33 *Advance deliveries by railroads.* When it is desirable to have mails taken from the post office or postal station to train at a point where the service devolves upon the company in advance of the regular time of closing mails, the company shall be required to make such advance delivery as becomes necessary by the requirements of the service.

§ 92.34 *Arrival of mail late at night*—(a) *Care of mail by railroad.* Whenever the mail on any railroad route arrives at a late hour of the night or at a time when the Government messenger is not on hand to receive it, the railroad company shall, if a representative is on duty, retain custody thereof by placing the mail in a secure and safe room or apartment of the depot or station until called for or until the following morning, when it shall be delivered at the post office, or to the Government messenger, at as early an hour as the necessities of the post office may require. The Department reserves the right, however, to require such service of the railroad company at times when the regular representative may not be on duty.

(b) *Provision of safekeeping facilities by railroad.* At points where there is no railroad representative employed or on duty and there is a railroad station or depot, and mail trains pass late at night, the railroad company shall, if deemed necessary by the Railway Mail Service, provide exchange of mails through a safe room in the depot or by means of a safe and suitable locked box at the station.

§ 92.35 *Dispatch of mail late at night*—(a) *In charge of railroad.* When a train departs from a railroad station between 9 p. m. and 6 a. m., and it is deemed necessary to have the mail dispatched by such train, the general superintendent of Railway Mail Service shall, where mail is taken from and delivered into the post office by the railroad company, request the company, or where a mail messenger or carrier is employed by the Post Office Department, shall direct the postmaster, to have the mail messenger take the mail to the railroad station at such time as will best serve the interest of the mail service. Such mail shall be taken in charge by the agent or other representative of the railroad company, who shall be required to keep it in some secure place until the train arrives and then see that it is properly dispatched.

(b) *Instruction of railroad representative.* The general superintendent of Railway Mail Service shall give reasonable advance notice to the proper officer of the railroad company in order that the agent or representatives of the company may be properly instructed. (See § 92.34.)

§ 92.36 *Loading of mails*—(a) *When mail cars not accessible.* Where mail cars are not placed at points accessible to the vehicle of mail messengers or other departmental carriers, the railroad company shall be required to receive the mails from and deliver them to the messengers or other carriers at points accessible to their vehicles, except as provided in § 92.43.

(b) *Necessary help to be furnished by railroad.* Railroad companies shall furnish the men necessary to handle the mails, to load them into and receive them from the doors of railway post office cars, and to load and pile the mails in and unload them from storage and baggage cars, except as provided in § 92.43. Mails intended for delivery to a railway postal clerk shall never be placed in a railway post office car unless there is a clerk on duty to receive and care for them.

§ 92.37 *Holding of trains for loading of mail*—(a) *Regulations.* A train shall not depart from a station and leave mails which are being loaded, or are being trucked from vehicles or some part of the station to the train, or are aboard a connecting train that has come to a stop in the same station: *Provided*, That where holding an important train for mails from a delayed connection would cause serious delay and there is subsequent available train service within a reasonable length of time, the Department may authorize a time limit beyond which such train may not be held excepting to load first-class mail, daily newspapers, and foreign mail if necessary to insure steamer connection. If the application of this provision to any train is desired by a railroad company, request should be made to the general superintendent of Railway Mail Service for same, specifying reasons and length of time beyond which it is thought impracticable to hold the train in question. If such request is approved by the general superintendent of Railway Mail Service, any delayed mail involved under such authority as may be given shall be carried on the subsequent train in lieu of service authorized on the first train to the extent of any unused space thereon, no additional pay to be allowed the company unless the quantity of mail carried in both trains is in excess of that which could have been carried in the space authorized.

(b) *Trains not to be held for local mails.* Mail trains shall not be held beyond their scheduled time of departure for mail originating in local post offices, terminal railway post offices, or offices of publication. The Railway Mail Service shall fix and enforce an ample time limit in which mails shall be delivered to the railroad companies for dispatch.

(c) *Responsibility for transfer of mails at joint stations.* At joint stations where mails are due to be transferred from a train of one railroad company to a train of another, the mail after being unloaded from the incoming train shall be held to be in the custody of the company operating the train to which the mail is due to be dispatched, and the responsibility for the transfer shall then rest with that company.

(d) *Mails to be accorded transfer with other traffic.* Whenever necessary to transfer passengers, baggage, or express from one train to another, for any reason, all mails shall be included in the transfer unless such transfer is a regular connection coming within the provisions of paragraph (a) of this section.

(e) *Classes of mail that may be withheld from important trains.* General superintendents of Railway Mail Service may cause to be withheld catalog, circular, parcel post, and ordinary paper mails, in the order named, from dispatch to important trains if necessary and advisable to prevent delay to such trains, and forward such mails in other trains in regular or emergency space.

§ 92.38 *Exchange of mails at nonstop points*—(a) *Mail cranes.* At all points at which trains do not stop where the Post Office Department deems the exchange of mails necessary, a device for the receipt and delivery of mails satisfactory to the Department shall be erected and maintained by the railroad company; and pending the erection of such device the speed of trains shall be slackened so as to permit the exchange to be made with safety.

(b) *Reduction of train speed, or stoppage.* Where the Department deems it necessary to the safe exchange of the mails, the railroad company shall be required to reduce the speed or stop the train.

(c) *Lights on cranes.* When mails are caught at night from a crane, the railroad company shall furnish the lantern or light to be attached to the crane and keep it in proper condition, regularly placed, and lighted; also the light shall be so kept and displayed for the guidance of the clerks when delivery only is made. However, if the company has no agent or other employee at the station, the company shall furnish the light, which shall be cared for and placed by the Department's carrier.

(d) *Approaching train to whistle or signal.* The engineer or motorman of a train in which railway post-office service is operated, shall give timely notice, by whistle or other signal, of its approach to a nonstop point at which mails are delivered or are taken from a mail crane, or both.

§ 92.39 *Side, terminal, or transfer service*—(a) *Railroads to be separately compensated therefor.* Where the railroad companies are required by the Department to perform side, terminal, or transfer service, they shall be separately compensated for such service, unless the service is performed in or directly contiguous to railway terminals and depots. The amount to be paid therefor shall be measured by the amount paid by the railroad to contractors plus 3 percent; and where the service is performed by agents or employees of the railroad companies the payment shall be for the value of the pro rata time of such railway agents or employees while engaged in rendering the service, including cost of vehicular service that may be necessary, with the addition of 3 percent. (Order

of Interstate Commerce Commission of Dec. 23, 1919, 56 I. C. C. 1)

(b) *When railroads contract for such service.* Where the railroad companies contract for such service, contracts shall be let to the lowest responsible bidder upon advertisement. Readjustment for such service shall be made annually. The railroad companies shall submit certified copies of each contract to the Postmaster General on or before July 1 of each year showing the rate of payment for the ensuing year, and the amounts specified in such contracts plus 3 percent shall be accepted as the basis of payment to the Postmaster General heretofore prescribed. The railroad companies shall also furnish the Postmaster General each year, on or before July 1, a detailed statement of the daily time consumed in handling the mails by their agents or employees at each point where side, terminal, or transfer service is performed, which statement shall be verified by a responsible official of the company conversant with the facts. Such verified statement shall compute the pro rata payment of the agent or employee performing the service, based on the time actually consumed, and the amount named in the statement plus 3 percent shall constitute the basis of payment for the next ensuing year. In special cases, and for good cause, the Postmaster General may require further statements and verifications from any particular railroad company at other periods of the year. (Order of Interstate Commerce Commission of Dec. 23, 1919, 56 I. C. C. 1)

RECEIPT AND DELIVERY OF MAILS

§ 92.40 *Carriage of mail between post offices and railroad stations*—(a) *By railroads.* Every railroad company shall take the mails from and deliver them into all post offices and postal stations located 80 rods or less from a railroad station at which the company has an agent or other representative, where required by the Post Office Department, the company to be separately compensated for such service unless it is performed in or directly contiguous to railway terminals and depots.

(b) *Railroad to give notice of discontinuance of agency or removal of station.* The railroad company shall give 30 days' advance notice to the Department at Washington, D. C., of the discontinuance of an agency where mails are handled, or the removal of a station to a point outside the 80-rod limit, and the company shall not be relieved of the duty of handling the mails unless such notice is given.

(c) *By Department.* The Department will provide for the carriage of mails to and from post offices and postal stations located more than 80 rods from the nearest railroad station and also to and from post offices and postal stations located 80 rods or less from the nearest railroad station when the company has no agent or other representative employed at such station. The Department may also provide for such service at any post office or postal station and relieve the company of the performance of the service whenever such action is deemed advisable.

(d) *Distance and route between railroad station and post office.* In all cases the distance between the railroad station and the post office or postal station shall be measured by the shortest route open to public travel, avoiding angles, from the nearest door of the baggage room to the nearest door of the post-office building where the receipt and delivery of the mails is practicable. In case there is no baggage room or station the measurement shall be made from the middle of the station platform where mails are exchanged. The route need not be a way regularly dedicated to public use; and if it be over private property, no prohibition against the Government shall be recognized which shall not also have been made and enforced against the general public.

(e) *Definition of "agent" or "representative."* Any person acting for an advantage to himself or another by authority or consent of the railroad company, and representing in any manner the interests of the company or railroad in its business transactions with the public, shall be regarded as the company's agent or representative.

§ 92.41 *Railroad employees handling mails regarded as agents of railroads.* At places where railroad companies are required to take the mails from and deliver them into post offices or postal stations or to transfer them to connecting railroads the persons employed to perform such service shall be regarded as agents of the companies and not employees of the postal service, and need not be sworn; but such persons shall be more than 16 years of age and of suitable intelligence and character. Postmasters shall promptly report any violation of this requirement to the Deputy Second Assistant Postmaster General, Surface Postal Transport.

§ 92.42 *Transfer of mails between connecting trains.* At connecting points where railroad stations are not over 80 rods apart the company having mails on its trains to be forwarded by a connecting train shall be required to transfer such mails and deliver them into the connecting train (unless relieved of the service by the Department); first, where the two companies have agents or representatives employed; and, second, where the company having the mails for dispatch makes transfer of baggage or passengers. However, if the connection is not immediate, the company bringing mails on its trains may deliver them to the agent of the company due to dispatch the mail for proper dispatch by the trains of the latter company. Transfers of mail between connecting trains of steam-railroad routes and cars of electric-railway routes shall be required to be made by the respective companies operating the routes where the railroad company employs an agent and its station is adjacent and readily accessible to the tracks of the electric-railway company and the connection is immediate, except where other provision for the service may be made by the Post Office Department. Companies shall be separately compensated for any such transfer service performed by them unless it is performed in or directly contiguous to railway terminals and depots. Where the tracks of electric-car routes are contiguous transfers of mail between the cars shall be required of the operating companies when practicable and the connection is immediate.

§ 92.43 *Duties of mail messenger and railroad representative*—(a) *In varying circumstances.* Where a mail messenger is employed by the Department and a railroad representative is on duty, the railroad company shall not be required to receive the mails from and deliver them into the mail cars or place the mail on mail cranes if the volume of mail is relatively small and can be readily handled by the department messenger by hand on one trip. At such a point where mail trains arrive at times when there is no railroad representative on duty, the railroad company shall not be required to place the mails on or take them from trains, and if trucking is necessary under such circumstances the railroad company shall provide and render accessible to the messenger the necessary trucks. The Department reserves the right, however, in both cases to require the performance of this service by railroad employees at any time during the 24-hour period. (See §§ 92.34 and 94.10.)

(b) *When mail messenger cannot wait for delayed train.* When the department mail messenger cannot wait for the delayed train without delaying the other mails, the railroad company shall be required to take charge of and dispatch the mails for the delayed train and shall be responsible for the inward mail until it is delivered to the messenger or other authorized representative of the Department.

(c) *When trains are late.* In cases where the company's agent cannot give the mail messenger or other carrier of the mail advance information as to the time the train will arrive, the messenger need not wait for the train beyond its scheduled time of arrival. Where the train is reported as being more than two hours late, the messenger need not wait for the arrival of the train. In such cases the messenger may deliver the mail to the company's agent, or other representative, whose duty it shall be to dispatch the mail by proper train and to retain custody of the incoming mail, if any, until it is called for by the messenger. Where the train is reported to arrive within two hours of scheduled time, the messenger should wait for the arrival of the train, but need not wait more than two hours, at the expiration of which time he may turn the mails over to the agent, whose duty shall be the same as in the other cases. At a point where there is no railroad representative on duty and the mail messenger has no means of ascertaining when a delayed train will arrive, it is the duty of the mail messenger to wait at least two hours beyond the scheduled time of arrival of the train, after which time he may return the mail to the post office to be included in the next regular dispatch. In all cases where mail is turned over to the company's agent for dispatch, the company shall be responsible for its proper handling, and the messenger shall call for and deliver the incoming mail to the post office as soon as practicable after the arrival of the train unless the train arrives at a late hour of the night and the

post office is closed, when the incoming mails may be disposed of as provided for in § 92.34.

TEMPORARY SERVICE

§ 92.44 *Temporary service when railroad service fails*—(a) *Report by postmaster of need for.* When a postmaster at a post office dependent on a railroad for its mail supply deems temporary mail service necessary because of a failure of the railroad service, he shall ascertain from persons eligible to perform the service the lowest rate at which he can obtain such temporary service and immediately report the facts, by telegraph, if necessary, to the general superintendent of Railway Mail Service in whose division the office is located, stating the cause and probable duration of the failure; the point from which temporary service is desired, and the lowest obtainable rate for such service.

(b) *General superintendent's duty.* The general superintendent of Railway Mail Service shall endeavor to have the railroad company resume regular service. If not resumed, such temporary service as may be necessary shall be employed. In cases where all regular supply for an office is suspended, the general superintendent may employ temporary service, if a reasonable bid therefor is obtained, before submitting the case to the Department. In cases where temporary service is recommended to supplement other supply, the Second Assistant Postmaster General may authorize the employment of temporary service. The facts in all cases shall be reported promptly to the Department.

(c) *Must be authorized by R. M. S.* No temporary service rendered necessary by the failure of railroad service shall be employed by a postmaster until he has first obtained authority therefor from the Railway Mail Service.

(d) *Persons ineligible to bid or receive pay.* Postmasters, assistant postmasters, clerks in post offices, and members of the immediate families of postmasters and assistant postmasters shall not be permitted to bid or receive pay for temporary railroad service.

MISCELLANEOUS PROVISIONS

§ 92.45 *Official matter may be transported over any railroad or express company.* The Postmaster General may provide for the transportation of official matter of any department of the Government over any railroad or express company whenever he can do so at a saving to the Government and without detriment to the public service: *Provided,* That nothing in this section shall apply to official matter franked by Members of Congress. (Sec. 5, 27 Stat. 148; 39 U. S. C. 522)

§ 92.46 *Shipment of second-class matter by freight; publisher may apply for hearings of objection.* No publication shall be sent by freight if such method of transportation results in unfair discrimination. Whenever the owner of any publication required by an order of the Post Office Department to be transmitted by freight believes that he is unfairly discriminated against, he may apply to the Post Office Department for an opportunity to be heard; and upon such application being duly filed in writing, the owner of such publication shall have opportunity for a full and fair hearing before said Department, and pending final determination no change shall be made in the method of transportation of such publication as ordered by the Department. The testimony in any such hearing or proceedings shall be reduced to writing and filed in the Post Office Department prior to entering an order upon such hearing. Upon such hearing if the Post Office Department decides adversely to the contention of the publisher, such publisher shall have the right, within the period of twenty days after the date of the order of the Post Office Department made upon such hearing, to appeal to the United States Court of Appeals for the District of Columbia, for a review of such order by said Court of Appeals, by filing in the court a written petition praying that the order of the Post Office Department be set aside. A copy of such petition shall be forthwith served upon the Post Office Department and thereupon the said Department forthwith shall certify and file in the court a transcript of the record and testimony. Upon the filing of such transcript the court shall have jurisdiction to affirm, set aside or modify the order of the Department. The jurisdiction of the United States Court of Appeals for the District of Columbia to affirm, set aside or modify such orders of the Post Office Department shall be exclusive. Such proceedings in the United States Court of Appeals for the District of Columbia shall be given precedence over other cases pending therein and shall be in every way expedited. (Sec. 2, 39 Stat. 424, as amended; 39 U. S. C. 576)

§ 92.47 *Transportation of postal personnel.* Every railroad company carrying the mails shall carry on any train it operates and without extra charge therefor the persons in charge of the mails and when on duty and traveling to and from duty, and all duly accredited agents and officers of the Post Office Department and the Railway Mail Service and Post Office inspectors while traveling on official business, upon the exhibition of their credentials. (Sec. 1, 39 Stat. 419; 39 U. S. C. 523)

§ 92.48 *Railroads to furnish department with data as basis for compensation.* The Postmaster General shall request all railroad companies transporting the mails to furnish, under seal, such data relating to the operating, receipts, and expenditures of such roads as may, in his judgment, be deemed necessary to enable him to ascertain the cost of mail transportation and the proper compensation to be paid for the same; and he shall, in his annual report to Congress, make such recommendations, founded on the information obtained under this section, as shall, in his opinion, be just and equitable. (Sec. 6, 20 Stat. 358; 5 U. S. C. 389)

§ 92.49 *General superintendents to notify railroads of changes in pouch list.* General superintendents of the Railway Mail Service shall promptly notify the proper officers of railroad companies of any changes in the list of closed pouches to be handled by railroad employees.

§ 92.50 *Letter boxes in railroad depots.* When it appears that the public convenience will be subserved, the Deputy Second Assistant Postmaster General, Surface Postal Transport, may authorize railroad companies to place letter boxes in their depots for the receipt of mail matter other than that for local delivery.

§ 92.51 *Mail-messenger service for airports.* Where a mail messenger is employed for duty between the post office or other postal units and airports, he will be required to be on hand to meet planes when they arrive for the receipt and dispatch of mails, regardless of schedule.

RAILWAY MAIL PAY

COMPREHENSIVE PLAN OF THE POSTMASTER GENERAL FOR TRANSPORTATION OF UNITED STATES MAIL

§ 92.52 *Purpose.* This plan is for the purpose of enabling the Interstate Commerce Commission to fix fair and reasonable rates for the transportation of mail in accordance with the service prescribed by the Postmaster General and the manner and conditions thereof as set forth in this plan (39 Stat. 430; 39 U. S. C. 546); and in the exercise of the various powers conferred on the Postmaster General in the Railway Mail Pay Act of 1916 (39 Stat. 412, 419, 425–431; 39 U. S. C. 523–541, 542–568), including the power

(a) To prescribe the service to be performed by railway common carriers in transporting mail, and the manner and conditions of said service (39 U. S. C. 541);

(b) To decide upon what trains the mails shall be conveyed, and the manner of their conveyance (39 U. S. C. 539);

(c) To increase, reduce, or discontinue service by railway common carriers as the needs of the Postal Service, as determined by him, may require (39 U. S. C. 564).

§ 92.53 *Transportation of the mail.* (a) All railway common carriers engaged in the transportation of United States mail shall transport such mail in the manner, under the conditions, and with the service prescribed by the Post Office Department, and otherwise in accordance with the provisions of the Railway Mail Pay Act of 1916.

(b) Any railway common carrier desiring to be relieved of the transportation of the mail may make application to the Post Office Department accordingly, and consideration will be given to the granting of its request in whole or in part as the needs of the Postal Service will permit.

(c) Mail shall be carried upon such trains as the Post Office Department shall designate from time to time in the interest of the Postal Surface and, unless otherwise shown in authorizations for mail service, the character of trains carrying the mails shall be that of the passenger train. In the event mails are transported in freight trains, no more than the usual and just freight rates shall be paid in accordance with the

classifications and tariffs approved by the Interstate Commerce Commission.

(d) The speed of trains upon which mail shall be transported shall be that indicated in such published schedules as are maintained by railway common carriers for their general transportation business.

(e) Each railway common carrier engaged in the transportation of mail is hereby required to furnish such cars and in such number as are necessary for the service authorized by the Post Office Department.

(f) The construction, size, style, length, character, and furnishings of all cars, or parts of cars, which are to carry the mail, shall conform to the plans and specifications heretofore or hereafter approved by the Post Office Department.

§ 92.54 *Definition of service.* The Post Office Department shall state mail routes and authorize mail service thereon.

(a) The service shall be of the following classes:

(1) *Full railway post office car service.* Service of this class shall be authorized in standard cars, 60 feet in length, inside measurement, constructed and fitted in accordance with the plans and specifications approved by the Post Office Department for the handling, distribution, storage, and delivery of mail by railway postal clerks. The requirements for service in such cars shall include the furnishing of all interior fittings, and the sanitation, cleaning, heating, lighting, ice, and drinking water, both in terminals and en route. When required, such cars shall be suitably placed and made available for advance distribution before train departure.

(2) *Railway post office apartment service.* Service of this class shall be authorized in standard apartments, 30 and 15 feet in length, inside measurement. The apartment shall be separated from the remainder of the car by a partition. The requirements for service are essentially the same as in full railway post office cars with respect to construction and furnishings, sanitation, cleaning, heating, lighting, ice, and drinking water.

(3) *Storage car service.* Service of this class shall be authorized in standard cars, 60 feet in length, inside measurement, of the type and construction acceptable to the Post Office Department. This service is the transportation and handling of made-up mails in bulk. The requirements for storage car service shall include all necessary sanitation, cleaning, ventilation, heating, and lighting. The handling of mail into and from such cars shall be performed by employees of the railroad companies under instructions of postal employees with respect to proper routing and separation of mails.

(4) *Storage space service.* Service of this class shall be authorized in units of 3 feet or multiples thereof up to and including 45 feet, both sides of the car, in baggage, combination, or other cars acceptable to the Post Office Department. This service shall include the transportation and handling of mails of the same type as those handled in storage cars, and the requirements as to facilities and handling shall be the same. Pending determination by the Interstate Commerce Commission of the fair and reasonable rates and compensation for additional storage space units of 33 to 45 feet, inclusive, in multiples of 3 feet, payment therefor shall be made by prorating the authorized unit over the rate applicable to a storage car of the standard length.

(5) *Closed-pouch service.* Service of this class shall be the transportation and handling of made-up mails in acceptable cars in trains upon which no railway post office car or railway post office apartment is authorized. Service shall be authorized in units of 3 feet or multiples thereof up to and including 15 feet. Service of this class is to be performed by employees of the railroad companies who shall handle such mails into and from the car and be responsible therefor, in addition to furnishing officials of the railway mail service with a record of the car space used for mails.

(b) The services which the railroads are to render in connection with mail transportation shall be as follows:

(1) Railroad companies are required to perform all necessary switching of cars; to load all mail into cars so as to obtain maximum utilization of the space authorized, including the proper separation, piling, and storing of such mail in all except railway post office cars; and to deliver all mails from their cars except those mails in the care and custody of railway postal clerks in cars in which such employees are on duty. Mails shall be separated and conveniently and suitably placed for delivery to Government employees and contractors.

(2) Railroad companies are required to transfer all mails between cars in the same train where such transfers are necessary and required by the Post Office Department.

(3) Railroad companies are required to take the mails from and deliver them to Government employees and contractors for transfer to post offices or railroad stations, and to transfer mails between trains operating into and out of the same or directly contiguous railroad stations.

(4) Railroad companies are required to furnish all necessary facilities for caring for and handling mails, including suitable and adequate space and rooms in their stations for storing and transfer of mails in transit. They shall also furnish suitable and adequate office space for railway post office transfer clerks when required by the Post Office Department.

(5) Railroad companies are required to transport without extra charge the persons in charge of the mails and the agents and officers of the Post Office Department and Postal Service, under the conditions prescribed by law and regulations pursuant thereto.

(6) Railroad companies are required to construct, light, and maintain mail cranes and mail chutes for the exchange of mails at points or stations on the run where the train does not stop and exchange of mails is necessary.

§ 92.55 *Side and transfer service.* (a) Railway common carriers may be required to perform side and transfer service at any point by the Post Office Department. Side service consists of transporting mails between railroad stations and post offices or postal stations. Transfer service consists of transporting mails between railroad stations.

(b) Railroad companies are required to transport mails between railroad stations and terminal post offices, regardless of distance, unless other provision therefor is made by the Post Office Department. They are also required to transport mails between railroad stations and intermediate post offices or postal stations, and between railroad stations, where the distance does not exceed 80 rods from the nearest railroad station at which the railroad company has an agent or representative employed, unless other provision therefor is made by the Post Office Department.

CONDITIONS OF THE SERVICE

§ 92.56 *Authorizations*—(a) *General provisions.* Authorizations shall be made in accordance with the Railway Mail Pay Act of 1916 and the needs of the Postal Service as determined by the Postmaster General. They shall conform to postal needs in all respects, including the class of service, frequency of service, the amount of space required, and distance of haul, and shall vary in accordance with the postal needs which they reflect. Authorizations shall not be made in excess of the Department's anticipated needs as a means of securing the service needed; and to the extent that actual needs prove to be less than anticipated needs on which authorizations have been based, authorizations shall be reduced accordingly. The Post Office Department shall furnish railway common carriers of mail such information as it possesses to enable the carriers conveniently to discharge their obligation to be ready to serve the Department.

(b) *By class and frequency of service.* (1) All existing authorizations of railway post office cars and railway post office apartments shall remain in effect unless and until modified as herein provided.

(2) Full storage cars shall be authorized at the beginning of the calendar month in which such service is to be performed when it can be foretold with reasonable accuracy that more than 45 feet of mail will be available for transportation in such cars on each of the days covered by the authorization. Such authorizations shall be based upon the experience of comparable periods, taking into consideration seasonal fluctuations and such other factors as may be pertinent in determining the needs of the Postal Service.

(3) Storage space units of 3 to 45 feet shall be authorized at the beginning of the calendar month in which such service is to be performed when it can be foretold with reasonable accuracy that the unit authorized will be needed for mail on the days covered by such authorization. Such authorizations shall be based on the experience of comparable periods, taking into consideration seasonal fluctuations and such other factors as may be pertinent in determining the needs of the Postal Service.

(4) All 3-foot units of closed-pouch space shall be authorized at the beginning of the calendar month in which such service is to be performed. All closed-pouch units in excess of 3 feet shall be authorized at the beginning of the calendar month in which such service is to be performed when it can be foretold with reasonable accuracy that the unit authorized will be needed for mail on the days covered by such authorization. Such authorization shall be based on the experience of comparable periods, taking into consideration seasonal fluctuations and such other factors as may be pertinent in determining the needs of the Postal Service.

(5) Return movements of storage cars may be utilized for closed-pouch service. When closed-pouch service is needed in a train on a day or days of the week on which no storage car is authorized, a unit of closed-pouch space of appropriate size shall be authorized on such day or days.

(c) *By distance.* Authorizations for all service shall be limited to the distance for which service is needed for the actual transportation of the mail.

(d) *By equipment.* (1) Authorizations for railway post office cars shall be for cars of the standard length of 60 feet. Authorizations for railway post office apartments shall be for the standard lengths of 30 or 15 feet, as the needs of the Postal Service require. Authorizations for full storage cars shall be for cars of the standard length of 60 feet. If a railroad company is unable to furnish railway post office cars, railway post office apartments, or full storage cars of the standard lengths authorized, but furnishes cars or apartments of lesser lengths, which are accepted by the Department to be sufficient for the service, claim shall be allowed only for the actual space furnished and used, prorated over the rate applicable to the standard length authorized.

(2) The Department does not require and shall not authorize cars or apartments longer than the standard lengths specified herein and prescribed by law. As a convenience to the carriers, and to enable them to obtain revenue from the operation of space which might otherwise be unused, the Department will accept the excess space beyond the standard lengths authorized to the extent that it will be utilized, when it may do so without detriment to the Postal Service, provided the cost to the Department does not exceed the pro rata cost of such space in standard size cars and apartments. Cars in excess of 60 feet in which a full railway post office unit of 60 feet is partitioned from the remainder of the car may be accepted to fulfill an authorization for a standard railway post office car of 60 feet, and the excess space in the remainder of the car may be utilized under the conditions specified above.

(e) *Modification of authorizations.* (1) Authorizations for service shall be subject to modification at any time to provide for new and additional service and for reduction or discontinuance of service.

(2) Authorizations for storage cars, and for supplementary storage and closed-pouch space may be made at any time during the calendar month to cover the requirements of the Postal Service on any day for service beyond that authorized for such day at the beginning of the calendar month.

(f) *Cancellations.* Authorizations for a full storage car shall be cancelled upon reasonable notice to the railroad whenever there is insufficient mail on any day to warrant its operation. Such cancellations shall not preclude the authorization and use of any available space in the train, including space in the cancelled car, if operated, for the transportation of mail in a storage space unit.

§ 92.57 *Computation of service.* (a) Authorizations for service in full railway post office cars and railway post office apartments shall be stated in both directions, and the maximum space authorized in either direction of a round trip car run shall be regarded as the space to be computed in both directions unless otherwise mutually agreed upon.

(b) In computing the car miles of full storage cars, the maximum space authorized in either direction of a round-trip car run shall be regarded as the space to be computed in both directions, unless the car be used by the company in the return movement, or otherwise mutually agreed upon.

(c) The miles of service of a storage space or closed-pouch space unit shall be determined by the space authorized and furnished over the authorized distance in one direction. Insofar as consistent with the needs of the Postal Service, such units shall be authorized so as to use the existing consist of complementary trains.

§ 92.58 *Designation of cars for return.* (a) The Post Office Department shall control the return movement of all railway post office cars, railway post office apartments, and storage cars. When it can be foretold with reasonable accuracy that the return movement will be needed for the Postal Service, such return movement will be authorized at the time the initial movement is authorized. Except as hereinafter provided, the same car used in the outbound movement shall be used for the return movement. A return movement not previously authorized by the Post Office Department shall commence at such time not later than 48 hours after the arrival of the initial movement as the Post Office Department shall designate, unless a longer period is agreed on, and except as hereinafter provided. When the same car used in the initial or outbound movement is not available for prompt return, due to operating reasons or because of the further movement of the car in mail service over another operating division or rail line, the Post Office Department will permit the return of another car of the same type and practically the same dimensions and weight capacity as the car used in the initial movement, provided the substitute car is needed by the Department and is made available for use not later than 48 hours after arrival of the initial movement.

(b) When it is impracticable to return the same car promptly because of its further use in mail service over another operating division or rail line, and substitution of a car is not made as provided above, the Department will accept the return of the same car, provided such return is made available to the Department within a reasonable time as determined by the scheduled time for arrival at outbound destination and return to the point where claim is made by the originating or intermediate line.

§ 92.59 *Claims for return movement.* (a) No claim shall be allowed for the return movement of railway post office cars, railway post office apartments, and full storage cars of lesser length than the standard, unless such cars are used in the return direction for the transportation of mail, in which case claim shall be allowed on the basis of the space furnished and used, prorated over the rates applicable to the cars and apartments of the standard length authorized.

(b) Claim for the return movement of railway post office cars, railway post office apartments, and full storage cars of greater length than the standard shall be allowed on the basis of the standard length authorized.

(c) When a full car has been authorized, and for operating reasons the railroad company is permitted to transport the mail intended for the full car in more than one car, claim for such transportation shall be allowed for the space authorized to the extent furnished. Claim shall be allowed only for the return movement of any such car used exclusively for mail in the initial movement.

§ 92.60 *Effective date.* This plan shall take effect on October 1, 1948, and shall remain in force until modified by the Postmaster General in accordance with the needs of the postal service as determined by him.

ADDITIONAL REGULATIONS

§ 92.61 *Additional regulations to be published separately.* Additional regulations of the Postmaster General relating to the transportation of United States mail by railroads will be published in a separate document.

PART 93—TRANSPORTATION OF MAILS BY URBAN AND INTERURBAN ELECTRIC RAILWAY COMMON CARRIERS

Sec.

93.1 Transportation of mails by urban and interurban electric lines.
93.2 Payment for side, terminal, or transfer service.
93.3 Service authorized only by department.
93.4 Railroad employees handling mail regarded as agents of railroad.
93.5 Compensation for transportation of mails covers transportation of postal employees and agents.
93.6 Construction and equipment of R. P. O. cars.
93.7 Restriction of use of and admission to mail space in cars.
93.8 Side, terminal, and transfer service.
93.9 Responsibility for safety of the mail.
93.10 Designation of stopping points for safe exchange of mail.
93.11 Use of sign "U. S. Mail."
93.12 Letter boxes on cars.
93.13 Power for canceling machines in cars.
93.14 Failure of service.
93.15 Evidence of performance to be submitted by transportation companies.

Sec.
93.16 Additional regulations to be published separately.

AUTHORITY: §§ 93.1 to 93.16 (except for authority cited in text) issued under R. S. 161, 396, secs. 1, 5, 39 Stat. 419, 425–431, sec. 1, 40 Stat. 748, secs. 304, 309, 42 Stat. 24, 25; Orders of Interstate Commerce Commission of August 7, 1920, and June 2, 1925, Docket No. 10227, Electric Railway Mail Pay; 5 U. S. C. 22, 369, 39 U. S. C. 523–541, 542–568, 570.

§ 93.1 *Transportation of mails by urban and interurban electric lines.* The Interstate Commerce Commission is empowered and directed to fix and determine from time to time the fair and reasonable rates and compensation for the transportation of mail matter by urban and interurban electric railway common carriers and the service connected therewith, prescribing the method or methods by weight or space, or both, or otherwise, for ascertaining such rate or compensation and to publish same, and orders so made and published shall continue in force until changed by the commission after due notice and hearing. It shall be unlawful for any urban or interurban electric railroad to refuse to perform mail service at the rates or methods of compensation thus provided for such service when required by the Postmaster General so to do, and for such offense shall be fined $100. Each day of refusal shall constitute a separate offense. (See § 92.26 (a).) (Sec. 1, 40 Stat. 748; 39 U. S. C. 570)

§ 93.2 *Payment for side, terminal, or transfer service—(a) Separate compensation for.* Where the railroad companies are required by the Department to perform side, terminal, or transfer service they shall be separately compensated for such service, unless the service is performed directly contiguous to railway terminals and depots. The amount to be paid therefor shall be measured by the amount paid by the railroad to contractors, plus 3 percent; and where the service is performed by agents or employees of the railroad companies the payment shall be for the value of the pro rata time of such agents or employees while engaged in rendering the service including cost of vehicular service that may be necessary, with the addition of 3 percent. (Order of Interstate Commerce Commission of August 7, 1920; Docket No. 10227, Electric Railway Mail Pay.)

(b) *When railroads contract for such service.* Where the railroad companies contract for such service, contracts shall be let to the lowest bidder upon advertisement. Readjustments for such service shall be made annually. The railroad companies shall submit certified copies of each contract to the Postmaster General on or before July 1 of each year showing the rate of payment for the ensuing year, and the amounts specified in such contracts plus 3 percent shall be accepted as the basis of payment by the Postmaster General heretofore prescribed. The railroad companies shall also furnish the Postmaster General each year, on or before July 1, a detailed statement of the daily time consumed in handling the mails by their agents or employees at each point where side, terminal, or transfer service is performed, which statement shall be verified by a responsible official of the company conversant with the facts. Such verified statement shall compute the pro rata payment of the agent or employee performing the service, based on the time actually consumed and the amount named in the statement plus 3 percent shall constitute the basis of payment for the next ensuing year. In special cases, and for good cause, the Postmaster General may require further statements and verifications from any particular railroad company at other periods of the year. (Order of Interstate Commerce Commission of August 7, 1920; Docket No. 10227, Electric Railway Mail Pay.)

§ 93.3 *Service authorized only by Department.* Mail service on electric and cable car lines shall be established only by direct order of the Post Office Department, and no increase, decrease, or change in the service, as ordered, shall be made without first securing authority therefor from the Second Assistant Postmaster General.

§ 93.4 *Railroad employees handling mail regarded as agents of railroad.* Any person employed by an electric or cable car company and designated by such company to handle the mail shall be considered an agent of the company and not an employee of the postal service and need not be sworn as an employee of the postal service.

§ 93.5 *Compensation for transportation of mails, covers transportation of postal employees and agents.* The compensation for transportation of the mails by electric and cable cars shall include the transportation, in cars carrying the mails or on trips designated by the Post Office Department, of employees of the postal service who accompany the mails or are necessary for and actually engaged in distributing the same, and also post-office inspectors and other duly accredited agents of the Department in the discharge of their duties.

§ 93.6 *Construction and equipment of R. P. O. cars.* All independent and trailer cars, or apartments in the same, used in the transportation of the mails on electric and cable car routes shall be of such style and so constructed, painted, lettered, equipped, furnished, heated, lighted, and maintained by the companies performing such service as required by the Second Assistant Postmaster General and without expense to the Post Office Department.

§ 93.7 *Restriction of use of and admission to mail space in cars.* No part of the space authorized in a full car or a mail apartment of a car, on an electric or cable car line, shall be used for other than mail purposes. No person other than the duly authorized clerks, carriers, messengers, inspectors, or officers and agents of the Post Office Department shall be admitted thereto; and these shall be admitted only upon exhibition of their credentials.

§ 93.8 *Side, terminal, and transfer service—(a) When performed by company.* Every electric and cable car company over whose line the transportation of mails is authorized, shall take the mails from and deliver them into each post office, mail station, or other point of exchange, when required to do so by the Post Office Department, the company to receive separate compensation for such service unless it is performed directly contiguous to the line. (See § 93.2.)

(b) *When performed by Department.* At any point where service is not required to be performed by the company, the postmaster (if of the fourth class) may be required, where the distance to be traveled is slight, to provide for the service between the cars and the post office without expense to the Department. Where the post office or mail station is located a considerable distance from the point of exchange with the cars, the Department will make provision for the carriage of the mails, but where the conditions as to train service, agency, etc., are similar to those found in the railroad service the provisions of § 92.40 relative to the exchange of mails shall, where practicable, apply.

§ 93.9 *Responsibility for safety of the mail.* Every electric or cable car company on whose line mail service is authorized shall be held responsible for the safety and security of the mail while in the care of its employees.

§ 93.10 *Designation of stopping points for safe exchange of mail.* Where necessary for a safe exchange of the mails, electric and cable car companies carrying the mails shall be required to stop their cars at such points as may be designated by the Post Office Department.

§ 93.11 *Use of sign "U. S. Mail."* The use of the sign "U. S. Mail" or "United States Mail" shall be permitted on cars only when they are actually carrying the mails. Such sign shall be painted on cars used exclusively in the transportation of the mails. Removable signs bearing the words "United States Mail," or letters or characters of like import, shall be displayed on cars only when United States mail is being actually transported thereon.

CROSS REFERENCE: See § 130.57 as to penalty for unlawful use of sign "U. S. Mail."

§ 93.12 *Letter boxes on cars.* The use of letter boxes and the carriage of mails therein on electric or cable cars shall not be considered such mail transportation as is contemplated by the law providing for mail service on electric and cable car lines.

§ 93.13 *Power for canceling machines in cars.* Where canceling machines are used in postal cars on electric lines, the company furnishing the cars shall provide, without additional expense to the Post Office Department, such power as may be necessary to properly operate them.

§ 93.14 *Failure of service.* (a) In case of failure on the part of an electric or cable car company to provide for the carriage of the mails in accordance with the requirements of the Department, temporary mail service, by some other mode of conveyance, shall be authorized by the Second Assistant Postmaster General.

(b) In case of failure in such service postmasters shall be governed by the provisions of § 92.44 of this chapter, applying to failure of service on steam railroads.

§ 93.15 *Evidence of performance to be submitted by transportation companies.* Evidence of the performance of service by electric or cable car companies shall be submitted monthly, under oath, by the companies through the Railway Mail Service, in the form prescribed by the Post Office Department.

§ 93.16 *Additional regulations to be published separately.* Additional regulations of the Postmaster General relating to the transportation of United States mail by urban and interurban electric railway common carriers will be published in a separate document.

PART 94—MAIL-MESSENGER SERVICE

Sec.
94.1 Authority for employment of mail messenger service.
94.2 Advertisement for proposals for mail messenger service.
94.3 Specified equipment service.
94.4 Postmaster to forward bids to Department.
94.5 Designation of mail messengers.
94.6 Contracting for mail messenger service at third- and fourth-class offices.
94.7 Extension of service forbidden without authority.
94.8 Duties of postmasters in connection with mail messenger service.
94.9 Qualifications and requirements of mail messengers.
94.10 Duties of mail messengers.
94.11 Temporary mail messenger service.
94.12 Payment of mail messengers.
94.13 Report and certification by postmasters of mail messenger service.
94.14 Pouch record to be kept by mail messengers.

AUTHORITY: §§ 94.1 to 94.14 (except for authority cited in text) issued under R. S. 161, 396, 24 Stat. 492, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 578.

§ 94.1 *Authority for employment of mail-messenger service.* The Postmaster General may employ such mail-messenger service as may be necessary for the carriage of the mails in connection with railroad and steamboat service, transfer service between depots, over bridges or ferries, between post offices, post offices and branch offices or stations, in cases where by the laws and regulations of the Post Office Department, railroad companies, steamboat companies, and the masters of vessels are not required to deliver into and take from the post offices the mails carried on their lines or vessels. (See § 90.4.) (24 Stat. 492; 39 U. S. C. 578)

§ 94.2 *Advertisement for proposals for mail messenger service.* Where mail messenger service is deemed necessary by the Post Office Department, the postmaster at the office to be supplied shall be instructed to advertise for ten days for sealed proposals to perform the service in accordance with the specifications prepared by the Department. The postmaster shall post the advertisements in the most conspicuous places in the post office, and at such other public points as will bring the matter to the attention of those likely to bid for the service. He shall give wide publicity to the advertisement.

§ 94.3 *Specified equipment service.* When deemed advisable, the transportation of the mails in covered, screened or paneled, and locked vehicles furnishing complete protection to the mails may be authorized in cities and towns without formal written contract and bond, under the rules and regulations governing ordinary mail-messenger service.

§ 94.4 *Postmaster to forward bids to Department.* (a) The postmaster shall receive all bids offered and, when the time of advertisement has expired, forward all of them unopened and inclose in one envelope, together with a copy of the notice posted, and a statement of the manner of giving it publicity, to the "Deputy Second Assistant Postmaster General in charge of Surface Postal Transport."

(b) The postmaster shall also forward at the time he transmits the bids a specific statement of the service required and a report as to the character and suitability of the bidders on Form 2638. Bidders may forward bids direct to Post Office Department, but should inform the postmaster so that he may make proper report. (See § 97.22.)

§ 94.5 *Designation of mail messengers*—(a) *Consideration of bids.* Proposals for mail-messenger service shall be opened in the office of the Second Assistant Postmaster General, and the lowest bidder, if in all other respects acceptable, shall be designated as mail messenger. The right is reserved to reject any and all bids. A formal written contract, with bond, is not required.

(b) *Postmaster to notify party designated.* Notice of the designation of a mail messenger shall be sent to the postmaster, who, on its receipt, shall immediately notify the party designated to begin service on the date mentioned in the notice, and the retiring messenger of the date he is to be released.

(c) *Mail messenger not designated for fixed period.* A mail messenger shall be expected to continue the performance of service indefinitely at the compensation specified or until his employment is terminated by proper notice or order. No increase of pay under the designation shall be allowed for additional trips performed, increase in distance, or for increase in the weight of mails carried between the points named in the order designating the mail messenger. (See § 94.9.)

§ 94.6 *Contracting for mail-messenger service at third- and fourth-class offices*—(a) *Limitation of pay.* (1) In the discretion of the Postmaster General, postmasters, assistant postmasters, and clerks at post offices of the third class, and postmasters, assistant postmasters, and clerks at post offices of the fourth class may enter into contracts for the performance of mail messenger service, and allowance may be made therefor from the appropriations for mail messenger service. The total amount payable under such contract to any postmaster, assistant postmaster, or clerk shall not exceed $300 in any one year. Special-delivery messengers at post offices of all classes may enter into contracts for mail messenger service. (See subparagraph (2) of this paragraph.) (Sec. 1, 39 Stat. 418, as amended; 39 U. S. C. 579)

(2) Post office employees at post offices of all classes not named in the preceding paragraph may also, in the discretion of the Postmaster General, enter into contracts for the performance of mail messenger service provided the total amount paid under such contract shall not exceed $300 in any one year, except that special-delivery carriers paid on a fee basis may receive in excess of $300 for mail messenger service in any one year.

NOTE: See 39 U. S. C. 136, as amended by the acts of June 11, 1942, and December 23, 1944, and see Public Law 134, approved July 6, 1945, as amended; also see § 137.23.

(b) *Members of immediate families may contract.* Members of the immediate families of postmasters, assistant postmasters, and clerks at third- and fourth-class post offices may, in the discretion of the Postmaster General, enter into contracts for the performance of mail messenger service provided the total amount paid under such contract shall not exceed $300 in any one fiscal year.

NOTE: The words "immediate family" as used in the section are construed to mean persons who are members of the same household, or where one person is dependent upon the other for support. Under other circumstances blood relatives are not held to be members of the same immediate family.

(c) *When postmasters may be required to transport mails without additional pay.* In exceptional cases, postmasters at offices of the fourth class may be required, without additional compensation, to transport the mails between their offices and railroad stations or other points of exchange where the distance between the post office and point of exchange is not greater than 80 rods and the mails are not of such volume or character as to require the use of a motor or horse-drawn vehicle for their carriage.

CROSS REFERENCE: See § 4.9 as to extra duties; §§ 5.5 as to employees interested in mail contracts; § 90.8 as to restriction upon postmasters and postal employees with regard to mail contracts; § 130.36 as to penalty for being interested in contract or acting as agent for contractor.

§ 94.7 *Extension of service forbidden without authority.* The postmaster shall not extend the service of a mail messenger beyond the limits of that named in the advertisement and notice of designation without express authorization from the Post Office Department.

§ 94.8 *Duties of postmasters in connection with mail messenger service*—(a) *Instructing of messengers; scheduling of service.* The postmaster shall instruct the mail messenger in regard to the performance of his duties, prescribe schedules of arrivals and departures for the service (allowing reasonable running time for the trips), and require the messenger to receive and deliver the mails in case of delayed incoming or outgoing planes, trains, or boats. (See §§ 92.34, 92.35, and 92.43.)

(b) *Reporting of failures, delinquencies, etc.* The postmaster shall keep accurate record of all failures to perform trips and of all other delinquencies or irregularities, and the resulting delays or injuries therefrom, and report the same, stating the cause or causes therefor accompanied by the mail messenger's explanation thereof, to the Second Assistant Postmaster General, Surface Postal Transport. No fines shall be imposed without authority from the Second Assistant Postmaster General.

(c) *Report when service ceases to be necessary or when cost can be reduced.* Postmasters shall report promptly to the Second Assistant Postmaster General, Surface Postal Transport, when mail messenger service ceases to be necessary or when the cost of service can be reduced by a readvertisement of the route. When a change in the location of the post office or the railroad station materially affects the performance of mail messenger service, postmasters shall promptly report all the facts and ask for any necessary instructions and shall not, because of any such a change, discontinue mail messenger service without instructions to do so from the Second Assistant Postmaster General.

(d) *Reporting of cessation of service by messenger.* If a mail messenger dies, resigns, or abandons the service for any reason the postmaster shall at once report the facts to the Second Assistant Postmaster General, Surface Postal Transport.

CROSS REFERENCE: See § 94.11 (b) as to employment of temporary service.

§ 94.9 *Qualifications and requirements of mail messengers*—(a) *Age.* Mail messengers shall be not under 16 years of age, and shall be suitable to be intrusted with the care and custody of the mails.

(b) *Must reside on or contiguous to route.* No bid for carrying the mail on a mail messenger route shall be considered unless the bidder resides on or contiguous to the route on which the service is to be performed, or shall file with his bid an agreement that in the event of the service being awarded to him he will reside on or contiguous to said route. Mail messengers shall give personal attention to the performance of the service.

(c) *Employment of assistants.* When necessary, the mail messenger may employ at his own expense assistant mail messengers, who shall conform in all respects to the requirements applying to the mail messenger himself. All assistant messengers must meet with the approval of the postmaster having jurisdiction over the service and take the oath required by § 4.1 of this chapter. When a mail messenger is absent from duty for short periods, and an assistant messenger is employed, the assistant's services shall be paid for by the regular messenger.

(d) *Oath.* The postmaster shall at once forward to the Second Assistant Postmaster General, Surface Postal Transport, the certificate of oath required by § 4.1 of this chapter, of all regular and assistant messengers.

(e) *Payment only for service previously authorized.* No person shall be paid by the Post Office Department for mail-messenger service unless the employment of such service has been previously authorized. (See §§ 90.8 and 94.7.)

(f) *Notice of resignation.* A mail messenger may resign at any time by giving the Second Assistant Postmaster General written notice 45 days before the time he intends to cease service. (See §§ 94.11 and 94.12.)

(g) *Cannot assign or sublet.* A mail messenger shall not assign or sublet the service.

§ 94.10 *Duties of mail messengers*—(a) *Outline of.* Mail messengers shall receive the mails from and deliver them into post offices and from and into mail cars and on board steamboats when such cars or boats are accessible. They shall also deliver and receive mails at mail cars though not accessible to the messenger's vehicle where mail trains arrive at times when there is no railroad representative on duty, the railroad company to furnish the trucks if trucking is necessary. They shall deliver and receive mail at the mail cars though not accessible to the messenger's vehicle or place them on cranes where a railroad representative is on duty if the volume of mail is relatively small and can be readily handled by the messenger by hand on one trip. Otherwise when cars or boats are not accessible to the messenger's vehicle, the mails shall be delivered to and received from the railroad or steamboat employees at the nearest accessible point. The service shall be performed in accordance with the schedules of arrivals and departures prescribed by the postmaster. (See §§ 92.36 and 92.43 of this chapter.)

(b) *Guard mail and observe instructions.* The mail messenger shall guard the pouches and other mail in his custody from theft or injury. He shall obey all orders and regulations or special instructions from the Post Office Department or the postmaster affecting the mail-messenger service.

(c) *Mail failing of dispatch to be returned to post office.* When for any reason the mail messenger is unable to make proper dispatch of mails in his custody, or there is a failure to catch pouch from crane, the mail messenger shall return and deliver the mails into the post office and notify the postmaster. Mail messengers shall not be permitted to retain mails in their homes.

§ 94.11 *Temporary mail-messenger service*—(a) *Authorization of new service.* Where temporary service becomes necessary prior to the establishment of mail-messenger service, the postmaster shall apply to the Second Assistant Postmaster General, Surface Postal Transport, for authority to employ such service, stating the necessity for the same and the lowest obtainable rate per annum at which it can be secured. The Second Assistant Postmaster General, if he deems it necessary, shall issue instructions to the postmaster authorizing the employment of such service. No payment shall be made for such service unless it has been previously authorized by the Second Assistant Postmaster General. (See § 94.9.)

(b) *When messenger on established route fails to give service.* In the event a mail messenger, for any reason, fails to provide service on an established route, the postmaster may employ such temporary service as may be necessary, at not exceeding the rate at which service on the route was authorized. If the necessary temporary service on the route cannot be secured at such rate, the postmaster shall ascertain the lowest obtainable rate for such service and report the same at once by wire if necessary, with a statement of its necessity, to the Second Assistant Postmaster General, Surface Postal Transport, and await instructions.

(c) *Report of employment of.* The postmaster shall immediately report the employment of temporary service to the Second Assistant Postmaster General, Surface Postal Transport.

§ 94.12 *Payment of mail messengers*—(a) *Designation of postmasters as disbursing officers.* Postmasters may be designated by the Postmaster General as disbursing officers for the payment of mail messengers and others engaged under their supervision in transporting the mails. * * * (Sec. 1, 22 Stat. 54, as amended; 39 U. S. C. 50)

(b) *Monthly payment.* Mail messengers shall be paid monthly by the postmaster having supervision over the service. When the services of a mail messenger terminate for any reason, final payment shall be deferred until notification is received from the Second Assistant Postmaster General authorizing such payment.

§ 94.13 *Report and certification by postmasters of mail-messenger service.* Postmasters shall report and certify to the performance of mail-messenger service upon Form 2242, furnished by the Department, strictly in accordance with instructions printed thereon. (See §§ 98.4 and 98.5.)

§ 94.14 *Pouch record to be kept by mail messengers.* Mail messengers shall keep lists of all pouches due to be received and dispatched by them, and verify all pouches by the lists at the time of receipt or dispatch, except where the only pouches handled are in exchange between the post office and a train or a boat and not more than one pouch is involved in either direction at a time. If any regular pouch is not received and the cause of the failure is not known, the general or district superintendent of Railway Mail Service shall be notified by telegraph. A copy of the report shall be attached to and become a part of the permanent pouch record.

PART 95—SERVICE BY PNEUMATIC TUBES OR SIMILAR DEVICES

Sec.
95.1 Pneumatic tubes and similar devices.
95.2 General contract provisions applicable.

AUTHORITY: §§ 95.1 to 95.2 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 95.1 *Pneumatic tubes and similar devices*—(a) *Authorization.* The Postmaster General may enter into contracts not exceeding in the aggregate $1,383,759 for the transmission of mail by pneumatic tubes or other similar devices for

a period not exceeding ten years, after public advertisement once a week for a period of six consecutive weeks in not less than five newspapers, one of which shall be published in each city where the service is to be performed. Contracts for this service shall be subject to the provisions of the Postal Laws and Regulations relating to the letting of mail contracts, except as herein otherwise provided, and no advertisement shall issue until after a careful investigation shall have been made as to the needs and practicability of such service and until a favorable report, in writing, shall have been submitted to the Postmaster General by a commission of not less than three expert postal officials, to be named by him; nor shall such advertisement issue until in the judgment of the Postmaster General the needs of the Postal Service are such as to justify the expenditure involved. Advertisements shall state in general terms only the requirements of the service and in form best calculated to invite competitive bidding.

(b) *Awarding of contract.* The Postmaster General shall have the right to reject any and all bids; no contract shall be awarded except to the lowest responsible bidder, tendering full and sufficient guaranties, to the satisfaction of the Postmaster General, of his ability to perform satisfactory service, and such guaranties shall include an approval bond in double the amount of the bid.

(c) *Limit of annual expenditure as related to revenue.* No contract shall be entered into in any city for the character of mail service herein provided which will create an aggregate annual rate of expenditure, including necessary power and labor to operate the tubes, and all other expenses of such service in excess of four per centum of the gross postal revenue of said city for the last preceding fiscal year.

(d) *Service in New York City and Brooklyn.* (1) In the city of New York, including the borough of Brooklyn, the annual rate of expenditure for the transmission of mail by such tubes or devices, including power, labor, and all operating expenses, shall not exceed $18,500 per mile of double line of tubes or such other sum not exceeding $19,500 per mile as may have been prescribed by the Interstate Commerce Commission under the act of June 19, 1922, chapter 227, section 5, 42 Stat. 661. (Sec. 1, 32 Stat. 114, as amended; 39 U. S. C. 423)

(2) The provisions of the acts of April 21, 1902; May 27, 1908; and June 19, 1922 (39 U. S. C. 423), relating to contracts for transmission of mail by pneumatic tubes in New York, New York, including the borough of Brooklyn, are hereby amended to provide that the annual rental contract payment rate for the use of the twenty-six and nine hundred and sixty-nine thousandths miles of double-line pneumatic-tube facilities shall not exceed $12,000 per mile: *Provided, however,* That the rate shall be inclusive of maintenance expenses but shall be exclusive of all operating expenses. (62 Stat. 1163; 39 U. S. C. 423, note)

(e) *Limit of expenditure per mile, including operating expenses.* No contract shall be made in any other city providing for three miles or more of double lines of tube which shall involve an expenditure in excess of seventeen thousand dollars per mile per annum, and said compensation shall cover power, labor, and all operating expenses.

(f) *Extension of service.* Only such contracts shall be made as may from time to time be provided for in the annual appropriation act for the Postal Service. Said service shall not be extended in any cities other than those in which the service was under contract under authority of Congress on March 2, 1907, except the borough of Brooklyn, of the city of New York, and the cities of Baltimore, Maryland; Cincinnati, Ohio; Kansas City, Missouri; Pittsburgh, Pennsylvania; and San Francisco, California. (Sec. 1, 32 Stat. 114, as amended; 39 U. S. C. 423)

§ 95.2 *General contract provisions applicable.* The general provisions relating to contract service, Part 97 of this chapter, shall apply, so far as pertinent, to the pneumatic-tube service.

PART 96—AIR MAIL SERVICE

Sec.

96.1 "Air transportation" defined.
96.2 Certificate required.
96.3 Terms and conditions of certificate.
96.4 Requirements as to carriage of mail.
96.5 Certification by Postmaster General for additional service.
96.6 Continuation and termination of mail contract.
96.7 Termination of bonds.
96.8 Rules and regulations.
96.9 Mail schedules.
96.10 Maximum mail load.
96.11 Tender of mail.
96.12 Evidence of performance to be submitted by air carriers.
96.13 Emergency air mail service.
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96.15 Free travel for postal personnel.
96.16 Fixing of rates of compensation for transportation of mail by aircraft.
96.17 Availability of appropriations.
96.18 Penalty for violations.
96.19 Effectiveness of existing orders, regulations, etc.
96.20 Transportation of foreign mail.
96.21 Foreign postal arrangements.
96.22 Leasing of quarters at airports.
96.23 Transportation of mail between airports and post offices.
96.24 Records and reports.
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AIR CARRIERS

96.26 General regulations for air carriers relating to transportation of mail under the Civil Aeronautics Act of 1938.
96.27 Report of one-way trip.
96.28 Schedules.
96.29 Flight operations; early departures; notification of plane movements.
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96.32 Recording of and receipting for mail between carrier and post-office representative.
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96.34 Time for exchange of mail at stop points, and for loading and unloading.
96.35 Direct transfer of mails between planes; use of Form 2715-B.
96.36 Disposition of mail in case of cancellation, unscheduled stop, or irregular operations.
96.37 Holding orders.
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96.39 Protection of the mail.
96.40 Payment for mail service performed.
96.41 Reports of accidents.
96.42 Quarters.
96.43 Correspondence.
96.44 Post-office inspectors.
96.45 Refusal or removal reports.
96.46 Regions; air postal transport.
96.47 Priority for mail.

AUTHORITY: §§ 96.1 to 96.47 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25, sec. 405 (d), 52 Stat. 995, as amended; 5 U. S. C. 22, 369, 49 U. S. C. 485.

§ 96.1 *"Air transportation" defined.* "Air transportation" means interstate, overseas, or foreign air transportation or the transportation of mail by aircraft. (Sec. 1, 52 Stat. 977; 49 U. S. C. 401)

§ 96.2 *Certificate required.* No air carrier shall engage in any air transportation unless there is in force a certificate issued by the Board [Civil Aeronautics Board] authorizing such carrier to engage in such transportation: *Provided,* That if an air carrier is engaged in such transportation on the date of the enactment of this Act, such air carrier may continue so to engage between the same terminal and intermediate points for one hundred and twenty days after said date, and thereafter until such time as the Board shall pass upon an application for a certificate for such transportation if within said one hundred and twenty days such air carrier files such application as provided herein. * * * (Sec. 401, 52 Stat. 987; 49 U. S. C. 481)

§ 96.3 *Terms and conditions of certificate.* Each certificate issued under this section shall specify the terminal points and intermediate points, if any, between which the air carrier is authorized to engage in air transportation and the service to be rendered; and there shall be attached to the exercise of the privileges granted by the certificate, or amendment thereto, such reasonable terms, conditions, and limitations as the public interest may require. A certificate issued under this section to engage in foreign air transportation shall, insofar as the operation is to take place without the United States, designate the terminal and intermediate points only insofar as the Board shall deem practicable, and otherwise shall designate only the general route or routes to be followed. Any air carrier holding a certificate for foreign air transportation shall be authorized to handle and transport mail of countries other than the United States. No term, condition, or limitation of a certificate shall restrict the right of an air carrier to add to or change schedules, equipment, accommodations, and facilities for performing the authorized transportation and service as the development of the business and the demands of the public shall require. No air carrier shall be deemed to have violated any term, condition, or limitation of its certificate by landing or taking off during an emergency at a point not

named in its certificate or by operating in an emergency, under regulations which may be prescribed by the Board, between terminal and intermediate points other than those specified in its certificate. Any air carrier may make charter trips or perform any other special service, without regard to the points named in its certificate, under regulations prescribed by the Board. (Sec. 401, 52 Stat. 987, as amended; 49 U. S. C. 481)

§ 96.4 *Requirements as to carriage of mail.* Whenever so authorized by its certificate, any air carrier shall provide necessary and adequate facilities and service for the transportation of mail, and shall transport mail whenever required by the Postmaster General. Such air carrier shall be entitled to receive reasonable compensation therefor as hereinafter provided. (Sec. 401, 52 Stat. 987, as amended; 49 U. S. C. 481)

§ 96.5 *Certification by Postmaster General for additional service.* Whenever, from time to time, the Postmaster General shall find that the needs of the Postal Service require the transportation of mail by aircraft between any points within the United States or between the United States and foreign countries, in addition to the transportation of mail authorized in certificates then currently effective, the Postmaster General shall certify such finding to the Board and file therewith a statement showing such additional service and the facilities necessary in connection therewith, and a copy of such certification and statement shall be posted for at least twenty days in the office of the secretary of the Board. The Board shall, after notice and hearing, and if found by it to be required by the public convenience and necessity, make provision for such additional service, and the facilities necessary in connection therewith, by issuing a new certificate or certificates or by amending an existing certificate or certificates in accordance with the provisions of this section. (Sec. 401, 52 Stat. 987, as amended; 49 U. S. C. 481)

§ 96.6 *Continuation and termination of mail contract*—(a) *Domestic.* Each contract between the United States and any person for the carriage of mail, entered into or continued under the provisions of 39 U. S. C. 469–469s, and each contract for the carriage of mail by aircraft in Alaska, shall be continued in effect until canceled in accordance with this paragraph. Each such contract shall be canceled upon the issuance to the holder of such contract of a certificate of public convenience and necessity authorizing the transportation of mail by aircraft between the points covered by such contract, or upon the failure of the holder of such contract to apply for such certificate within one hundred and twenty days after June 23, 1938, or upon a determination by the Board that such certificate should not be issued. Until the Board fixes rates under § 96.16, the Postmaster General shall pay compensation for the transportation of mail by aircraft at the rates provided by each such contract or, where rates have been heretofore or shall hereafter be fixed by orders of the Interstate Commerce Commission, pursuant to proceedings instituted prior to June 23, 1938, shall pay compensation for such transportation in accordance with such orders as if 49 U. S. C. ch. 9 had not been enacted.

(b) *Foreign.* Each contract between the United States and any person heretofore entered into under the provisions of 39 U. S. C. 465a and 465b shall be continued in effect until canceled in accordance with this paragraph. Each such contract shall be canceled upon the issuance of a certificate of public convenience and necessity to the holder of such contract authorizing the transportation of mail by aircraft between the points covered by such contract, or upon the effective date of any order of the Board hereunder fixing a fair and reasonable rate of compensation for the transportation of mail by aircraft between the points covered by such contract, whichever is later, or upon the failure of the holder of such contract to apply for such certificate within one hundred and twenty days after June 23, 1938, or upon a determination by the Board that such certificate should not be issued. (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485)

§ 96.7 *Termination of bonds.* Upon the cancellation, pursuant to the provisions of 49 U. S. C. ch. 9, of any contract for the transportation of mail by aircraft, the bond or bonds required from the holder thereof shall terminate and cease to be effective, and such holder and his or its surety or sureties thereon shall be released and discharged from all obligations thereunder, and all securities deposited with such bond or bonds shall forthwith be returned to such holder: *Provided,* That the foregoing provision shall not be construed to terminate or make ineffective any bond or bonds of such holder, or to release or discharge from any obligation thereunder such holder or his or its surety or sureties thereon, in respect of any matter arising prior to the date of the cancellation of such contract, and such holder or his or its surety or sureties thereon shall not be released or discharged prior to disposition of any such matter: *Provided further,* That nothing in 49 U. S. C. ch. 9 shall be construed to affect any right which may have accrued to any air carrier prior to the date of the cancellation, pursuant to the provisions of this chapter, of any contract for the transportation of mail by aircraft. (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485)

§ 96.8 *Rules and regulations*—(a) *Authority to make.* The Postmaster General is authorized to make such rules and regulations, not inconsistent with the provisions of 49 U. S. C. ch. 9, or any order, rule, or regulation made by the Board thereunder, as may be necessary for the safe and expeditious carriage of mail by aircraft. (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485)

(b) *Regulations.* Following is a digest of regulations issued by the Postmaster General pursuant to the above law:

(1) Carriers will transport the mail on the route specified in the certificate of public convenience and necessity issued by the Civil Aeronautics Board and on the schedules designated by the Postmaster General pursuant to section 405 (e) of the Civil Aeronautics Act.

(2) In case of cancellation, or extended delay, carriers will be held responsible for the prompt transfer of mail to other routes or trips or transportation of the mail to the nearest post office or train where it can be given the most expeditious dispatch to destination.

(3) Unless and until otherwise provided by the Department, carriers will furnish adequate and suitable quarters at such air-mail stops on the routes as may be necessary to receive, transfer, dispatch, and distribute mail; such quarters will conform to specifications approved by the Department.

(4) Carriers will truck the mail between such points as may be necessary in emergencies caused by unscheduled stops, unscheduled operation, or extended delay, including cancellations of trips either en route or at termini. Compensation for this service is included in the mail rate prescribed by the Civil Aeronautics Board.

(5) Carriers will keep postal officials and employees concerned fully informed regarding irregularities in the operation of service on their routes.

(6) Carriers will be required to maintain approved schedules except where prevented from doing so by weather and providential causes. They will make the connections between planes of other routes as required and will observe such holding orders as may be prescribed by authorized officials of the Post Office Department.

(7) Carriers will answer promptly all official correspondence from officials of the Post Office Department.

(8) Carriers will keep such records and transmit such reports as may be necessary for the Postmaster General to make prompt and proper accounting for the transportation of the mail on air routes and for other services connected therewith. They will utilize standard forms issued by the Department and will promptly transmit same to the Department or to the authorized field representative.

(9) The Post Office Department will pay the rates prescribed by the Civil Aeronautics Board for the transportation of air mail. The mileage on which payment is based will be that prescribed by the Civil Aeronautics Board.

(10) Carriers will be held responsible for the proper handling and protection of mails in their custody, both as to safety and damage.

(11) In case of accident involving possible damage to or loss of mails, the carrier will promptly notify designated postal officials by telephone or telegraph.

(12) Mail will be given priority over all other forms of traffic, not only in the matter of transportation, but also in unloading and transfer to the connecting airline, and delivery to the designated postal representative, or the air mail field post office.

(13) All carriers of air carriers engaged in the transportation of mail are required to cooperate with and assist inspectors in the performance of their duties.

(14) Carriers who transport mail will carefully observe all rules and regulations issued by the Post Office Department and will be required to take cognizance of and comply with all postal laws and regulations covering the transportation of mail and to be guided by such portions thereof as are not inconsistent with the provisions of the Civil Aeronautics Act or the interpretation made thereof and the rulings made thereunder by the Civil Aeronautics Board. They may be subject to fines and deductions for failure to do so.

§ 96.9 *Mail schedules.* Each air carrier shall, from time to time, file with the Board and the Postmaster General a statement showing the points between which such air carrier is authorized to engage in air transportation, and all schedules, and all changes therein, of aircraft regularly operated by the carrier between such points, setting forth in respect of each such schedule the points served thereby and the time of arrival and departure at each such point. The Postmaster General may designate any such schedule for the transportation of mail between the points between which the air carrier is authorized by its certificate to transport mail, and may, by order, require the air carrier to establish additional schedules for the transportation of mail between such points. No change shall be made in any schedules designated or ordered to be established by the Postmaster General except upon ten days' notice thereof filed as herein provided. The Postmaster General may by order disapprove any such change or alter, amend, or modify any such schedule or change. No order of the Postmaster General under this section shall become effective until ten days after its issuance. Any person who would be aggrieved by any such order of the Postmaster General under this subsection may, before the expiration of such ten-day period, apply to the Board, under such regulations as it may prescribe, for a review of such order. The Board may review, and, if the public convenience and necessity so require, amend, revise, suspend, or cancel such order; and, pending such review and the determination thereof, may postpone the effective date of such order. The Board shall give preference to proceedings under this section over all proceedings pending before it. No air carrier shall transport mail in accordance with any schedule other than a schedule designated or ordered to be established under this section for the transportation of mail. (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485)

§ 96.10 *Maximum mail load.* The Board may fix the maximum mail load for any schedule or for any aircraft or any type of aircraft; but, in the event that mail in excess of the maximum load is tendered by the Postmaster General for transportation by any air carrier in accordance with any schedule designated or ordered to be established by the Postmaster General under § 96.9 for the transportation of mail, such air carrier shall, to the extent such air carrier is reasonably able as determined by the Board, furnish facilities sufficient to transport, and shall transport, such mail as nearly in accordance with such schedule as the Board shall determine to be possible. (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485)

§ 96.11 *Tender of mail.* From and after the issuance of any certificate authorizing the transportation of mail by aircraft, the Postmaster General shall tender mail to the holder thereof, to the extent required by the Postal Service, for transportation between the points named in such certificate for the transportation of mail, and such mail shall be transported by the air carrier holding such certificate in accordance with such rules, regulations, and requirements as may be promulgated by the Postmaster General under this section. (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485)

§ 96.12 *Evidence of performance to be submitted by air carriers.* Air carriers transporting or handling United States mail shall submit, under oath, when and in such form as may be required by the Postmaster General, evidence of the performance of mail service; and air carriers transporting or handling mails of foreign countries shall submit, under oath, when and in such form as may be required by the Postmaster General, evidence of the amount of such mails transported or handled, and the compensation payable and received therefor. (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485)

§ 96.13 *Emergency air mail service.* In the event of emergency caused by flood, fire, or other calamitous visitation, the Postmaster General is authorized to contract, without advertising, for the transportation by aircraft of any or all classes of mail to or from localities affected by such calamity, where available facilities of persons authorized to transport mail to or from such localities are inadequate to meet the requirements of the Postal Service during such emergency. Such contracts may be only for such periods as may be necessitated, for the maintenance of mail service, by the inadequacy of such other facilities. No operation pursuant to any such contract, for such period, shall be air transportation within the purview of this act. Payment of compensation for service performed under such contracts shall be made, at rates provided in such contracts, from appropriations for the transportation of mail by the means normally used for transporting the mail transported under such contracts. (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485)

§ 96.14 *Statutory provisions.* Nothing contained in 49 U. S. C. ch. 9 shall be construed to repeal in whole or in part the provisions of 39 U. S. C. 470. The transportation of mail under contracts entered into under such section shall not, except for 49 U. S. C. 491 (l) and 496 (b), be deemed to be "air transportation" as used in 49 U. S. C. ch. 9, and the rates of compensation for such transportation of mail shall not be fixed under 49 U. S. C. ch. 9. (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485)

§ 96.15 *Free travel for postal personnel.* Every air carrier carrying the mails shall carry on any plane that it operates and without charge therefor, the persons in charge of the mails when on duty, and such duly accredited agents and officers of the Post Office Department, and post office inspectors, while traveling on official business relating to the transportation of mail by aircraft, as the Board may by regulation prescribe, upon the exhibition of their credentials. (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485)

§ 96.16 *Fixing of rates of compensation for transportation of mail by aircraft*—(a) *Authority for.* The Board is empowered and directed, upon its own initiative or upon petition of the Postmaster General or an air carrier, (1) to fix and determine from time to time, after notice and hearing, the fair and reasonable rates of compensation for the transportation of mail by aircraft, the facilities used and useful therefor, and the services connected therewith (including the transportation of mail by an air carrier by other means than aircraft whenever such transportation is incidental to the transportation of mail by aircraft or is made necessary by conditions of emergency arising from aircraft operation), by each holder of a certificate authorizing the transportation of mail by aircraft, and to make such rates effective from such date as it shall determine to be proper; (2) to prescribe the method or methods, by aircraft-mile, pound-mile, weight, space, or any combination thereof, or otherwise, for ascertaining such rates of compensation for each air carrier or class of air carriers; and (3) to publish the same; and the rates so fixed and determined shall be paid by the Postmaster General from appropriations for the transportation of mail by aircraft.

(b) *Rate-making elements.* In fixing and determining fair and reasonable rates of compensation under this section, the Board, considering the conditions peculiar to transportation by aircraft and to the particular air carrier or class of air carriers, may fix different rates for different air carriers or classes of air carriers, and different classes of service. In determining the rate in each case, the Board shall take into consideration, among other factors, the condition that such air carriers may hold and operate under certificates authorizing the carriage of mail only by providing necessary and adequate facilities and service for the transportation of mail; such standards respecting the character and quality of service to be rendered by air carriers as may be prescribed by or pursuant to law; and the need of each such air carrier for compensation for the transportation of mail sufficient to insure the performance of such service, and, together with all other revenue of the air carrier, to enable such air carrier under honest, economical, and efficient management, to maintain and continue the development of air transportation to the extent and of the character and quality required for the commerce of the United States, the Postal Service, and the national defense.

(c) *Statements of Postmaster General and carrier.* Any petition for the fixing of fair and reasonable rates of

compensation under this section shall include a statement of the rate the petitioner believes to be a fair and reasonable. The Postmaster General shall introduce as part of the record in all proceedings under this section a comprehensive statement of all service to be required of the air carrier and such other information in his possession as may be deemed by the Board to be material to the inquiry.

(d) *Weighing of mail.* The Postmaster General may weigh the mail transported by aircraft and make such computations for statistical and administrative purposes as may be required in the interest of the mail service. The Postmaster General is authorized to employ such clerical and other assistance as may be required in connection with proceedings under 49 U. S. C. ch. 9. If the Board shall determine that it is necessary or advisable, in order to carry out the provisions of this chapter, to have additional and more frequent weighing of the mails, the Postmaster General, upon request of the Board, shall provide therefor in like manner, but such weighing need not be for continuous periods of more than thirty days. (Sec. 406, 52 Stat. 998, as amended; 49 U. S. C. 486)

§ 96.17 *Availability of appropriations.* Except as otherwise provided in § 96.13, the unexpended balances of all appropriations for the transportation of mail by aircraft pursuant to contracts entered into under 39 U. S. C. 469–469s, and the unexpended balances of all appropriations available for the transportation of mail by aircraft in Alaska, shall be available, in addition to the purposes stated in such appropriations, for the payment of compensation by the Postmaster General, as provided in 49 U. S. C. ch. 9, for the transportation of mail by aircraft, the facilities used and useful therefor, and the services connected therewith, between points in the continental United States or between points in Hawaii or in Alaska or between points in the continental United States and points in Canada within one hundred and fifty miles of the international boundary line. Except as otherwise provided in § 96.13, the unexpended balances of all appropriations for the transportation of mail by aircraft pursuant to contracts entered into under 39 U. S. C. 465a and 465b, shall be available, in addition to the purposes stated in such appropriations, for payment to be made by the Postmaster General, as provided by 49 U. S. C. ch. 9, in respect of the transportation of mail by aircraft, the facilities used and useful therefor, and the services connected therewith, between points in the United States and points outside thereof, or between points in the continental United States and Territories or possessions of the United States, or between Territories or possessions of the United States. (Sec. 406, 52 Stat. 998, as amended; 49 U. S. C. 486)

§ 96.18 *Penalty for violations*—(a) *Amount and determination.* Any person who violates (1) any provision of 49 U. S. C. ch. 9, subchapters V, VI, and VII, or any provision of 49 U. S. C. 181 (a) (1), or (2) any rule or regulation issued by the Postmaster General under 49 U. S. C. ch. 9, shall be subject to a civil penalty of not to exceed $1,000 for each such violation. Any such penalty may be compromised by the Board or the Postmaster General, as the case may be. The amount of such penalty, when finally determined, or the amount agreed upon in compromise, may be deducted from any sums owing by the United States to the person charged.

(b) *Liens.* In case an aircraft is involved in such violation and the violation is by the owner or person in command of the aircraft, such aircraft shall be subject to lien for the penalty: *Provided,* That this paragraph shall not apply to a violation of a rule or regulation of the Postmaster General. (Sec. 901, 52 Stat. 1015, as amended; 49 U. S. C. 621)

§ 96.19 *Effectiveness of existing orders, regulations, etc.* All orders, determinations, rules, regulations, permits, contracts, certificates, licenses, and privileges which have been issued, made or granted by the Interstate Commerce Commission, the Department of Commerce, or the Postmaster General, or any court of competent jurisdiction, under any provision of law repealed or amended by 49 U. S. C. ch. 9, or in the exercise of duties, powers, or functions transferred to the Board by 49 U. S. C. ch. 9, and which are in effect at the time this section takes effect, shall continue in effect until modified, terminated, superseded, set aside, or repealed by the Board, or by any court of competent jurisdiction, or by operation of law. (Sec. 1108, 52 Stat. 1029, as amended; 49 U. S. C. 678)

§ 96.20 *Transportation of foreign mail.* * * * Any air carrier holding a certificate to engage in foreign air transportation and transporting mails of foreign countries shall transport such mails subject to control and regulation of the United States. The Postmaster General shall from time to time fix the rates of compensation that shall be charged the respective foreign countries for the transportation of their mails by such air carriers, and such rates shall be put into effect by the Postmaster General in accordance with the provisions of the postal convention regulating the postal relations between the United States and the respective foreign countries, or as provided hereinafter in this subsection. In any case where the Postmaster General deems such action to be in the public interest, he may approve rates provided in arrangements between any such air carrier and any foreign country covering the transportation of mails of such country, under which mails of such country have been carried on scheduled operations prior to January 1, 1938, or in extensions or modifications of such arrangements, and may permit any such air carrier to enter into arrangements with any foreign country for the transportation of its mails at rates fixed by the Postmaster General in advance of the making of any such arrangement. The Postmaster General may authorize any such air carrier, under such limitations as the Postmaster General may prescribe, to change the rates to be charged any foreign country for the transportation of its mails by such air carrier within that country or between that country and another foreign country. * * * (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485 (i) (1))

§ 96.21 *Foreign postal arrangements.* (a) * * * Nothing in this chapter shall be deemed to abrogate or affect any arrangement made by the United States with the postal administration of any foreign country with respect to transportation of mail by aircraft, or to impair the authority of the Postmaster General to enter into any such arrangement with the postal administration of any foreign country.

(b) The Postmaster General may, in any case where service may be necessary by a person not a citizen of the United States who may not be obligated to transport the mail for a foreign country, make arrangements, without advertising, with such person for transporting mail by aircraft to or within any foreign country. * * * (Sec. 405, 52 Stat. 994, as amended; 49 U. S. C. 485 (h) (1) (2))

§ 96.22 *Leasing of quarters at airports.* The Postmaster General is hereby authorized, in the disbursement of the appropriation for domestic air-mail service, to apply a part thereof to the purpose of leasing suitable quarters at public airports for use in the handling and distribution of air mail at a reasonable rental to be paid quarterly or monthly, for a term not exceeding twenty years. (62 Stat. 1098; 39 U. S. C. 476)

§ 96.23 *Transportation of mail between airports and post offices.* (a) All mail consigned from an airport to a post office at which there is established a Government-owned motor-vehicle service operated by driver-mechanics in the motor-vehicle service of the Post Office Department or from such a post office to an airport, shall, if possible, be transported by such Government-owned motor vehicle: *Provided,* That such mails need not be so transported when the distance between the post office and the airport is in excess of thirty-five miles.

(b) Nothing in this act shall be construed as prohibiting the delivery of such mails by helicopter or similar aircraft. (62 Stat. 576; 39 U. S. C. 473, 474)

§ 96.24 *Records and reports.* Postmasters and other postal officials shall keep such records and shall submit such reports as may be required for the transaction of air-mail business.

§ 96.25 *Additional provisions.* Such other definitions, sections, or subsections, or any part thereof, of the Civil Aeronautics Act of 1938, directly or indirectly applicable to the Air Mail Service, are hereby incorporated as a part of the Postal Laws and Regulations by this reference, and will be observed accordingly.

AIR CARRIERS

§ 96.26 *General regulations for air carriers relating to transportation of mail under the Civil Aeronautics Act of 1938.* (a) Carriers will transport the mail on the route specified in the certificate of public convenience and necessity issued by the Civil Aeronautics Board and on the schedules designated by the

Postmaster General pursuant to section 405 (e) of the Civil Aeronautics Act.

(b) In case of cancellation, or extended delay, carriers will be held responsible for the prompt transfer of mail to other routes or trips or transportation of the mail to the nearest post office or train from whence it can be given the most expeditious dispatch to destination (§ 96.36).

(c) Unless and until otherwise provided by the Post Office Department carriers will furnish adequate and suitable quarters at such air-mail stops on the routes as may be necessary to receive, transfer, dispatch, and distribute mail; such quarters will conform to specifications approved by the Department (§ 96.42).

(d) Carriers will truck the mail between such points as may be necessary in emergencies caused by unscheduled stops, unscheduled operation, or extended delay, including cancellations of trips either en route or at termini. Compensation for this service is included in the mail rate prescribed by the Civil Aeronautics Board (§ 96.36).

(e) Carriers will keep postal officials and employees concerned fully informed regarding irregularities in the operation of service on their routes (§§ 96.29 and 96.46).

(f) Carriers will be required to maintain approved schedules except where prevented from doing so by weather and providential causes. They will make the connections between planes of other routes as required and will observe such holding orders as may be prescribed by authorized officials of the Post Office Department (§§ 96.29, 96.35 and 96.37).

(g) Carriers will answer promptly all official correspondence from officials of the Post Office Department (§ 96.43).

(h) Carriers will keep such records and transmit such reports as may be necessary for the Postmaster General to make prompt and proper accounting for the transportation of the mail on air routes and for other services connected therewith. They will utilize standard forms issued by the Department and will promptly transmit same to the Department or to the authorized field representative (§ 96.40).

(i) The Post Office Department will pay the rates prescribed by the Civil Aeronautics Board for the transportation of air mail. The mileage on which payment is based will be that prescribed by the Civil Aeronautics Board (§ 96.40).

(j) Carriers will be held responsible for the proper handling and protection of mails in their custody, both as to safety and damage (§ 96.39).

(k) In case of accident involving possible damage to or loss of mails, the carrier will promptly notify designated postal officials by telephone or telegraph (§ 96.41).

(l) Mail will be given priority over all other forms of traffic, not only in the matter of transportation, but also in unloading and transfer to the connecting airline, and delivery to the designated postal representative, or the air mail field post office (§ 96.47).

(m) All employees of air carriers engaged in the transportation of mail are required to cooperate with and assist inspectors in the performance of their duties (§ 96.44).

(n) Carriers who transport mail will carefully observe all rules and regulations issued by the Post Office Department and will be required to take cognizance of and comply with all postal laws and regulations covering the transportation of mail and to be guided by such portions thereof as are not inconsistent with the provisions of the Civil Aeronautics Act or the interpretation made thereof and the rulings made thereunder by the Civil Aeronautics Board. They may be subject to fines and deductions for failure to do so.

(o) Specific rules and regulations hereafter issued will be numbered and will be known as Air Mail Regulations.

§ 96.27 *Report of one-way trip* (a) Form 2702—Record of One-way Trip, is an accounting form used by the Post Office Department and the air carrier in determining mail pay due for mail transported. This form should be an accurate and complete record of the trip flown.

(b) The form, in triplicate, is required for each trip designated by the Post Office Department for the transportation of mail, whether or not mail is carried; also for irregular, emergency, and reinstated trips transporting mail. When a trip cancels at the initial terminal, Form 2702 will be prepared in the usual manner and endorsed to show the reason for cancellation and disposition made of the mail, and disposed of as directed by paragraph (h) of this section.

(c) The carrier will prepare Form 2702 indicating thereon, in correct sequence, all scheduled and non-scheduled stops made; also arrival and departure time at each point. Scheduled stops omitted shall be indicated in proper sequence with explanation of failure to stop under "Remarks."

(d) Entries of pouches and parcels and total weights on and off at each station will be made by the carrier in the columns provided. When a scheduled stop is omitted and mails for the omitted stop are removed from the plane at another point, the entry of mails put off for the omitted stop shall be shown separately from and immediately below the entry for the point at which such mails are removed, and the entry properly identified. When no mail is aboard for an omitted stop that fact should be indicated.

(e) On Form 2702, in the column headed "Remarks," carriers will make explanation of all failures, irregularities, and delays in handling mail. If a pouch or parcel is mishandled show origin, destination, weight, place boarded and point where put off, and disposition made of the mail. If there is insufficient space in the column headed "Remarks," such explanation should be made at the bottom of the form.

(f) Where transfers are made by the carriers, mail and weights transferred will be entered by both delivering and receiving carrier on their respective Form 2702's in space immediately below the station at which the transfer is made and the entries properly identified. One line may be used for mails transferred to one trip and received from another trip by showing the mails transferred in the "off" columns and the mails received in the "on" columns, with appropriate statement of routes concerned in the remarks column. (See § 96.35.)

(g) Forms 2713 and 2715–B should be used to correct entries of weight of mail on and off on Form 2702. The weight of each pouch placed on the plane as listed on Forms 2713 and 2715–B is the weight due off. (See § 96.32.) When corrections on Form 2702 are necessary, they must be legible and made by drawing a line through or circling the incorrect figures and placing the correct figures immediately above or below. Original figures must not be erased or obliterated.

(h) Form 2702 will be balanced and completed upon termination of a trip; this may be done at the terminus or in the carrier's central office or other designated place. Carriers are required to submit balanced and completed Forms 2702 promptly, to the designated Regional Superintendent, Air Postal Transport. In no case shall more than 14 days elapse between completion of a trip and receipt of the balanced and completed Form 2702 in the office of the designated Regional Superintendent. Carriers will retain the duplicate copy of Form 2702 and deliver the original and triplicate copy as directed by the Regional Superintendent concerned. Carriers will be subject to fine for failure to comply with this requirement.

(i) Form 2702 may be carried on the trip to which it relates, or, at the option of the carrier only working data (2713, 2715b) may be carried on the trip and the Form 2702 prepared at the terminus or in the carrier's central office or other designated point.

(j) When a flight is canceled at an intermediate or off-line point and mail is to be trained, Form 2702 will be closed out as outlined herein. Entry below the station where training is to occur should show in proper "OFF" columns the number of pouches and outside parcels and total weight similar to entry for direct transfer between trips or routes; also brief explanation under "Remarks" as to reason for cancellation and the disposition made of mail, etc., i. e., the train to which trained. Form 2702 will be disposed of as directed by paragraph (h) of this section.

§ 96.28 *Schedules.* (a) Carriers will file with the Post Office Department copies of proposed changes in existing schedules preferably 15 days, but in no case less than 10 days, prior to the effective date. The date of filing is the date of receipt in the Deputy Second Assistant's office (that office is not open on Saturdays, Sundays, and holidays). Filing will consist of the following:

Three copies to: Deputy Second Assistant Postmaster General, Air Postal Transport, Washington 25, D. C.

Three copies to: Deputy Second Assistant Postmaster General, Administrative Services, Washington 25, D. C.

Carriers are also requested to furnish one copy of each proposed schedule change to the Regional Superintendent, Air Postal Transport, in whose territory any change is contemplated. It is not necessary that schedules be sent to the

office of the Postmaster General or the Second Assistant Postmaster General.

(b) Proposed new schedules shall be accompanied by a letter or cover sheet, briefly outlining proposed changes. Schedules shall be prepared north to south, east to west, with the flights arranged in chronological order, left to right.

§ 96.29 *Flight operations; early departures; notification of plane movements.* Carriers must operate schedules as nearly as practicable at time shown in approved time tables, but early departure may be made when necessary to prevent cancellation. However, as much notice as possible should be given the air mail field or post office to allow for closing out and dispatching available mail. When plane is operating 30 minutes or more late, dispatching offices on the route should be notified as to the approximate arrival and departure to permit of a later closing and the advancement of additional mail.

§ 96.30 *Omissions of service at scheduled stop points.* (a) If a stop will not be made by a scheduled trip, the local postal representative at the office concerned shall be notified immediately.

(b) If service is to be suspended for one week or more, immediate notice must be furnished to the Deputy Second Assistant Postmaster General, Air Postal Transport, Washington 25, D. C., the Regional Superintendent, Air Postal Transport, and the postal unit concerned.

(c) When service is to be resumed at a scheduled stop point after suspension, those listed in paragraph (b) of this section will be immediately notified.

§ 96.31 *Originating of sections; resumed flights; delayed operations.* (a) Delayed scheduled trips, on routes the mail rates of which are on a pound-mile or ton-mile basis may operate with available mail from initial terminal or intermediate points, even though available mail on hand at scheduled departure has been trained or dispatched to other routes or trips.

(b) Delayed scheduled trips on routes the mail rates of which are on a mileage basis may operate from the initial terminal; however, the delayed operation should not overlap or duplicate other scheduled trips. Carrier claims of payment for mileage of delayed trips which overlap or duplicate other scheduled trips may be disallowed by the Department unless such operation provides service which could not have been performed by other scheduled trips.

(c) When a scheduled trip on mileage basis routes has been canceled at the initial terminal or at some intermediate point, a section may be originated at any intermediate point on the route, provided there will be no duplication of service for the same authorized pay trip which would result in additional cost to the Postal Service, provided further, that such does not conflict with the provisions of the carrier's certificate of public convenience and necessity, or any rule, regulation, or order of the Civil Aeronautics Board.

§ 96.32 *Recording of and receipting for mail between carrier and post office representative.* (a) The postal unit delivering air mail to carriers for transportation will prepare Form 2713, listing the pouches and outside parcels by origins and destinations. Two or more outside parcels for a common destination may be grouped into one entry. Weights of the pouches and pieces for each destination on the route will be shown on the form in a proper station sequence.

(b) Pouches and parcels for off-line points will be listed so as to indicate point of transfer.

(c) On receipt of the mail from the local postal unit the carrier must check the entries and weights as shown on the pouch label against such entries on Form 2713. If there is any difference in weights shown on Form 2713 and on the pouch label, Form 2713 will be appropriately corrected without erasure and the irregularity noted on the form. If mail not listed is received, appropriate entry will be made on Form 2713.

(d) If mail listed on Form 2713 is not received, appropriate notation will be made on the form and the dispatching office notified immediately. Any notations on Form 2713 will be initialed by the carrier representative noting.

(e) Carriers will receive a copy of Form 2715–d as a receipt for all mail which is delivered to an air mail field.

(f) Where no air mail field is located, the carrier will enter on Form 2753, in triplicate, the total ordinary and registered pouches and outsides delivered to mail messenger or Motor Vehicle Service driver. The driver will receipt on Form 2753 for all mails delivered, including registered mails, retaining the duplicate and triplicate copies.

(g) See § 96.38 for specific instructions regarding entry, receipting for, etc., covering registered mails.

§ 96.33 *Emergency trips and extra sections.* (a) Extra sections of authorized trips initiated by the carrier may be used for the transportation of mail whenever mail is tendered by authorized postal representatives at points served by such extra sections on all routes having pound-mile or ton-mile rates and those having included in the rate formula prescribed by the Civil Aeronautics Board the following provisions:

The aforesaid rate per airplane mile shall be applied to the direct airport-to-airport mileage between points served for the carriage of mail on each schedule flown with the mail on the route, and the mail poundage for the route shall be computed at the end of each calendar month on the basis of the average mail load per airplane mile carried over the route during such period; provided, however, that if any scheduled flight is operated in two or more sections between any two points served for mail and mail is transported on more than one such section, the aggregate of the sections so used shall for all purposes of computing compensation pursuant to this order be treated as a single flight, and the rate shall be applied to the airport-to-airport mileage flown by that section which covers the greatest, airport-to-airport mileage between points served for mail, and the mail poundage shall be computed as though the total weight of mail carried on all sections had been consolidated in a single aircraft.

(b) On all other routes, extra sections may not be used for mail, unless specifically authorized by the Regional Superintendent concerned.

(c) Refer to § 96.27 (i) as to handling of Form 2702.

§ 96.34 *Time for exchange of mail at stop points, and for loading and unloading.* (a) Upon arrival of planes at stations, carrier representatives will immediately unload the mail and deliver it to the authorized postal representative at such point as may be designated. Maximum time for unloading at important points may be specified by the Regional Superintendent, Air Postal Transport, in the region concerned.

(b) Mail for all outgoing trips will be delivered to the air carrier by messenger or Motor Vehicle Service from the local post office or by the air mail field at the time authorized by the Regional Superintendent in the region concerned.

§ 96.35 *Direct transfer of mails between planes; use of Form 2715–B.* (a) At junctions of air-mail routes or other stop points where mail is due to be transferred between routes, or trips of the same route, it is the responsibility of the carrier to make the transfer unless otherwise instructed by the Regional Superintendent concerned.

(b) Form 2715–B will be used to record the transfer of mail between trips of the same carrier or between carriers. The form will be prepared by the incoming carrier. When mutually agreed to, Form 2715–B may be prepared by receiving carrier. The receiving carrier will receipt for the mail so turned over, in the space provided for on the form.

(c) The receiving carrier is obligated to accept and transport all mail transferred from incoming planes regularly due to connect his route. If unable to transport such mail it is the obligation of receiving carrier to make disposition according to § 96.36.

(d) The entries of the local mail and transferred mail will be shown as separate items on the trip report, Form 2702. (See § 96.27.)

§ 96.36 *Disposition of mail in case of cancellation, unscheduled stop, or irregular operations.* (a) If at initial terminal or at any stop point en route, a trip is to be canceled, the local postal officials concerned should be notified in sufficient time for the mail to be trained or otherwise rerouted.

(b) (1) In case of cancellation at any point served by Motor Vehicle or Mail Messenger Service, and such service is available at no additional cost to the Department, such service may be used to transport the mail to the post office or train from which it can best be expedited to destination.

(2) If Motor Vehicle or Mail Messenger Service cannot be used, under the conditions named in subparagraph (1) of this paragraph, the carrier will arrange to promptly transport the mail to the post office or train from which it can best be expedited to destination.

(c) In case mail from canceled trip, or trips, arrives by train to connect a plane for resumed flight, the carrier whose service was canceled will be required to

meet the train on arrival and transport the mail to the airport unless local instructions from authorized officials of Air Postal Transport provide for other handling.

§ 96.37 *Holding orders.* (a) Carriers will observe orders of Regional Superintendents, Air Postal Transport, for holding of planes at junction points for connecting mails. Such holding orders will be forwarded to carriers as soon as practicable after schedule changes which necessitate them are received.

(b) If the carrier disagrees with the order of the Regional Superintendent, Air Postal Transport, and differences cannot be reconciled, the case should be submitted to the Deputy Second Assistant Postmaster General, Air Postal Transport, Washington 25, D. C., for decision.

§ 96.38 *Registered mail.* (a) Carriers shall receipt for all rotary lock pouches, iron lock R pouches, and outside registered articles received for dispatch by plane on forms prescribed by the Post Office Department. Carriers will not be required to check the rotary lock numbers of the pouches and registration numbers of outside pieces, it being understood that in signing the form the carrier simply certifies to receiving a specific number of rotary lock pouches, iron lock R pouches, and outside registered pieces.

(b) When registered pouches, iron lock R pouches, and outside pieces are delivered to air mail field employees, the representative of the carrier shall obtain a receipt for all registered pouches, iron lock R pouches and outsides on Form 2715d.

(c) When registered pouches and outside pieces are delivered to a mail messenger or motor vehicle driver, the carrier will prepare Form 2753 in triplicate, listing the pouches by fixed and rotary numbers, iron lock R pouches in bulk, and outsides by registration numbers and obtain receipt from the driver on original. The duplicate and triplicate copies will be turned over to the mail messenger or motor vehicle driver by carrier's employee.

§ 96.39 *Protection of the mail.* (a) Carriers will be held strictly responsible and accountable for mails in their custody. Space provided at stations will be such as will adequately protect the mail and prevent any unauthorized persons from having access to it. Mail must not be left exposed on trucks or otherwise be subjected to depredation or weather. Rear doors of trucks must be closed when mail is being carried therein. Air-mail handlers will be identified by a distinguishing cap, badge, or clothing.

(b) Air carriers will take every precaution to protect air mail in their custody from fire hazard both on the ground and in the air.

§ 96.40 *Payment for mail service performed.* (a) As soon as possible after the end of each month carriers will submit sworn statements of air mail service performed.

(b) Carrier having pound-mile or ton-mile rates of pay will submit, on Form 2720 single copy, Monthly Trip Detail Sheet, for each route and trip, a transcript of the pertinent information on Form 2702, One-way Trip Report, and a detailed computation of pound-miles performed. This will be accompanied by a statement of service performed on Forms 2703–A and 2703–B, in triplicate. Each trip will be listed separately on Forms 2703, showing dates, mileage, pound-miles, and amount of claim. Cases of partial or irregular operation, and extra sections, should be itemized separately. A recapitulation will be made on the last sheet of the statement showing miles, pound-miles and pay claimed, and consisting of a separate item for each sheet of Form 2720. One copy of each of the above forms, together with a copy of the pay certification on Form 2706, will be returned to the carrier at the time payment is certified to the General Accounting Office.

(c) Carriers paid at other than pound-mile or ton-mile rates will submit statements of service performed, in triplicate, on Forms 2703–A and 2703–B. One copy will be returned to the carrier after audit by the Department. These forms will be completed in detail showing dates of service, trip numbers, miles flown, and such other information as is necessary for settlement of the account. A recapitulation on the last sheet of the statement will show the total miles flown, the rate and the amount of the claim for the month.

(d) Special information required to analyze "adjustable" rates such as "average daily scheduled and designated mileage," "Passenger Load Factors," "Average Load," "Minimum Capacity Factors," etc., will be shown on the last sheet of Forms 2703–A and 2703–B in the manner prescribed by the Department.

(e) In all cases, statements on Forms 2703–A and 2703–B will be subscribed and sworn to by the officer of the company authorized to sign such statements. They will be prepared in such form as may be prescribed by the Department from trip reports covering actual performance of service.

(f) The General Accounting Office has agreed that the Department may authorize advance payment in an amount not greater than 98% of the current payment authorizations. Such advance payments will be certified to the General Accounting Office promptly at the end of each month and the advance payment will be made as soon as the amounts are approved by the General Accounting Office. Balances due carriers will be certified as soon as the accounts can be adjusted and audited.

(g) Each company will file with the Department the names of the person or persons who are authorized to sign the statements on Forms 2703. If there are any changes, it will be the responsibility of the carrier to promptly submit a report of such changes to the Department.

§ 96.41 *Reports of accidents.* (a) Carriers will report immediately by telegraph or telephone to the Deputy Second Assistant Postmaster General, Air Postal Transport, Washington 25, D. C., and to the Regional Superintendent, Air Postal Transport, in the area concerned, any accident resulting in damage to or loss of the mail by crash or otherwise. In addition, such other officials of the postal service as may be designated by the Regional Superintendent, Air Postal Transport, in the region concerned, will be notified.

(b) When accidents occur resulting in possible damage or loss of mail, mail should be guarded and not disturbed or withdrawn from the plane until arrival of a postal official, except to prevent further damage by fire or otherwise. It is important that a post-office inspector or other official of the postal service reach the scene of the crash as soon as possible.

(c) See § 96.46 for areas assigned to Regional Superintendents, Air Postal Transport.

§ 96.42 *Quarters.* (a) Unless and until otherwise provided by the Post Office Department carriers will furnish adequate and suitable quarters at such air mail stop points on the route as may be necessary to receive, transfer, dispatch, and distribute the mail.

(b) Such quarters will be furnished with adequate heat, light, hot and cold water, janitor service, toilet facilities, and such other equipment as will provide sanitary and comfortable working conditions and convenient facilities for expeditious handling and distribution of the mail.

(c) Quarters will be located so as to provide expeditious handling of mail to and from planes, and be conveniently accessible to all vehicles used in the handling of mail.

(d) Requests for changes in established air mail field quarters, plans and specifications of air carriers, and requests of officials of the Postal Service for the establishment of new air mail field quarters will be made through the office of Regional Superintendent, Air Postal Transport, concerned. Plans and specifications will be subject to the approval of the Deputy Second Assistant Postmaster General, Air Postal Transport.

§ 96.43 *Correspondence.* Air carriers must answer promptly all correspondence from officials of the Post Office Department. Correspondence concerning the air mail service, except that which is initiated by and directed to the Department at Washington, D. C., and post-office inspectors, should be channeled through the Regional Superintendent, Air Postal Transport, having jurisdiction of the region or route involved.

§ 96.44 *Post-office inspectors.* (a) Post-office inspectors are the special representatives of the Postmaster General. Their duties are outlined in § 2.3 of this chapter, from which the following is quoted:

> Postmasters, clerks, employees, contractors, and others connected with the postal service, are subordinate to post-office inspectors when acting within the scope of their duty and employment. * * * Inspectors are empowered to open pouches and sacks and examine the mails therein and are authorized to enter and inspect post offices at all times.

(b) All employees of air carriers engaged in the transportation of mail are required to cooperate and assist inspectors in the performance of their duties.

(c) Inspectors will exhibit as evidence of their authority the Commission issued by the Postmaster General.

§ 96.45 *Refusal or removal reports.* (a) When all mail offered an air carrier at any station cannot be accommodated on the trip for which intended, or, when mail already on board cannot be transported, the carrier concerned must file a special report, in duplicate, to the Regional Superintendent, Air Postal Transport, having jurisdiction of the point where the refusal or removal occurs.

(b) The report must provide the following information; the route, trip number and date of trip; the point at which the mail was refused or removed and the date; the number of pouches and outsides and the total weight of mail refused; the number of pouches and outsides and total weight of mail removed; the number of pouches and outsides and total weight of mail accepted; the total weight of mail aboard the plane on departure; the number of through passengers and the number of local passengers boarded; the weight of any express, freight, or other cargo aboard the plane; the reason for the refusal or removal of the mail; and such other information regarding the matter as may be specifically requested by the Regional Superintendent, Air Postal Transport, in whose area the refusal or removal of the mail occurred.

§ 96.46 *Regions; Air Postal Transport.* (a) The United States is divided into five regions with a Regional Superintendent, Air Postal Transport in charge of each region. States allocated to each region are as follows:

Regional Office Location and States Under Jurisdiction

Regional Superintendent, Air Postal Transport, Room 5028 G. P. O., New York 1, N. Y.: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia.

Regional Superintendent, Air Postal Transport, 618 Atlanta National Building, 50 Whitehall Street, Atlanta 4, Ga.: Alabama, Florida, Georgia, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, Puerto Rico, Virgin Islands.

Regional Superintendent, Air Postal Transport, Room 777, U. S. Court House, Chicago 4, Ill.: Colorado, Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin, Wyoming.

Regional Superintendent, Air Postal Transport, Post Office Building, Fort Worth 1, Tex.: Arkansas, Kansas, Louisiana, Mississippi, Missouri, New Mexico, Oklahoma, Texas.

Regional Superintendent, Air Postal Transport, 180 New Montgomery Street, San Francisco 5, Calif.: Arizona, California, Idaho, Montana, Nevada, Oregon, Utah, Washington, Hawaii, Alaska.

(b) Regional Superintendents, Air Postal Transport will be responsible for the supervision of the foreign air mail service in their region.

§ 96.47 *Priority for mail.* (a) When so authorized by their certificates of public convenience and necessity issued by the Civil Aeronautics Board pursuant to the provisions of the Civil Aeronautics Act of 1938, as amended, air carriers shall provide, on mail schedules designated by the Postmaster General, necessary and adequate facilities and service for the transportation of mail, and shall transport the mails whenever, tendered by a representative of the Postal Service or by a connecting carrier.

(b) In the event the volume or weight tendered at any point served by any particular flight exceeds the normal or expected volume either as to weight, space or both, the mail tendered shall have priority of transportation, if necessary, over all other cargo (air express, air freight, company material), except personal baggage of passengers and crew, food service, urgent and vital company material necessary for the operation of the air line.

(c) Air carriers will not be required to remove passengers, nor to cancel passengers already ticketed in order to accept mail of over the normal or expected volume. However, when because of irregular operations or cancellations, the mail volume tendered or expected to be tendered a particular flight is in excess of normal, the air carrier will be expected to make every arrangement practicable, such as blocking seats, canceling passenger reservations not already ticketed, removing and refusing cargo in order to transport as much of the mail as is practicable.

(d) Carriers will not be required to remove passengers en route, deny transportation to passengers already ticketed, or to load mail in the seats in the passenger cabin when the loading of other than passengers in seats is contrary to company policy or Civil Aeronautics Regulations, in order to accommodate mail in excess of the normal or expected volume.

(e) Whenever, due to weather conditions or other causes beyond the control of the carrier it becomes necessary to reduce pay load at a point en route, all other cargo aboard the plane (except personal baggage of passengers and crew, food service and urgent company material), shall be removed before any mail is removed. Mail already aboard the plane shall not be removed en route in order to board local passengers. After having accepted the mail for transportation the carrier will be expected to make every reasonable effort to carry such mail through to its destination.

(f) Air carriers are required to provide necessary and adequate facilities and service for the expeditious and safe handling of mails between planes and between plane and points of delivery and receipt of mails at airports.

(g) In unloading, loading, transfer of mail to connecting planes, and delivery of mail to the designated postal representative or to the air mail field, mail shall be given preference over all other cargo, including baggage.

(h) Unreasonable delays in unloading, loading, delivery, and receipt of mail, failures to make scheduled transfers of mail between planes of the same carrier or to flights of other carriers, or failures to make every reasonable effort to transport the mail on the flight for which tendered will subject the carrier to fines and penalties as provided for under section 901 (a) of the Civil Aeronautics Act, as amended.

PART 97—STAR, STEAMSHIP, AND STEAMBOAT ROUTES, AND VEHICLE SERVICE IN CITIES

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AUTHORITY: §§ 97.1 to 97.73 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

ESTABLISHMENT OF SERVICE

§ 97.1 *Contracts for carrying mails on plank roads.* The Postmaster General may contract for carrying the mail on any plank road in the United States, when the public interest or convenience requires it. (R. S. 3968; 39 U. S. C. 486)

§ 97.2 *Contracts for service by air because of impracticability of surface transportation.* Whenever he shall find it to be in the public interest, because of the nature of the terrain and the impracticability of surface transportation, the Postmaster General may award contracts for the transportation of any or all classes of mail by airplane upon star routes not over two hundred airplane-miles in length by direct flight between termini, payment for such service to be made from the appropriation for inland transportation by star routes: *Provided,* That all laws and regulations not in conflict with this section governing star routes shall be applicable to contracts made under the authority of this section: *Provided further,* That the base rate of pay which may be allowed in awarding such contracts shall not exceed 20 cents per airplane-mile for a load not exceeding two hundred and fifty pounds of mail, and not exceeding 1 cent per airplane-mile for each twenty pounds of mail carried in excess of the two hundred and fifty-pound limit, except that in the discretion of the Postmaster General a higher base rate of pay may be allowed in awarding contract for carrying mail over circuitous routes of less than seventy-five miles in length: *And provided further,* That the provisions of 39 U. S. C. 463, 469, 469f shall not apply to the transportation of mail under this section: *And provided further,* That the Postmaster General shall not award more than five contracts for the transportation of mail under the authority of this section. (Sec. 6, 52 Stat. 219; 39 U. S. C. 470)

§ 97.3 *Contracts for carrying mail on canals.* The Postmaster General may contract for carrying the mail on the navigable canals of the several States, when, in his opinion, the public interest or convenience requires it. (R. S. 3967; 39 U. S. C. 485)

§ 97.4 *Special offices not on established routes.* The Postmaster General may enter into contracts for extending the line of posts to supply mails to post offices not on any established route, and, as a compensation for carrying the mail under such contracts, may allow not exceeding two-thirds of the salary paid to the postmaster at such special offices. (R. S. 3971; 39 U. S. C. 489)

§ 97.5 *Carriage of mails by steamboat or other vessel.* The Postmaster General may cause the mail to be carried in any steamboat or other vessel used as a packet on any of the waters of the United States. (R. S. 3969; 39 U. S. C. 487)

§ 97.6 *Contracts for service on domestic water routes where service is new.* * * * The Postmaster General may contract with the owners or masters of steamships, steamboats, or other vessels plying upon the waters or between ports of the United States for carrying the mails upon such routes where no mail service has previously been performed, without advertising for proposals therefor; but no contract for such new service shall be for a longer time than one year. (R. S. 3943, as amended; 39 U. S. C. 449)

§ 97.7 *Contracts for service on domestic water routes where service previously performed.* When from any cause it may become necessary to make a new contract for carrying the mails upon any water route between the ports of the United States, upon which mail service has previously been performed, the Postmaster General may contract with the owner or master of any steamship, steamboat, or other vessel plying upon the waters or between ports of the United States, for carrying the mail upon said route for any length of time not exceeding four years and without advertising for proposals therefor whenever the public interest and convenience will thereby be promoted; but the price paid for such service shall in no case be greater than the average price paid under the last preceding or then existing regular contract upon the same route. * * * (R. S. 3943, as amended; 39 U. S. C. 449)

§ 97.8 *Contract for Alaska service requiring boat adequate for mail, passengers, and freight.* The Postmaster General may, in his discretion, contract for a period of not exceeding four years, without advertisement therefor, for the carriage of all classes of mail, by steamboat or other powerboat of United States registry, on the route from Seward, by points on Kenai Peninsula, Kodiak Island, Alaska Peninsula, the Aleutian Islands to Umnak Island, and points on Bristol Bay, Alaska, and vicinity, and back, by a schedule and under the conditions prescribed by the Postmaster General; the contractor to furnish and use in the service a safe and seaworthy boat of sufficient size to provide adequate space for mail, passengers, and freight, the annual cost not to exceed $250,000, payment therefor to be made from the appropriation for powerboat service. (53 Stat. 1338, as amended; 39 U. S. C. 487a)

§ 97.9 *Combined inland and foreign steamboat service.* The Postmaster General is authorized to contract for inland and foreign steamboat mail service, when it can be combined in one route, where the foreign office or offices are not more than two hundred miles distant from the domestic office, on the same terms and conditions as inland steamboat service, and pay for the same out of the appropriation for inland steamboat service. (Sec. 1, 23 Stat. 386; 39 U. S. C. 424)

§ 97.10 *Mails carried as freight or express.* When there is no competition on a route and the rate of compensation asked is excessive, or no proposal is received, the Postmaster General may require that the mails be carried as freight or express, and it shall be unlawful for any common carrier by water to refuse to carry the mails when so required, and the penalty for such offense shall be a fine of $500. Each day of refusal shall constitute a separate offense. (Sec. 1, 40 Stat. 747; 39 U. S. C. 450)

§ 97.11 *Transportation of mails by screen-vehicle service*—(a) *Contracts for.* Formal written contracts may be entered into for transporting the mails in cities in regulation screen vehicles between post offices; between post offices and railroad stations; between the post office and terminal railway post offices; between the post office and steamboat landings; between the post office and mail stations; between the post office and points of exchange with electric or cable cars or like points, and between the several post offices, railroad stations, terminal railway post offices, steamboat landings, mail stations, or points of exchange with electric or cable cars in cities and towns, and may also be entered into for furnishing specified equipments for use in the delivery and collection of mail, for use in the delivery, collection, and transportation of mail, and for the delivery and collection of mail in combination with contracts for ordinary regulation screen-vehicle service.

NOTE: This class of service is usually performed under a formal written contract, with bond, and in accordance with specifications prescribing the equipment and the requirements of the service. Such mail-messenger and transfer service as is herein indicated is distinguished from the "mail-messenger service" provided for in Part 94 in the foregoing particular.

(b) *Advertisement for bids.* Vehicle service under formal contract in cities shall be authorized after public advertisement in which special instructions with regard to the requirements of the service, the style and character of the equipment to be used, and the general provisions of the contract shall be stated.

ADVERTISEMENTS AND PROPOSALS FOR CONTRACT SERVICE

§ 97.12 *Four contract sections of United States.* The United States shall be divided into four contract sections. A general letting for one of these sections shall occur every year, and contracts may be made for four consecutive years, commencing on the first day of July. The sections are:

First. Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Virginia, and West Virginia.

Second. North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee, Kentucky, Puerto Rico, and Virgin Islands.

Third. Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, Missouri, Arkansas, Louisiana, Texas, and Oklahoma.

Fourth. Kansas, Nebraska, North Dakota, South Dakota, Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Washington, Oregon, Nevada, California, Alaska, and Hawaii.

§ 97.13 *General mail lettings.* The Postmaster General shall cause advertisements of all general mail lettings of each State and Territory to be conspicuously posted in each post office named in said advertisements for at least sixty days before the time of such general lettings, and no other advertisement of such lettings shall be required; but this provision shall not apply to any other than general mail lettings. (Sec. 1, 21 Stat. 374, as amended; 39 U. S. C. 421)

§ 97.14 *Miscellaneous mail lettings—* (a) *Advertisement for; terms.* After providing by general advertisement for the transportation of the mails in any State or Territory as authorized by law, the Postmaster General may secure any mail service that may become necessary before the next general advertisement for said State or Territory by posting notices, for a period of not less than ten days, in the post offices at the termini of any route to be let, and upon a bulletin board in the Post Office Department, inviting proposals in such form and with such guaranty as may be prescribed by the Postmaster General, for the performance of the proposed service. The contract for such service shall be made to run to the end of the contract term under the general advertisement, shall be made with the lowest responsible bidder whose proposal is in due form, and who, under the law, is eligible as a bidder for such postal service. (Sec. 1, 27 Stat. 268, as amended; 39 U. S. C. 422)

(b) *Definition of "Miscellaneous mail lettings."* The lettings of service upon new mail routes, established pursuant to law in any contract division of the United States during a contract term, and upon routes where the contractor has failed or abandoned his contract, shall be denominated "miscellaneous mail lettings." The lettings shall be made under bulletin advertisement to cover the mail service on such routes until the expiration of the contract term, when the service, if continued, shall be embraced in the general advertisement.

§ 97.15 *Proposals to be accompanied with bond.* Every proposal for carrying the mail shall be accompanied by the bond of the bidder, with sureties approved by a postmaster, and in cases where the amount of the bond exceeds five thousand dollars, by a postmaster of the first, second, or third class, in a sum to be designated by the Postmaster General in the advertisement of each route; to which bond a condition shall be annexed, that if the said bidder shall, within such time after his bid is accepted as the Postmaster General shall prescribe, enter into a contract with the United States of America, with good and sufficient sureties, to be approved by the Postmaster General, to perform the service proposed in his said bid, and, further, that he shall perform the said service according to his contract, then the said obligation to be void, otherwise to be in full force and obligation in law; and in case of failure of any bidder to enter into such contract to perform the service, or, having executed a contract, in case of failure to perform the service, according to his contract, he and his sureties shall be liable for the amount of said bond as liquidated damages, to be recovered in an action of debt on the said bond. No proposal shall be considered unless it shall be accompanied by such bond, and there shall have been affixed to said proposal the oath of the bidder, taken before an officer qualified to administer oaths, that he has the ability, pecuniarily, to fulfill his obligations, and that the bid is made in good faith, and with the intention to enter into contract and perform the service in case his bid is accepted. (R. S. 3945, as amended; 39 U. S. C. 426)

NOTE: When a bond is executed by a surety company acceptable on bonds to the United States, the approval of a postmaster is not required.

A proposal bond given by a bidder for a contract for carrying the mails is an absolute undertaking to pay the amount named therein as liquidated damages in case of condition broken, and not one of indemnity or security to the Government against loss or damage for breach of contract, and in an action thereon the actual damages cannot be inquired into. (145 Federal Reporter, 995; 151 id., 534.)

§ 97.16 *Sureties on bonds of bidders.* Before the bond of a bidder (for carrying the mail) * * * is approved, there shall be indorsed thereon the oaths of the sureties therein, taken before an officer qualified to administer oaths, that they are owners of real estate worth in the aggregate a sum double the amount of said bond, over and above all debts due and owing by them, and all judgments, mortgages, and executions against them, after allowing all exemptions of every character whatever. Accompanying said bond and as a part thereof, there shall be a series of interrogatories, in print or writing, to be prescribed by the Postmaster General, and answered by the sureties under oath showing the amount of real estate owned by them, a brief description thereof, and its probable value, where it is situated, in what county and State the record evidence of their title exists. And if any surety shall knowingly and willfully swear falsely to any statement made under the provisions of this section he shall be deemed guilty of perjury, and, on conviction thereof, be punished as is provided by law for commission of the crime of perjury. (See 18 U. S. C. 1621 and 1622.) (R. S. 3946, as amended; 39 U. S. C. 427)

NOTE: When a bond is executed by a surety company acceptable on bonds to the United States, the above oath and interrogatories are not required.

§ 97.17 *Forms for proposals.* Proposals for carrying the mails shall be made on the forms prescribed by the Postmaster General, and bidders for service on star and steamboat or other powerboat routes shall propose to transport the mails with "celerity, certainty, and security." (See § 97.28.)

§ 97.18 *Delivery and opening of proposals.* Proposals for carrying the mail shall be delivered sealed, and so kept until the bidding is closed, and shall then be opened and marked in the presence of the Postmaster General, and one of the Assistant Postmasters General, or of two of the Assistant Postmasters General, or of any other two officers of the Department, to be designated by the Postmaster General; and any bidder may withdraw his bid at any time before twenty-four hours previous to the time fixed for the opening of proposals, by serving upon the Postmaster General notice in writing of such withdrawal. (R. S. 3944, as amended; 39 U. S. C. 425)

§ 97.19 *When proposals not to be considered; transfer or assignment not permitted.* Proposals submitted in response to a general or miscellaneous advertisement, received at the Post Office Department after the limit of time fixed in such advertisement for the receipt of bids, shall not be considered in competition with bids received within the prescribed time: *Provided, however,* That when a bid arrives by mail after the time fixed and it is shown that the nonarrival on time was due solely to the delay in the mails for which the bidder was not responsible, such bid may be considered as having arrived on time. No transfer or assignment shall be made of a bid or any interest therein.

§ 97.20 *Suspension of award; rejection of bids.* The award of contract under a general advertisement for service on any route may be suspended by the Postmaster General for a period not exceeding 60 days after the date stated in such advertisement for the announcement of award, with a corresponding allowance of time for the execution of the contract; all bids on any route may be rejected whenever in the judgment of the Postmaster General the interest of the service requires it, and bids accompanied with bonds on which there appears as surety the name of any person who is barred from bidding by reason of being a failing bidder or contractor, or for any other reason, may be disregarded.

§ 97.21 *Record of proposals.* The Postmaster General shall have recorded,

in a book to be kept for that purpose, a true and faithful abstract of all proposals made to him for carrying the mail, giving the name of the party offering, the terms of the offer, the sum to be paid, and the time the contract is to continue; and he shall put on file and preserve the originals of all such proposals until the end of the contract term to which they relate after which the proposals that were not accepted may be destroyed or disposed of as waste paper. * * * (R. S. 3948, as amended; 39 U. S. C. 428)

§ 97.22 *Amounts of proposals not to be divulged.* No postmaster or other employee of the Postal Service shall disclose to anyone the amount of any proposal of which he may have knowledge. Doing so will be considered sufficient cause for removal from the service.

§ 97.23 *Approval of sureties by postmaster personally.* The approval of the sureties shall be by a postmaster or duly appointed acting postmaster, and the certificate shall be signed in person by such official, and not by an assistant postmaster or clerk either in his own name or in the name of the postmaster.

§ 97.24 *No extra pay because of mistakes.* No extra pay shall be allowed a contractor for mail service on account of alleged mistakes or misapprehension as to the amount of service required, nor shall additional pay be allowed should it be shown that the actual distance is greater than that stated in the advertisement, if the points to be supplied are correctly stated.

§ 97.25 *No extra pay for serving additional offices unless distance increased.* Post offices in operation and those established during a contract term, as well as railroad stations and junction points, which may be included for supply, shall be visited by the contractor or carrier without allowance of additional pay if the distance be not thereby increased, and for pro rata additional pay if the distance be increased.

§ 97.26 *Consolidated or combined bids.* Consolidated or combined bids for mail service (proposing one sum for two or more routes) shall not be considered.

§ 97.27 *Difficult or emergency service in Alaska.* (a) The Postmaster General may provide difficult or emergency mail service in Alaska, at a total annual cost of not exceeding $25,000, including the establishment and equipment of relay stations, in such manner as he may think advisable, without advertising therefor: *Provided*, That the Postmaster General, in his discretion, may fix the postage for the mails carried, or any part thereof, by aircraft to, from, or within Alaska, at rates not exceeding in any case 30 cents per ounce, or 15 cents per half ounce, notwithstanding the domestic air-mail rate authorized by 39 U. S. C. 463. (43 Stat. 960, as amended; 39 U. S. C. 488)

(b) That whenever required by the Postmaster General, any air carrier authorized by the Civil Aeronautics Authority under title IV of the Civil Aeronautics Act of 1938 to engage in the transportation of mail in the Territory of Alaska shall, within the limits of such authorization, transport, in addition to mail on which postage shall have been paid at the rate provided by the act of June 12, 1934 (48 Stat. 933), as amended, any other classes of mail bearing the appropriate postage for its respective class, and the Postmaster General is authorized to require such transportation. The rates of compensation to be paid such carrier for the transportation of all mail shall be fixed by the Civil Aeronautics Authority in accordance with the provisions of the Civil Aeronautics Act of 1938, approved June 23, 1938 (52 Stat. 973). When in the opinion of the Postmaster General the needs of the Postal Service require the transportation of mail by aircraft in the Territory of Alaska, where no transportation of mail by aircraft has been authorized by the Civil Aeronautics Authority under title IV of the Civil Aeronautics Act of 1938, the Postmaster General, notwithstanding any other provision of law, is authorized to contract for the carriage of all classes of mail bearing the appropriate postage for its respective class by aircraft after advertisement in accordance with law. The transportation of mail under contracts entered into under this act shall not, except for sections 401 (1) and 416 (b) of the Civil Aeronautics Act of 1938, be deemed to be "air transportation" as that term is defined in the Civil Aeronautics Act of 1938, and the rates of compensation for such transportation of mail shall not be fixed under that act. The Postmaster General shall transmit a copy of each contract made pursuant to this act to the Civil Aeronautics Authority at the time it is let. Any such contract shall be canceled upon the issuance by the Civil Aeronautics Authority of an authorization under said title IV of the Civil Aeronautics Act of 1938 to any air carrier to engage in the transportation of mail by aircraft between any of the points named in such contract. That the Postmaster General in his discretion, may fix the postage for the mails carried, or any part thereof, by aircraft to, from, or within Alaska, at rates not exceeding in any case 30 cents per ounce or 15 cents per half ounce, notwithstanding any other provision of law. (Sec. 1, 54 Stat. 1175; 39 U. S. C. 468a)

(c) Payment for services pursuant to contracts entered into by the Postmaster General under authority of this act shall be made from the appropriation for star route service in Alaska. (Sec. 2, 54 Stat. 1176; 39 U. S. C. 488b)

CONTRACTS FOR SERVICE

§ 97.28 *Contracts for carrying the mail*—(a) *Awarding of.* All contracts for carrying the mail shall be in the name of the United States and shall be awarded to the lowest responsible bidder tendering sufficient guaranties for faithful performance in accordance with the terms of the advertisement. Such contracts shall require due celerity, certainty, and security in the performance of the service; but the Postmaster General shall not be bound to consider the bid of any person who has willfully or negligently failed to perform a former contract. (R. S. 3949, as amended; 39 U. S. C. 429)

(b) *When bids for star routes are exorbitant or unreasonable.* Whenever in the judgment of the Postmaster General the bids received for any star route are exorbitant or unreasonable, or whenever he has reason to believe that a combination of bidders has been entered into to fix the rate for star-route service, the Postmaster General may, out of the appropriation for inland transportation by star routes, employ and use such means or methods to provide the desired service as he may deem expedient, without reference to existing law or laws respecting the employment of personal service or the procurement of conveyances, materials, or supplies. (Sec. 7, 39 Stat. 161; 39 U. S. C. 433)

(c) *Restriction of appropriation where star route and rural delivery services are involved.* No part of the appropriation for inland transportation by star routes shall be expended for continuance of any star-route service the patronage of which shall be served entirely by the extension of Rural Delivery Service, nor shall any of said sum be expended for star-route service for a patronage a major portion of which has been served by Rural Delivery Service, unless the service of a qualified rural carrier cannot be secured. (Sec. 1, 40 Stat. 751; 39 U. S. C. 451)

(d) *Residence of bidder.* No proposal for a contract for Star Route Service shall be considered unless the bidder is a legal resident of the county or counties traversed by the roads over which the mails are to be carried, or a legal resident within the counties adjoining such county or counties; except that proposals for carrying the mail tendered by firms, companies, or corporations shall be considered: *Provided*, That such firms, companies, or corporations are actually engaged in business within the counties in which individuals are herein restricted as to residence: *And provided further*, That the term "county," as used herein, shall include parish or other similar primary subdivision of a State. (Sec. 3, 54 Stat. 228; 39 U. S. C. 425a)

(e) *Contractor to reside on or contiguous to route.* A contractor for service on star, screen, or regulation wagon route shall live on or contiguous to the route, and shall give his personal supervision to the performance of service thereon.

§ 97.29 *New contracts*—(a) *For purpose of releasing contractors and sureties.* The Postmaster General may, in his discretion and in the interest of the postal service, readvertise and award new contracts for the purpose of releasing contractors and their sureties under the following conditions: (1) Where a change is ordered in the service involving a material increase or decrease in the amount of service required to such extent as to impose undue hardship on the contractor; (2) where an abnormal or sustained increase in the quantity of mail develops during a contract period or after a bid has been submitted, necessitating larger capacity equipment to maintain the service; (3) where a change in schedule is ordered that will necessitate the contractor being away from the initial terminal an excessively longer or an excessively shorter period than was required

in the advertised schedule; (4) where it is found after full investigation that the compensation of such contractors is wholly inadequate and that the continuation of the contract would impose undue hardship upon the contractor: *Provided*, That provision (4) shall be effective only upon the giving by the contractor of ninety days' advance notice of his desire to be released: *Provided further*, That such contractor shall waive the one month's extra pay authorized by law where contracts are canceled under clause (4) of this paragraph.

(b) *With present contractors.* The Postmaster General may, in his discretion and in the interest of the postal service, notwithstanding the provisions of § 97.28 (a), by mutual agreement with the holder of any star-route contract, renew such contract at the rate prevailing at the end of the contract term, for additional terms of four years with such bond as may be required by the Postmaster General. Any such contract may be terminated at the end of any four-year term at the option of the Postmaster General or the contractor or terminated at any time by operation of any existing law.

The Postmaster General may, in his discretion and under such regulations as he may prescribe, with the consent of the contractor, and without regard to the provisions of §§ 97.35 and 97.61, readjust the compensation of a star-route contractor for increased or decreased costs occasioned by changed conditions occurring during the contract term which could not reasonably have been anticipated at the time of making his original proposal or executing his bond for a renewed contract as provided herein. (R. S. 3951, as amended; 39 U. S. C. 434)

§ 97.30 *Time limit of contracts.* (a) Except as otherwise provided by law, no contract for carrying the mail shall be made for a longer term than four years * * *. (R. S. 3956; 39 U. S. C. 436)

(b) * * * in all cases of regular contracts, the contract may, in the discretion of the Postmaster General, be continued in force beyond its express terms for a period not exceeding six months, until a new contract with the same or other contractors shall be made by the Postmaster General. * * * (R. S. 3951, as amended; 39 U. S. C. 434)

§ 97.31 *Combinations to prevent bidding.* No contract for carrying the mail shall be made with any person who has entered, or proposed to enter, into any combination to prevent the making of any bid for carrying the mail, or who has made any agreement, or given or performed, or promised to give or perform, any consideration whatever to induce any other person not to bid for any such contract; and if any person so offending is a contractor for carrying the mail, his contract may be annulled; and for the first offense the person so offending shall be disqualified to contract for carrying the mail for five years, and for the second offense shall be forever disqualified. (R. S. 3950; 39 U. S. C. 432)

§ 97.32 *Failure of bidder to enter into contract or of contractor to commence service.* After any regular bidder whose bid has been accepted shall fail to enter into contract for the transportation of the mails according to his proposals, or having entered into contract, shall fail to commence the performance of the service stipulated in his or their contract as therein provided, the Postmaster General shall proceed to contract with the next lowest bidder or bidders in the order of their bids, for the same service, who will enter into a contract for the performance thereof, unless the Postmaster General shall consider such bid or bids too high, and in case each of said bids shall be considered too high, then the Postmaster General shall be authorized to enter into contract, at a price less than that named in said bids, with any person, whether a bidder or not, who will enter into contract to perform the service in accordance with the terms and provisions prescribed for the execution of other contracts for similar service; and in case no satisfactory contract can be thus obtained, he shall readvertise such route * * *. (R. S. 3951, as amended; 39 U. S. C. 434)

§ 97.33 *Failure of contractor to continue performing satisfactory service.* * * * if any bidder whose bid has been accepted, and who has entered into a contract to perform the service according to his proposal, and in pursuance of his contract has entered upon the performance of the service, to the satisfaction of the Postmaster General, shall subsequently fail or refuse to perform the service according to his contract, the Postmaster General shall proceed to contract with the next lowest bidder for such service, under the advertisement thereof (unless the Postmaster General shall consider such bid too high), who will enter into contract and give bond, with sureties to be approved by the Postmaster General, for the faithful performance thereof, in the same penalty and with the same terms and conditions thereto annexed as were stated and contained in the bond which accompanied his bid; and in case said next lowest bidder shall decline to enter into contract for the performance of such service, then the Postmaster General may award the service to, and enter into contract with, any person, whether a bidder on said route or not, who will enter into contract to perform the service and execute a bond of like tenor and effect as that required of bidders, in a penalty to be prescribed, and with sureties to be approved by the Postmaster General, for the performance of the service contracted to be performed at a price not exceeding that named in the bid of the said next lowest bidder; and if no contract can be secured at the price named in said next lowest bid, then the Postmaster General shall proceed to secure a contract, at a price not considered too high, with any person who will execute such contract in accordance with the law applicable thereto, giving, in all cases, the preference to the regular bidders on the list whose bids do not exceed the price at which others will contract therefor; and if no satisfactory contract can be thus secured, the route shall be readvertised. (R. S. 3951, as amended; 39 U. S. C. 434)

§ 97.34 *Duplicate of contract to be delivered to Bureau of Accounts.* The Postmaster General shall deliver to the Bureau of Accounts in the Post Office Department, within sixty days after the making of any contract for carrying the mail, a duplicate copy thereof. (R. S. 404, as amended; 39 U. S. C. 431)

§ 97.35 *Change in terms of contract.* Whenever it becomes necessary to change the terms of an existing contract for carrying the mail otherwise than as provided in 39 U. S. C. 437, notice thereof shall be given and proceedings had thereon the same as at the letting of original contracts. (R. S. 3958; 39 U. S. C. 438)

§ 97.36 *Acceptance or requirement of new sureties on contracts.* The Postmaster General, whenever he may deem it consistent with the public interest, may accept or require new surety upon any contract existing or hereafter made for carrying the mails, in substitution for and release of any existing surety. (R. S. 3955, as amended; 39 U. S. C. 435)

§ 97.37 *Payment on contracts*—(a) *Only after proper execution of contract.* No person whose bid for carrying the mail is accepted shall receive any pay until he has executed his contract according to law and the regulations of the Department. (R. S. 3959; 39 U. S. C. 439)

(b) *When contractor has contracts for more than one route.* * * * Where any person, corporation, or partnership shall have contracts for the performance of mail service upon more than one route, and any failure to perform the service according to contract on any one or more of such routes shall occur, no payment shall be made for service on any of the routes under contract with such person, corporation, or partnership until such failure has been removed and all penalties therefor fully satisfied. (Sec. 1, 22 Stat. 53; 39 U. S. C. 447)

(c) *How made.* Payments shall be made direct from the Department by check of the Postmaster General on the Treasurer of the United States, after the expiration of each month, and as soon as accounts can be settled, if required evidence of service has been received.

(d) *No payment until oath taken and filed.* Contractors for carrying the mail shall not be paid until the oath prescribed in § 135.4 is taken and filed in the Department. (See § 98.7.)

(e) *Designation of disbursing officers for Alaska service.* (1) Postmasters may be designated by the Postmaster General as disbursing officers for the payment of contractors, emergency carriers, and temporary carriers, for performance of authorized service on power boat and star routes in Alaska. (44 Stat. 321; 39 U. S. C. 67)

(2) No postmaster shall make payments unless specifically designated by the Department to do so.

ASSIGNMENT OF CONTRACTS FOR SERVICES: SUBLETTING OF CONTRACTS

§ 97.38 *Assignment of contracts prohibited.* No contractor for transporting the mails within or between the United States and any foreign country shall assign or transfer his contract, and all such

assignments or transfers shall be null and void. (R. S. 3963; 39 U. S. C. 444)

NOTE: This section is not in conflict with the provisions of the following section. A contractor may, with the consent of the Postmaster General, make a subcontract with another for the performance of the service undertaken by him, but he continues as contractor and is responsible for the due fulfillment of his contract. Under the above statute a contract cannot be assigned or transferred to another.

§ 97.39 *Subletting or transfer of contracts.* No subletting or transfer of any mail contracts shall be permitted without the consent in writing of the Postmaster General; and whenever it shall come to the knowledge of the Postmaster General that any contractor has sublet or transferred his contract, except with the consent of the Postmaster General as aforesaid, the same shall be considered as violated and the service may be again advertised as provided by law; and the contractor and his securities shall be liable on their bond to the United States for any damage resulting to the United States in the premises. (Sec. 2, 20 Stat. 62; 39 U. S. C. 445)

NOTE: Contractors cannot assign or transfer their contracts so as to relieve themselves from liability. (See preceding section, note.) When the service is sublet their responsibility for the due fulfillment of all the provisions of their contracts is in nowise affected. The term "transfer" as used in this section has been regarded as qualified by "subletting" and as meaning the same thing; and only subcontracts are ever authorized by the Postmaster General.

§ 97.40 *When sublet for less than contract price.* Whenever any contractor or subcontractor shall sublet his contract for the transportation of the mail on any route for a less sum than that for which he contracted to perform the service, the Postmaster General may, whenever he shall deem it for the good of the service, declare the original contract at an end, and enter into a contract with the last subcontractor, without advertising, to perform the service on the terms at which the last subcontractor agreed with the original contractor or former subcontractor to perform the same. Such last subcontractor shall enter into a good and sufficient bond, and the original contractor shall not be released from his contract until a good and sufficient bond has been made by such last subcontractor and accepted by the Post Office Department. When a contract is declared void on account of its having been sublet, the contractor shall not be entitled to one month's extra pay as formerly provided. (See § 97.67.) (Sec. 1, 22 Stat. 23; 39 U. S. C. 447)

§ 97.41 *Manner of subletting contracts.* When any person or persons being under contract with the Government of the United States for carrying the mails, shall lawfully sublet any such contract, or lawfully employ any other person or persons to perform the service by such contractor agreed to be performed, or any part thereof, he or they shall file in the office of the Postmaster General a copy of his or their contract; and thereupon it shall be the duty of the Postmaster General to notify the General Accounting Office of the fact of the filing in his office of such contract. Said notice shall embrace the name or names of the original contractor or contractors, the number of the route or routes, the name or names of the subcontractor or subcontractors, and the amount agreed to be paid to the subcontractor or subcontractors. And upon the receipt of said notice by the General Accounting Office, it shall be the duty of said office to retain, out of the amount due the original contractor or contractors, the amount stated in the said notice as agreed to be paid to the subcontractor or subcontractors, and said office shall pay said amount, upon the certificate of the Postmaster General, to the subcontractor or subcontractors, under the same rules and regulations governing the payments made to original contractors. Upon satisfactory evidence that the original contractor or contractors have paid off and discharged the amount due under his or their contract to the subcontractor or subcontractors, it shall be the duty of the Postmaster General to certify such fact to the General Accounting Office; and thereupon said office shall settle with the original contractor or contractors, under the same rules as are provided by law for such settlements. (Sec. 3, 20 Stat. 62, as amended; 39 U. S. C. 446)

§ 97.42 *Subcontracts*—(a) *Applications for permission to make.* Contractors or subcontractors shall in all cases secure the permission of the Postmaster General before making a subcontract on any route or on part of a domestic air mail route. The application to sublet shall be made separately for service on each route, specifying the number and terminal points thereof, and in domestic air mail service the points between which the service is sublet if not for the entire route.

(b) *Forms.* A subcontract shall be executed in the form prescribed by the Postmaster General, shall embrace not more than one route, be executed in triplicate for service upon the whole route, and for a period not less than one year, or for the remainder of the contract term when less than one year, and one copy thereof shall be filed in the Post Office Department within 30 days after the time when the service is to begin under it: *Provided,* That on domestic air mail routes, a subcontract may be executed for service over part of the route.

(c) *No stipulations to be added to or omitted from contract.* None of the stipulations in the form of subcontract prescribed by the Post Office Department shall be eliminated therefrom, and no collateral stipulations shall be added thereto, except with the consent of the Postmaster General.

(d) *Residence of subcontractor.* The subcontractor shall reside on or contiguous to the route and shall be a legal resident of the county or counties traversed by the roads over which the mails are to be carried, or a legal resident within the counties adjoining such county or counties; except that firms, companies, or corporations shall be considered: *Provided,* That such firms, companies, or corporations are actually engaged in business within the counties in which individuals are herein restricted as to residence. (See § 97.28.)

(e) *Contractor's liability.* Neither the permission to sublet nor the recognition of the subcontract made in pursuance thereof shall be construed as releasing the contractor from any of the obligations of his contract with the United States, or render him eligible to contract for another route not contiguous to the route sublet.

(f) *When subcontract rate of pay exceeds that in contract.* If the subcontract rate of pay is greater than that named in the contract, the department may pay the subcontractor at the latter rate only, and for the remainder he shall look to the contractor.

§ 97.43 *Liens upon pay of contractors and subcontractors.* If any person shall hereafter perform any service for any contractor or subcontractor in carrying the mail, he shall, upon filing in the Department his contract for such service and satisfactory evidence of its performance, thereafter have a lien on any money due such contractor or subcontractor for such service to the amount of same; and if such contractor or subcontractor shall fail to pay the party or parties who have performed service as aforesaid the amount due for such service within two months after the expiration of the month in which such service shall have been performed the Postmaster General may cause the amount due to be paid said party or parties and charged to the contractor. Such payment shall not in any case exceed the rate of pay per annum of the contractor or subcontractor. (Sec. 9, 39 Stat. 162; 39 U. S. C. 448)

PERFORMANCE OF SERVICE

General

§ 97.44 *"Star route" defined.* The term "star route" shall mean a post route on which the mails are carried under a formal contract awarded to the lowest responsible bidder tendering sufficient guaranties for faithful performance in accordance with the terms of the advertisement, and requiring due celerity, certainty, and security in the performance of the service.

NOTE: Under this chapter are grouped certain statutes which apply to the transportation of the mails generally, but they are so classified as they are referred to more frequently in connection with this class of transportation.

§ 97.45 *Official head of route.* Wherever in these regulations the post office at the "head of a route" is referred to it shall mean the post office first named in the statement of the service, whether originally the initial point or subsequently made so by reason of change of the route. An office from which a mail carrier starts to make his trip is not necessarily the "head of the route."

§ 97.46 *Qualifications of carriers.* No person under 18 years of age shall be permitted to carry mail, nor shall a person who is undergoing sentence of hard labor imposed by a court having criminal jurisdiction be permitted to perform any service under a mail contract. The carriers on star routes shall be persons of good character, reliable, and trust-

worthy, and of sufficient intelligence properly to handle and deposit mail along the routes.

Collection and Delivery Service on Star Routes

§ 97.47 *Additional duties of star route contractors.* Unless otherwise specifically stated in the advertisements, contractors for service on star routes shall, in addition to carrying the mail to the various post offices, be required, at the risk of the addressees, (a) to deliver ordinary mail into all boxes and hang on cranes or posts that may be erected along the routes mail bags and satchels containing mail, and (b) to collect mail from the boxes and collect the bags or satchels from cranes or posts and deposit the same in the proper post office, in accordance with the rules governing such service and without charge to the person sending or receiving the mail. Registered, insured, or c. o. d. mail which has not been restricted in delivery to the addressee or to the addressee or order, shall be so delivered when expressly directed by the addressee in a written order. The required post office delivery receipts for registered, insured, or c. o. d. mail, and return receipts (Form 3811) requested for registered and insured mail, shall be signed by the contractor or carrier as agent of the addressee. See § 58.6 as to treatment of registered, insured, or c. o. d. mail restricted in delivery to the addressee, or to the addressee or order.

NOTE: On some routes it is a requirement of the contract that the carrier shall sell stamp supplies and accept and give receipts for applications for money orders and the money therefor, also for matter presented for registration or for insurance and for c. o. d. parcels. On such routes patrons should meet the carrier to purchase stamp supplies or procure receipts for money orders, registered, insured, or c. o. d. matter.

§ 97.48 *Box delivery and collection service on star routes.* All persons desiring to avail themselves of box delivery and collection service on star routes shall provide suitable boxes which will properly protect the mail or provide suitable sacks or satchels with suitable posts or cranes so erected that the carriers may deliver and collect mail without dismounting from their vehicles: *Provided,* That where traffic conditions make it necessary carriers shall serve only boxes or cranes on the right-hand side of the road in the direction of travel: *And provided further,* That whenever deemed advisable by the Department patrons may be required to erect standard approved boxes only.

§ 97.49 *Transportation of intoxicating liquors.* A contractor or carrier on a star route is permitted to transport intoxicating liquors the same as any other freight or express outside of the mails from one point to another while in the performance of mail service, if such transportation is not in violation of any local, State, or Federal law.

§ 97.50 *Service required of mail contractors*—(a) *Manner of performance; schedules, etc.* All mail contractors shall be required:

(1) To carry the mail with certainty, celerity, and security, using therefor such means as may be necessary to transport the whole of the mail, whatever may be its size, weight, or increase during the term of the contract, and without additional pay; (2) to carry the mail by the schedule of departures and arrivals stated in the advertisement under which contract is made and within the running time fixed therein, until said schedule is altered by the authority of the Postmaster General, and then to carry according to such altered schedule: *Provided,* That when more than 10 minutes are taken for opening and closing the mails at any office (see § 42.46) the additional time so taken will be allowed in addition to the time fixed in said schedule, unless otherwise provided in the contract; (3) in all cases to carry the mail in preference to passengers and freight, and to their entire exclusion if its weight, bulk, or safety shall so require; and (4) to carry the mail, upon demand, by any conveyance which the contractor regularly runs, or is concerned in running, on the route, beyond the number of trips specified in the contract, in the same manner and subject to the same regulations as are provided concerning regular trips.

(b) *Care and protection of mail.* (1) To carry the mail in a safe and secure manner and to protect it from becoming wet or otherwise injured.

(2) To take the mail and every part thereof from, and deliver it promptly at, each post office on the route, or that may be established on the route, and into the post office at each end of the route, and into the post office, if one is there kept, at the place at which the carrier stops for the night (see § 42.49); and if no post office is there kept, to lock it in some secure place, at the risk of the contractor. When a carrier cannot drive his conveyance near the door of an intermediate post office, the postmaster shall arrange to take the mail from him, and a carrier shall not enter a post office or other building, leaving his conveyance with mail therein unprotected. In no case shall the mail be thrown on the ground.

(c) *Contractor liable for carrier; transportation of supplies and postal personnel.* (1) To be accountable and answerable in damages for the person to whom the contractor shall commit the care and transportation of the mail, and responsible for his care and faithful performance of the obligations assumed by the contractor and imposed by law; (2) to commit the care or transportation of the mail to no person under 18 years of age, nor to any person prohibited by law from being concerned in a contract for carrying the mails; (3) to discharge any carrier of the mail whenever required so to do by the Postmaster General; (4) to carry without additional charge post office blanks, mail locks and bags, and other postal supplies, and also post office inspectors and other agents of the Department on the exhibition of their credentials, if a suitable conveyance is used.

(d) *Exchange of mails at terminus on railroad; where catcher service used; where delivered to and received from railroad agent.* (1) Where the service on a star route terminates at a railroad station, to make the exchange of mails, delivering the pouch to and receiving it from the postal clerk on the train; (2) where crane and catcher service is used, to hang the pouch on the crane and remain in charge of it until it is on board the train, and to take charge of the pouch immediately on its being thrown from the mail car; and (3) where the star route terminates at a railroad station at which the railroad company has an agent and the requiring of the carrier to remain at the station and receive the mail from or deliver it to the train would delay the mail for the star route or impose a hardship upon the carrier, the carrier on the star route shall deliver the mail to and receive it from the agent of the railway company, the agent being required to receive the mail from and place it on the train.

§ 97.51 *Employment of special carrier*—(a) *Upon direction of Department.* A postmaster at a postoffice not on an established route may employ, when directed by the Department, a suitable person to perform special mail service as often as practicable. The oath of office of the person so employed shall be transmitted to the General Accounting Office.

(b) *Certificate of service.* Immediately after the close of each quarter on March 31, June 30, September 30, and December 31, the postmaster shall transmit to the Second Assistant Postmaster General on forms provided for that purpose, certificate of postmaster's salary and service of special carrier during the preceding three months. The postmaster shall not pay the special carrier.

(c) *Limitation of service.* Special mail service shall be continued until a regular supply is authorized or other instructions are given by the Department.

§ 97.52 *Boats used in mail service*—(a) *Provided by contractors.* On routes on which steamboat or other power-boat service is performed the contractors shall provide boats which are safe, suitable, and satisfactory to the Postmaster General.

(b) *Accommodations for postal clerk.* The contractor when required by the Postmaster General shall provide and fit up on each boat used in the service a room suitable for the distribution of the mail, with a sleeping apartment attached, for the exclusive use of the postal clerk, and furnish first-class board to such clerk, without additional charge.

(c) *Pouch record to be kept by contractor on steamboat lines.* Contractors on steamboat lines shall keep a record of all pouches due to be received or dispatched by them and check all pouches when received or dispatched. In cases of failure to receive a pouch due, the contractor shall notify the general superintendent, Railway Mail Service, of the division concerned.

§ 97.53 *Letters on mail boats.* All letters placed on a mail boat, on which the mails are in charge of a postal clerk, shall be delivered to such clerk; and on these letters the master of the vessel shall not be paid any compensation. None but letters on which at least one full rate of postage has been paid shall be received on such boat, and these shall be duly mailed.

§ 97.54 *Delivery of letters by master of vessel.* Whoever, having charge or control of any vessel passing between ports or places in the United States, and arriving at any such port or place where there is a post office, fails to deliver to the postmaster or at the post office, within three hours after his arrival, if in the daytime, and if at night, within two hours after the next sunrise, all letters and packages brought by him or within his power or control and not relating to the cargo, addressed to or destined for such port or place, shall be fined not more than $150.

For each letter or package so delivered he shall receive two cents unless the same is carried under contract. (62 Stat. 777; 18 U. S. C. 1698)

§ 97.55 *"Ship letters and packages" defined.* (a) The term "ship letters and packages" embraces the letters and packages brought into the United States from foreign countries, or carried from one port in the United States to another, in any ship or vessel not regularly employed in carrying the mail, and in the latter case over a route where the mail is not regularly carried, before such letters have been mailed.

(b) Letters from any foreign port brought loose on a vessel which brings also a mail from abroad shall be treated as though included in the mails brought by the carrying vessel and not as "ship letters." (See § 125.3)

§ 97.56 *Compensation for carriage of ship letters.* The Postmaster General may pay, to the master or owner of any vessel not regularly employed in carrying the mail, two cents for each letter carried by such vessel between ports or places in the United States, or from any foreign port to any port in the United States; but all such letters shall be deposited in the post office at the port of arrival. (R. S. 3978; 39 U. S. C. 494)

§ 97.57 *Certificate for ship letters; payment of shipmaster.* Postmasters at offices where ship and steamboat letters are delivered shall obtain from the master of the ship or vessel a certificate specifying the number of letters, with the name of the ship or vessel, and place from which she last sailed; and upon each letter which has not been before mailed, and which shall be delivered into his post office for mailing or delivery, he shall pay to the said master or owner 2 cents, and take his receipt therefor.

§ 97.58 *When fees on ship letters not allowed.* No fee shall be allowed for ship letters addressed to a foreign country, but they should be marked "Ship." No fee shall be allowed for ship letters delivered to a postmaster by a passenger or sailor; nor to the master of any vessel or any person on board any vessel which carries mail; nor to any carrier on any mail route; nor to the master of a vessel who delivers to a postmaster letters which were carried over a post route; nor for printed matter.

CHANGES IN SERVICE: ADDITIONAL SERVICE

§ 97.59 *Extension of service on route under contract.* The Postmaster General may, in cases where the mail service would be improved, extend service on a mail route under contract, at not exceeding 50 miles and at not exceeding pro rata additional pay: *Provided,* That such extension shall not exceed 50 miles of traveled surface route. (Sec. 1, 36 Stat. 1339, as amended; 39 U. S. C. 442)

§ 97.60 *Compensation for additional service*—(a) *Conditions.* Compensation for additional service in carrying the mail shall not be in excess of the exact proportion which the original compensation bears to the original service; and when any such additional service is ordered, the sum to be allowed therefor shall be expressed in the order, and entered upon the books of the department; and no compensation shall be paid for any additional regular service rendered before the issuing of such order. (R. S. 3960, 39 U. S. C. 440)

(b) *For necessary increased travel.* (1) The Postmaster General may, in his discretion and under such regulations as he may prescribe, allow additional compensation to a star-route contractor for necessary increased travel caused by obstruction of roads, destruction of bridges, discontinuance of ferries, or any other cause occurring during the contract term, but such additional compensation allowed shall not be proportionately greater than the rate established by the contract involved: *Provided,* That the provisions of § 97.60 that no compensation shall be paid for additional service in carrying the mail until such additional service is ordered, the sum to be allowed therefor to be expressed in the order and entered upon the books of the department, and that no compensation shall be paid for any additional regular service rendered before the issuing of such order, shall not apply to any service authorized under this paragraph. (R. S. 3951, as amended; 39 U. S. C. 434)

(2) Pro rata additional pay may be allowed for increased travel caused by obstruction of roads, destruction of bridges, discontinuance of ferries, or any other cause, provided that the allowance for the increased travel caused thereby on any route during any period of 30 consecutive days amounts to as much as $1, and provided further that report thereof is made within 90 days after such additional travel was performed.

(c) *Report of change in travel distance.* In all cases where the regular line of travel becomes impassable from any cause, the carrier must use the most available road in order to perform full service. He should immediately report the matter to the Department and to the postmaster at the head of the route or to the postmaster at the office first named in the statement of service. The postmaster shall forward a special report to the Second Assistant Postmaster General, Surface Postal Transport, stating the manner in which it is necessary for the carrier to travel, the increase in distance involved, the date on which the detour began, and the probable date on which regular service may be resumed.

§ 97.61 *Extra allowance for increase of expedition in service.* No extra allowance shall be made for any increase of expedition in carrying the mail unless the employment of additional stock and carriers is made necessary, and in such case the additional compensation shall bear no greater proportion to the additional stock and carriers necessarily employed than the compensation in the original contract bears to the stock and carriers necessarily employed in its execution. The Postmaster General shall not have the power to expedite the service under any contract either now existing or hereafter given to a rate of pay exceeding fifty per centum upon the contract as originally let. (R. S. 3961, as amended; 39 U. S. C. 441)

§ 97.62 *When necessary to increase speed on route.* Whenever it shall become necessary to increase the speed by which the mail is carried on any route, the contractor shall have the option of continuing service upon the expedited running time, with the consent of his sureties, without additional compensation; but if after offer he does not promptly agree to so continue the service it shall be readvertised for the expedited running time required.

§ 97.63 *Change of schedules.* The Postmaster General may change the schedule of the departures and arrivals on any route without increase of pay, provided the running time be not abridged.

§ 97.64 *Gratuitous exchange of mails.* Upon application to the Post Office Department permission may be given to postmasters to provide for the gratuitous exchange of mails by sworn carriers, between their offices, either by separate route or by additional trips on an existing route. Until such permission is given, postmasters shall not dispatch or receive mail more frequently than required by the schedule of the route on which the mails are regularly carried.

§ 97.65 *Additional service.* No additional regular trips shall be required of contractors by postmasters or general superintendents of Railway Mail Service without first securing authority therefor from the proper bureau officer having charge of the service, except in case of emergency, in which event the service may be required of the contractor; but the fact shall be reported immediately for approval. When permanent additional service becomes necessary application therefor, including a full statement of the facts, shall be made to the proper bureau officer having charge of the service.

§ 97.66 *Unnecessary service not to be required of contractor.* Postmasters shall so arrange the schedule of trips on regulation screen-vehicle routes for the receipt and dispatch of mails that the contractors will not be required to perform unnecessary service, and where possible, without detriment to the service, they should combine two or more mails in one trip.

§ 97.67 *Reduction or discontinuance of service.* (a) When service in whole or in part becomes unnecessary, for any reason, the postmasters shall report the facts to the proper bureau officer having charge of the service, and if the reduction or discontinuance of service is only temporary, that fact should be stated,

and the probable date of resumption given.

(b) The Postmaster General may discontinue or curtail the service on any mail route, in whole or in part, in order to place on the route superior service, or whenever the public interests, in his judgment, shall require such discontinuance or curtailment for any other cause. The contractor shall be allowed, as full indemnity, one month's extra pay, on the amount of service dispensed with and a pro rata compensation for the amount of service retained and continued.

TEMPORARY SERVICE

§ 97.68 *Temporary contracts*—(a) *Authorization of.* Whenever an accepted bidder shall fail to enter into contract, or a contractor on any mail route shall fail or refuse to perform the service on said route according to his contract, or when a new route shall be established or new service required, or when, from any other cause, there shall not be a contractor legally bound or required to perform such service, the Postmaster General may make a temporary contract for carrying the mail on such route, without advertisement, for such period as may be necessary, not in any case exceeding one year, until the service shall have commenced under a contract made according to law: *Provided*, That the cost of temporary service rendered necessary by reason of the failure of any accepted bidder to enter into contract or a contractor to perform service shall be charged to such bidder or contractor: *Provided further*, That the provisions of § 97.60, that no compensation shall be paid for additional service in carrying the mail until such additional service is ordered, the sum to be allowed therefor to be expressed in the order and entered upon the books of the department, and that no compensation shall be paid for any additional regular service rendered before the issuing of such order, shall not apply to any service authorized under this paragraph. (See § 97.60.) (R. S. 3951, as amended; 39 U. S. C. 434)

(b) *For transportation of diverted mail.* When, because of an emergency, it becomes necessary to divert mail in transit the Postmaster General may enter into a temporary contract for transporting such diverted mail over such other route as he may elect.

NOTE: When a contractor for carrying United States mail fails or refuses to perform the required service, and temporary services cannot be procured within the amount of the contractor's bond, the Postmaster General may employ temporary services on such route at a rate per annum in excess of the amount of the bond and charge same to the contractor. (1 Comptroller General 201.)

§ 97.69 *Temporary service employed without advertisement.* Temporary service rendered necessary by reason of the failure of any bidder or contractor to perform the service awarded him under this act (see § 97.14) may be employed by the Postmaster General without advertisement, at a rate which he may deem reasonable, at the expense of any such failing bidder or contractor.

§ 97.70 *When contractor fails to begin or continue service*—(a) *Procedure.* When any contractor fails to begin the performance of mail service under the contract, or, having begun service, fails to continue the same, the postmaster, at the head of the route (i. e., the post office first named in the advertisement and contract—see § 97.45), or the postmaster where vehicle service is under contract, shall employ temporary service at the lowest rate possible. Any other postmasters on the route shall communicate to him any offer they may have received for the performance of the service, and if the lowest obtainable rate seems excessive when compared with the contract rate, he shall communicate with the proper bureau officer of the Post Office Department, by wire if necessary, and request instructions. The cost of any such temporary service shall be charged to the contractor, and shall continue until the contractor, in person or by agent, appears with proper equipment and takes charge of the route, or until otherwise ordered.

(b) *Use of contractor's equipment.* In the performance of temporary service postmasters shall not permit the use of any equipment owned by the contractor, subcontractor, or bondsmen of either nor employ the subcontractor or bondsmen of the contractor or subcontractor. If such equipment is used or such person employed as temporary carrier, service so performed shall be considered as being performed for the contractor or subcontractor, and shall not be recognized by the Post Office Department as temporary service.

§ 97.71 *Report of postmaster.* Postmasters shall immediately report to the Post Office Department any action taken in connection with the employment of temporary service and shall not pay for such service.

§ 97.72 *Service in lieu of railroad or electric service which failed.* Postmasters shall not require contractors to carry the mails in lieu of railroad or electric and cable car service which has failed, unless specific authority be received from the proper bureau officer of the Post Office Department.

§ 97.73 *Employment of service after expiration of contract.* After the expiration of a contract, and until the Postmaster General has decided upon a new contract or upon the expediency of discontinuing the post office, postmasters shall not employ any service unless expressly authorized to do so by the Post Office Department.

PART 98—EXAMINATION OF REPORTS OF SERVICE PERFORMED; DEDUCTIONS AND FINES

EXAMINATION OF REPORTS: GENERAL PROVISIONS

Sec.
98.1 Schedules and registers of arrivals and departures.
98.2 Standard time to be observed.
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98.4 Report of delinquencies of contractors or carriers.
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98.9 Deductions and fines for failures and delinquencies.
98.10 Fines on contractors for foreign mails.
98.11 Fines in general service.
98.12 Fines in particular classes of service.

AUTHORITY: §§ 98.1 to 98.12 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

EXAMINATION OF REPORTS: GENERAL PROVISIONS

§ 98.1 *Schedules and registers of arrivals and departures.* The Postmaster General shall furnish to the postmasters at the termination of each route a schedule of the time of arrival and departure of the mail at their offices, respectively, to be posted in a conspicuous place in the office; and he shall also give them notice of any change in the arrival and departure that may be ordered; and he shall cause to be kept and returned to the Department, at short and regular intervals, registers, showing the exact times of the arrivals and departures of the mail. (R. S. 3841; 39 U. S. C. 7)

§ 98.2 *Standard time to be observed.* Standard (railroad) time shall be observed by contractors in performing, and used by postmasters in reporting service on all routes.

§ 98.3 *Reports of mail service.* (a) Postmasters at terminal offices on mail routes, and at such other post offices as the Postmaster General may designate as reporting offices, shall report the performance of the service upon the blank forms furnished by the Department strictly in accordance with the instructions printed thereon. Clerks in charge of terminal R. P. O. and transfer offices may be required to furnish such reports.

(b) The regular reports above required shall be forwarded by the first mail after the close of each month to the Post Office Department, and a duplicate of each report shall be retained by the postmaster and carefully preserved, to be turned over to his successor.

§ 98.4 *Report of delinquencies of contractors or carriers.* Every postmaster shall promptly report to the Postmaster General every delinquency, neglect, or malpractice of contractors, their agents or carriers, which comes to his knowledge. (R. S. 3849; 39 U. S. C. 51)

§ 98.5 *Subjects of special reports by postmaster.* A special report shall be made by the postmaster to the Post Office Department in each of the following cases:

(a) Mail carried by a person who has not taken the oath.

(b) Mail carried by a person under the prescribed age.

(c) Carrier intoxicated on duty, or when he calls for the mail. The postmaster in such cases shall suspend the carrier and employ another for the trip or to complete the trip at the lowest obtainable rate.

(d) Failure of carrier to deposit mail in post office in place at which he stops overnight.

(e) Mail arriving without a lock. If the name of the person at fault can be ascertained, it shall be included in the report.

(f) Mails left exposed to damage or depredation.

(g) Failure of carrier to properly protect mail from the weather. The postmaster shall call the carrier's attention to such delinquencies and see that they are corrected.

(h) Failure of carrier to take all the mail on each trip.

(i) Mails unnecessarily thrown upon the ground. Mail pouches or sacks (or contents) damaged by being dragged about or otherwise.

(j) Where any postmaster, assistant postmaster, or clerk employed in any post office, or any member of the immediate family of a postmaster or assistant postmaster is interested in any mail contract or employed either regularly or temporarily as a carrier of the mail.

(k) Extraordinary failures, interruptions, or abandonment of service.

§ 98.6 *Postmaster to furnish information to Department.* Postmasters shall furnish the Post Office Department with any information that may aid it in enforcing the performance of duty on the part of contractors, and in securing regularity, safety, and efficiency in the mail service. All reports shall state the number and terminal points of the route, if known.

§ 98.7 *Oath of mail carriers.* (a) All mail carriers, except employees of railroad companies and employees of contractors for steamboat or other power-boat service, or for star-route service where contractor operates regular passenger busses and carries mail therein, when carrying mail for such companies or contractors, shall, before entering upon their duties as such, take the oath prescribed in § 135.14: *Provided*, That pilots or other employees carrying mail for a contractor on any international air-mail route may be required to take only that part of the oath relating to faithful performance of duty and to paying over money belonging to the United States.

(b) Postmasters shall see that the requirements of this section are strictly complied with.

§ 98.8 *Explanation for delinquencies by contractors.* When mail fails to arrive at the end of a contract route, or at any intermediate scheduled point, within the time fixed in the contract or schedule, the contractor shall promptly send his explanation to the Post Office Department, stating particularly the cause of the failure. A specific explanation shall be furnished by the contractor for each delinquency. Mere general allegations will not be considered. If only part of the trip was performed, the report shall show what part and state the distance traveled.

DEDUCTIONS AND FINES

§ 98.9 *Deductions and fines for failures and delinquencies.* The Postmaster General may make deductions from the pay of contractors for failure to perform service according to contract and impose fines upon them for other delinquencies, which deductions or fines may be changed or remitted, in his discretion. Contractors shall also be answerable in damages to the United States for the proper care and transportation of the mails, and be accountable to the United States for any loss or damage resulting to any of such mail or any part of it by reason of the failure to exercise due care on the part of any of the contractor's officers, agents, or employees in the custody, handling, or transportation thereof. He may deduct the price of the trip in all cases where the trip is not performed and not exceeding three times the price if the failure be occasioned by the fault of the contractor or carrier. (R. S. 3962, as amended; 39 U. S. C. 443)

NOTE: The action of the Postmaster General in authorizing deductions, under the provisions of the aforesaid section for failure to perform service according to contract, is not subject to review. (Allman *v.* United States, 131 U. S. 31; 20 Comp. Dec. 555.)

§ 98.10 *Fines on contractors for foreign mails.* The Postmaster General may impose or remit fines on contractors or carriers transporting the mails by air or water on routes extending beyond the borders of the United States for any unreasonable or unnecessary delay to such mails and for other delinquencies in the transportation of the mails. (R. S. 4010, as amended; 39 U. S. C. 655)

GENERAL SERVICE

§ 98.11 *Fines in general service*—(a) *List of delinquencies.* Fines may be imposed, unless satisfactory excuse be made in due time, for each of the following delinquencies on the part of a contractor, to wit:

(1) Failure to take the mail, or any part of it, from a post office, or to deliver it thereto, or to deliver it immediately upon arrival. (Note exceptions in § 42.49.)

(2) Suffering the mail, or any part of it, to become wet, lost, injured, or destroyed, or conveying or keeping it in a place or manner that exposes it to depredation, loss, or injury.

(3) Refusing, after demand, to transport mail by any coach, car, boat, or other conveyance which the contractor runs or is concerned in running on the route.

(4) Leaving or putting aside the mail, or any part of it, for the accommodation of passengers, baggage, express, freight, or other matter.

(5) Habitual failures to observe schedule.

(6) Other delinquencies or violations of the terms of the contract, or the requirements or regulations of the Post Office Department.

(b) *Fixed by Postmaster General.* The fine shall in each case be such sum as the Postmaster General may impose, in view of the gravity of the delinquency, and shall be deducted from the contractor's pay for the service on the route on which the deliquency occurred.

§ 98.12 *Fines in particular, classes of service*—(a) *List of delinquencies.* In addition to the foregoing general causes, fines may be imposed for the following delinquencies in the different classes of service, to wit:

RAILROAD, ELECTRIC, AND CABLE CAR SERVICE

(1) Leaving mail which arrives at the station before the departure of the train or car for which it is intended.

(2) Failure to use the first practicable means of forwarding mail which is delayed en route.

(3) Failure to furnish suitable apartments when required in which to distribute the mail.

(4) Failure to sound proper signal when approaching mail crane.

(5) Failure to furnish proper accommodations for the handling, storage, and, if necessary, the distribution of mails in depots.

STAR SERVICE

(6) Failure to arrive or depart at time fixed by schedule without satisfactory excuse.

(7) Intoxication of carrier while in charge of mail.

(8) Employing a carrier under 18 years of age.

(9) Failure to deposit all mail in the post office at any place where the carrier stops overnight.

(10) Employing either as subcontractor or carrier any postmaster, assistant postmaster, clerk in a post office, or any member of the immediate family of a postmaster or assistant postmaster.

BOAT SERVICE

(11) Failure to arrive at time fixed by schedule without satisfactory excuse.

(12) Failure to furnish necessary facilities for the distribution of mail.

(13) When a grade of service is rendered inferior to that stipulated in the contract.

VEHICLE SERVICE IN CITIES

(14) Failure to provide and maintain in good condition sufficient equipment (motor-trucks, wagons, horses, and harness) to perform the service properly.

(15) Failure to carry the mails in the prescribed vehicles, for unnecessary delays in receiving or delivering mails, or to comply with any or all other terms of the contract.

MAIL-MESSENGER SERVICE

(16) Failure to perform service properly.

(b) *Applications for remission of fines and deductions.* Applications from railroad and electric-car companies for remission of fines and deductions shall not be considered unless, in the case of fines, the company has previously made reply to the complaint of the officer of the Railway Mail Service within 30 days from the date of his communication relative to the delinquency for which the fine has been imposed, or unless, in cases of fines and deductions, the application for remission, with evidence in support thereof, is filed in the office of the Second Assistant Postmaster General within six months from the date of notice by the Post Office Department to the railway company that such fine has been imposed or deduction made.

PART 99—MAIL EQUIPMENT

Sec.

99.1 Mail bags.
99.2 Mail bags furnished by Post Office Department.
99.3 Experimental uses forbidden.
99.4 Use of mail bags restricted to transmission of mail.
99.5 Loan of mail sacks.
99.6 Value of mail sacks.
99.7 Collections for sacks not returned.

Sec.
99.8 Mail sacks furnished for shipments by freight or express to be deposited in mails.
99.18 Improper use of bags and locks.

AUTHORITY: §§ 99.1 to 99.18 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 99.1 *Mail bags*—(a) *Definition of term; kinds and numbers.* The term "mail bags" includes mail pouches and mail sacks. Mail bags shall be of such style, material, and size as will meet the needs of the service. They shall be numbered according to size, beginning with No. 0 for the largest size, No. 1 for the next smaller size, etc.

(b) *Principal styles.* The principal styles of mail bags are:

(1) Mail pouches designed for locking, and used for the handling of first-class, registered, and air mail.

(2) Saddle mail bags, designed for locking, and used only for horseback service on star routes.

(3) Catcher mail pouches, designed for locking, and used exclusively for exchanging mails with moving trains by means of mail cranes and catcher arms.

(4) Canvas mail sacks, equipped with lacing cord and cord fastener, and used for handling ordinary second-, third-, and fourth-class mails. Size 1, equipped also with locking-cord fasteners, are used for parcel-post mails.

(5) Canvas mail sacks, equipped with a neck-strap device for closing with a lead seal, and used for foreign mails.

§ 99.2 *Mail bags furnished by Post Office Department.* Mail bags shall be furnished by the department for use exclusively by the Postal Service. They shall not be sold or otherwise disposed of by private parties to the commercial trade, except where specifically authorized by the Post Office Department.

§ 99.3 *Experimental uses forbidden.* The experimental use in the Postal Service of alleged improvements in mail bags or other mail equipment shall not be permitted unless specially authorized by the department.

§ 99.4 *Use of mail bags restricted to transmission of mail.* (a) Mail bags shall be used only for the transmission of mailable matter while under the care, custody, and control of the Post Office Department, through its postmasters and other authorized agents, and shall not be used for other purposes, except as provided in § 99.5.

(b) Mail bags shall not be used for storing records, waste paper, etc., or for personal convenience.

§ 99.5 *Loan of mail sacks*—(a) *To expedite dispatch of mails.* When in the opinion of the postmaster, material benefits to the Postal Service will result and dispatch of mails will be expedited, mail sacks may be loaned to publishers or others to deliver their mail to the post office, made up for dispatch, in accordance with Railway Mail Service schemes of distribution, or in any other manner that may be prescribed by the local postmaster.

(b) *Record to be kept of sacks loaned.* No sacks shall be loaned by the postmaster except upon presentation of requisition in duplicate on Form 3970 by the party to whom the privilege is extended. The number of sacks loaned will be entered on the postmaster's record, Form 026, and when returned a receipt on Form 3971 will be given the borrower, who will be credited on the postmaster's record with the number of sacks returned.

(c) *To be returned within reasonable time.* Postmasters shall see that mail sacks which have been loaned are returned to the service within a reasonable time, and shall advise each patron to whom such sacks are loaned that he will be held responsible for the proper care and return of each sack intrusted to him.

§ 99.6 *Value of mail sacks.* The Fourth Assistant Postmaster General, Division of Mail Equipment Shops, shall advise postmasters, on request, of the value of mail sacks.

§ 99.7 *Collections for sacks not returned.* The postmaster shall collect from the patron the value of mail sacks not returned and shall account for such collections in his quarterly postal account as miscellaneous receipts.

§ 99.8 *Mail sacks furnished for shipments by freight or express to be deposited in mails.* Mail sacks may be furnished upon specific authorization of the Second Assistant Postmaster General Surface Postal Transport, in each case for shipment of catalogs and other advertising matter in large quantities or carload lots by freight or express or by other means of transportation to post offices into which such matter is to be deposited for dispatch as mail, and for shipment by publishers of second-class mail by freight or express or by other means of transportation to post offices where such matter has entry: *Provided,* That the shipper shall make such distribution as may be required by the Railway Mail Service or the postmaster at shipping point and a record is kept of the number of sacks delivered to the shipper and the number returned to the service at the post office where mailed, the shipper to be held responsible for any shortage. However, such shipments by freight or express or by other means of transportation are not to be consigned to trucking companies to be split up and delivered by them in small lots to several different post offices but must all be entered in the mails at the post office to which such shipment is consigned and no part of such shipment shall be delivered outside of the mails.

§ 99.18 *Improper use of bags and locks.* Postal employees shall prevent, when possible, any improper use or abuse of mail bags and mail locks, and shall report every instance of which they may be aware of theft or illegal use of such equipment.

PART II
Section 2

FEDERAL REGISTER

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TITLE 39—POSTAL SERVICE

Chapter I—Post Office Department

Subchapter K—Railway Mail Service

PART 105—ORGANIZATION AND SUPERVISION

Sec.
105.1 Organization.
105.2 Divisions of Railway Mail Service.
105.3 Duties of general superintendents.
105.4 Duties of assistant general superintendents.
105.5 Terminal railway post offices.

AUTHORITY: §§ 105.1 to 105.5 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 105.1 *Organization*—(a) *Officers in charge.* The Deputy Second Assistant Postmaster General in charge of Surface Postal Transport, aided by a Director of Transportation and a Director, Divisions of Personnel and Facilities, is charged with the general management and supervision of the Railway Mail Service and the employees thereof.

§ 105.2 *Divisions of Railway Mail Service.* The Railway Mail Service shall be divided into 15 divisions, each in charge of a general superintendent.

§ 105.3 *Duties of general superintendents.* The general superintendent shall:

(a) Direct the operation of the service and the employees assigned to his division.

(b) See that the Postal Laws and Regulations and all Departmental orders are complied with.

(c) Prepare schemes of distribution and schedules for use as guides to the correct dispatch of the mails.

(d) Prepare semimonthly pay sheets and quarterly pay rolls showing the names of the employees and the amounts of salaries and travel allowances to be paid by checks issued by postmasters at division headquarters of the Railway Mail Service (see § 17.25).

(e) Make investigations ordered by the Department, and of irregularities occurring within his territory, except losses (see § 108.37), taking corrective action when necessary, and report upon all essential matters to the Post Office Department.

§ 105.4 *Duties of assistant general superintendents.* The assistant general superintendent shall aid the general superintendent in the conduct of all work incident to the division, perform such duties as may be assigned to him by the general superintendent, and, in the absence of the latter, shall be in charge as acting general superintendent of the division.

Part II of this issue is divided into two sections. Section 1 contains Subchapters A through J of Chapter I, Title 39, and Section 2 contains Subchapters K through N.

§ 105.5 *Terminal railway post offices*—(a) *Leasing of space.* * * * The Postmaster General may, in the disbursement of the appropriation for such purposes, [rental of space for terminal railway post offices for the distribution of the mails when the furnishing of space for such distribution cannot be properly required of railroad companies without additional compensation], apply a part thereof to the purpose of leasing premises for the use of terminal railway post offices at a reasonable annual rental to be paid monthly for term not exceeding twenty years. (See §§ 6.5 and 26.2.) (38 Stat. 301, as amended; 39 U. S. C. 577)

(b) *Purpose of.* The terminal railway post office system shall be maintained for the purpose of handling and distributing mail not handled or distributed in railway post office lines or post offices. * * * (48 Stat. 962; 39 U. S. C. 618a)

(c) *Where may be established; force employed.* Terminal railway post offices may be established at points where mails can be advantageously distributed or combined. The force at a terminal railway post office may include the transfer clerks employed to supervise the handling of the mails or to transfer registered matter, and such other clerks as may be necessary.

PART 106—RAILWAY POSTAL CLERKS

Sec.
106.4 Exemption from arrest on civil process.
106.5 Debts of employees.

AUTHORITY: §§ 106.4 and 106.5 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 106.4 *Exemption from arrest on civil process.* Railway postal clerks while on duty are exempt from arrest on civil process.

§ 106.5 *Debts of employees.* Railway Mail Service employees shall pay their just and honest debts. When a complaint regarding indebtedness of an employee is received the general superintendent or district superintendent shall acknowledge its receipt to the complainant. He shall then advise the employee thereof, ascertaining his intended action in the matter, and inform the complainant accordingly. If a dispute arises as to the validity of the claim, the matter shall be considered one for adjustment between the interested parties or by a court.

PART 107—RAILWAY POST OFFICES

MANAGEMENT AND CARE OF RAILWAY POST OFFICES AND MAILS

Sec.
107.1 Designation as railway post office.
107.6 Admission to railway post offices.
107.8 Information concerning mail matter not to be given.
107.23 Smoking.
107.24 Sale of stamps in railway post offices.
107.25 Rules of railroad companies.

AUTHORITY: §§ 107.1 to 107.25 issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

MANAGEMENT AND CARE OF RAILWAY POST OFFICES AND MAILS

§ 107.1 *Designation as railway post office.* All railway postal cars and mail apartments in cars and steamboats in use for the distribution of mail matter in transit shall be designated as railway post offices.

§ 107.6 *Admission to railway post offices*—(a) *Only authorized persons.* Clerks in charge shall not admit unauthorized persons to railway post offices, transfer offices, terminal railway post offices, or air mail field railway post offices.

(b) *Who may be admitted; admit cards.* Only the following persons shall be permitted to enter railway post offices: The Postmaster General, Assistant Postmasters General, officials of the Surface Postal Transport and the Railway Mail Service, and post office inspectors upon the presentation of their commissions or proper credentials, clerks actually on duty, transfer clerks and terminal railway post office clerks in the performance of their official duties only, such as supervising the loading and unloading of mails

and receiving and delivering registered matter, conductors and other railroad employees in the performance of their official duties only, and those presenting admits properly signed. Such admits shall be good only during the period for which issued. If an admit is presented which has become void, it shall be taken up and forwarded to the general superintendent.

(c) *Admit issued to railroad employee.* An admit issued to a railroad employee shall be honored only on mail trains not provided with a baggage car or coach, except as heretofore noted.

(d) *Admit not good for transportation.* An admit shall not entitle the holder to transportation. When any person is riding in a railway post office upon an admit the clerk in charge shall notify the conductor of the train.

(e) *Annual admit.* An annual admit shall not be taken up, but its number and the full name of the holder and the points between which he rode shall be noted on the trip report.

(f) *Clerks off duty not to be admitted; exception.* Railway postal clerks not on duty, though accredited to the line over which they are passing, shall not enter or ride in the railway post office without special authority. However, a clerk who works one way only and is deadheading back to initial point of run shall be permitted to ride in railway post office cars and his name shall be noted on the trip report.

(g) *Extra duty by clerks when deadheading.* In actual emergencies a clerk who is deadheading to and from his home may be called upon to perform extra duty by the clerk in charge. In such case his name shall be noted on the trip report, showing the points between which duty was performed. (See § 137.22.)

(h) *Admission of conductor and other railroad employees.* Conductors and other railroad employees shall not be allowed to enter railway post offices except in the discharge of their official duties. When they have attended to such duties they shall immediately leave the car.

§ 107.8 *Information concerning mail matter not to be given.* No information shall be imparted concerning mail matter passing through the hands of railway postal clerks in the discharge of their duties, except to persons who are entitled thereto under the regulations. (See § 41.4.)

§ 107.23 *Smoking*—(a) *Regulations.* In order to reduce fire hazard, clerks in air-mail field post offices, mail cars, terminals, and transfer offices, shall not smoke while receiving mail from the public, visiting letter boxes, loading or unloading mail, or while hanging or closing racks. Smoking on duty is a privilege and not a right, and shall not be indulged in to the detriment of the service or a clerk's work or to the discomfort of nonsmoking employees.

(b) *In storage cars prohibited.* No person shall smoke or carry lighted cigars, cigarettes, or pipes in mail storage cars while same are being loaded, unloaded, or while in transit. Railway postal clerks and transfer clerks shall prevent any violation of this regulation.

§ 107.24 *Sale of stamps in railway post offices.* Clerks in charge of railway post offices shall keep on hand a supply of 1-cent and 3-cent postage stamps for the accommodation of the public at the car; and such stamps shall not be sold for more or less than their face value.

§ 107.25 *Rules of railroad companies.* The rules and regulations of the railroad companies over whose lines a railway post office car passes, not in conflict with these regulations, shall be respected and obeyed.

PART 108—TREATMENT OF MAIL MATTER IN THE RAILWAY MAIL SERVICE

RECEIPT OF MAIL AT RAILWAY POST OFFICE CARS

Sec.
108.2 Acceptance of mail by railway postal clerks.
108.4 Receipt of second-class matter by railway postal clerks.
108.5 When second-class matter received direct from publishers.
108.6 Letter boxes at railroad stations.

OPENING, DISTRIBUTION, AND DISPATCH OF MAIL

108.10 Letters and circulars to be properly tied.
108.11 Direct packages.

UNMAILABLE, SHORT-PAID, AND UNPAID, IMPROPERLY ADDRESSED MATTER AND NIXIES

108.22 Matter to be withdrawn from mails.
108.23 Loose letters on steamboat routes.
108.24 Nixies.

DELIVERY OF MAIL FROM CARS

108.32 Delivery of mail in transit forbidden.

AUTHORITY: §§ 108.2 to 108.32 (except for authority cited in text) issued under R. S. 161, 396, 3889, 22 Stat. 180, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 39 U. S. C. 639.

RECEIPT OF MAIL AT RAILWAY POST OFFICE CARS

§ 108.2 *Acceptance of mail by railway postal clerks*—(a) *Conditions.* Railway postal clerks shall accept from a postmaster or sworn assistant postmaster loose mail matter on which the stamps have been canceled, but matter bearing canceled stamps shall not be accepted from mail messengers or the public, except matter of the first class readdressed for forwarding, or outside packages in transit when received from mail messengers or from canceled air mail trips. (See § 42.40.)

(b) *From the public.* Railway postal clerks shall accept from the public, unless otherwise ordered, all mail matter of the first class upon which the proper rate of postage is paid; all matter in penalty envelopes or bearing the frank of any person entitled thereto by law; soldiers' and sailors' letters unpaid when duly certified; and matter of the first class upon which the stamps are canceled when readdressed for forwarding. They shall not accept from the public mail matter of the second, third, or fourth class except that they may accept from representatives of manufacturers or distributors of serums or pharmaceutical supplies shipments of such articles when endorsed "Emergency—This package has been weighed and necessary postage affixed. If any additional postage is found to be due at destination, same is guaranteed by the sender."

§ 108.4 *Receipt of second-class matter by railway postal clerks*—(a) *Authorization.* The Postmaster General may provide by order the terms upon which railway postal clerks may receive from publishers or any news agents in charge thereof, and deliver the same as directed, if presented and called for at the mail car or steamer, packages of newspapers and other periodicals not received from or intended for delivery at any post office. (R. S. 3889, as amended; 39 U. S. C. 639)

(b) *Must be accompanied with certificate of postmaster.* Railway postal clerks may receive newspapers and periodicals from publishers and news agents only when accompanied with a certificate on Form 3979 from the postmaster at the office of publication that the postage has been paid.

(c) *Outside delivery to agents.* Second-class matter marked to be delivered outside the mails shall be so delivered only when addressed to news agents, or agents of publishers, and shall be treated according to instructions upon the package.

(d) *Printed notice on wrapper.* Publishers shall have printed in bold type on the wrapper of mail packages for outside delivery the words, "U. S. mail for outside delivery at publisher's risk."

(e) *On trains having no railway postal clerk.* When newsdealer packages are forwarded as mail on trains upon which no railway postal clerk is assigned, the baggageman shall deliver the packages as outside matter at place shown in the address. While in his custody they shall be considered as mail matter.

(f) *Baggageman not to receive except when authorized.* Baggagemen shall not receive second-class mail directly from the publisher on postmasters'-certificates unless specially authorized to do so by the Department through the general superintendent.

§ 108.5 *When second-class matter received direct from publishers*—(a) *Certificate required.* When railway postal, transfer, or terminal railway postal clerks are authorized to receive second-class matter direct from publishers, accompanied with a certificate on Form 3979 signed by the postmaster, they shall insist on a certificate with each load offered showing number of sacks, the weight of the mail, and that the postage has been paid thereon; otherwise the matter shall not be accepted for mailing.

(b) *If offered without certificate.* When matter is offered without a certificate that fact shall be communicated to the publisher or the postmaster, if time will permit, with request that a certificate be furnished; if not furnished, the matter shall be refused.

(c) *Discrepancy in weight or number of sacks.* In case of apparent discrepancy in either the weight or number of sacks, the receiving clerk or clerks shall, if practicable, weigh the papers at the time of receipt and note the proper correction on the accompanying certificate, being careful not to deface the original as furnished by the postmaster. The

certificate, together with a report, shall then be mailed to the postmaster; a report made to the general superintendent; and a proper notation made on the trip or daily report. When, in case of discrepancy, the sacks cannot be weighed or the discrepancy otherwise reconciled, the matter shall not be accepted.

§ 108.6. *Letter boxes at railroad stations.* Railway postal clerks shall visit letter boxes maintained at railroad stations (see § 92.50) and colect mail therefrom at the last moment practicable before the departure of their respective trains unless such duty is performed by a transfer clerk. Care shall be taken to lock the box after collection is made.

OPENING, DISTRIBUTION, AND DISPATCH OF MAIL

§ 108.10 *Letters and circulars to be properly tied.* Letters and circular mail shall be made up in packages and not placed in the pouch or sack loose. The twine used shall be tied in a hard knot, and no more used than necessary to make package secure.

§ 108.11 *Direct packages*—(a) *How made.* A "direct package" shall be made by placing all ordinary letters for one post office in a package by themselves, all faced one way, with a plainly addressed letter on the outside and a slip bearing date, line, and name of the clerk making the package on the back. Ten or more pieces for one post office shall be tied out as a "direct."

(b) *Air mail.* Air-mail letters shall be made up in separate packages when there are 10 or more for one post office, railway post office, or State, except when requests are received from the proper general superintendent of the Railway Mail Service for the tying out of directs containing less than 10 pieces. Less than 10 shall be placed at the top of the working package under the registered and special delivery letters, if any, with facing slip endorsed to show air mail is included, except if no further air-mail dispatch can be had, distribution may be made in usual manner. (See § 42.30 as to ordinary letters, § 53.6 as to special delivery mail.)

(c) *For persons or firms, not to include matter on which funds are collectible.* Direct packages or sacks made up for individual persons or firms shall not include special delivery matter, insured parcels bearing insured serial numbers, c. o. d. mail, mail known or supposed to be liable to customs duty, or any other mail which requires the collection of funds on delivery. Matter requiring the collection of funds includes c. o. d. matter, short-paid pieces, business reply cards and envelopes, undeliverable matter returned under the return postage guarantee provision, mail known or supposed to be liable to customs duty, and certain forms, such as Form 3547, Notice to Sender of Addressee's New Address, Form 3578, Notice to Publisher concerning Undeliverable Second-Class Matter, publications returned under Form 3579, Label for Returning Undeliverable Second-Class Matter to Publisher, and Form 3849–D, Notice to Sender of Undelivered c. o. d. Mail.

§ 108.19 *Changing address or unauthorized indorsing forbidden.* Railway postal clerks shall not change the address upon any mail matter nor make any personal or unofficial or unauthorized indorsement upon a letter or addition to the address.

UNMAILABLE, SHORT-PAID, AND UNPAID, IMPROPERLY ADDRESSED MATTER AND NIXIES

§ 108.22 *Matter to be withdrawn from mails*—(a) *Kinds.* Railway postal clerks shall detain and turn in at the terminal offices of their runs (1) all domestic matter collected from station boxes or deposited in the car for mailing on which postage is wholly unpaid (see § 42.16); (2) all matter of the first class on which less than one full rate of postage is paid (see § 34.12); (3) all matter except letters bearing a special-delivery stamp on which no other postage is paid (see § 53.5); (4) all matter bearing stamps that have been previously used or cut from stamped envelopes or wrappers (see § 42.7); and (5) all matter of the second, third, and fourth classes collected from station boxes or deposited in the car for mailing (see § 42.6).

(b) *Parcel-post matter.* Parcel-post matter received by railway postal clerks from station boxes or deposited in their car, when turned in to the terminal office for the run, shall be covered by a slip of the clerk marked "For examination and rating; deposited in railway post office car at _____."

(c) *Liquids, explosives, etc., and matter found loose in mails.* Railway postal clerks shall also withdraw from the mail all liquids not admissible to the mails under §§ 35.13 and 35.18 of this chapter, gunpowder and other explosives, pistols, revolvers, and other firearms capable of being concealed on the person (except as provided in § 36.12 of this chapter), live animals (except as prescribed in §§ 35.22 to 35.26 of this chapter), poisons, and any article liable to injure the mails or the persons handling the same, and which have been declared unmailable by the rulings of the Post Office Department (see § 35.13 of this chapter), perishable articles found loose or without address, and matter relating to lotteries, as described in § 36.6 of this chapter, and turn the same into the terminal post office accompanied with the pouch or sack label and a report giving the name of the post office or other source from which such matter was received, and at the same time make a special report of the matter to the general superintendent or district superintendent. All matter on which the addresses have been detached or erased and all articles found loose in any pouch or sack shall be forwarded under cover to the postmaster at headquarters of the general superintendent, accompanied with the pouch or sack label and a special report giving the name of the post office or other source from which such matter was received. Articles of apparent value of $1 or more shall be registered.

(d) *Money found loose.* When money is found loose in the mails the identical notes or coins found shall be turned in.

(e) *Certain matter not to be detained.* Matter which should have been detained at the mailing office as "held for postage," "excess of weight or size," shall not be stopped in transit. (See § 42.19.)

(f) *Matter received in bad order.* Mail matter of the first class deposited or received in a railway post office car unsealed or in a mutilated or otherwise bad condition shall be stamped or marked with the words "Received unsealed," or "Received in bad order," as the case may be, together with the postmark of the line. Where necessary such matter shall be sealed.

(g) *Report of matter liable to cause injury.* Railway postal clerks shall report to the general superintendent the receipt of any matter which from its character or form they think is liable to injure the mails or the persons of those handling them and any injury caused by the admission of such matter which may come to their knowledge. These reports shall be forwarded to the Post Office Department. (See § 45.1)

§ 108.23 *Loose letters on steamboat routes.* Railway postal clerks on steamboat routes to whom prepaid letters are delivered shall place the same in the mails. Letters wholly unpaid shall not be accepted, but if they come into the possession of a clerk they shall be deposited in the post office at the terminal of the route.

§ 108.24 *Nixies*—(a) *Definition; treatment.* The general term "nixies" shall embrace all mail matter not addressed to a post office, or addressed to a post office without the name of a State being given, or otherwise so incorrectly, illegibly, indefinitely, or insufficiently addressed that it cannot be transmitted. Such matter, except parcels marked "Perishable," dispatched from a post office or mailed upon railway post-office cars, shall be withdrawn from the mail and sent to the postmaster at the headquarters of the general superintendent or to such office as the general superintendent may designate. Nixies consisting of parcels marked "Perishable" shall be delivered to the terminal post office. Nixies shall be postmarked on the back and covered by a slip addressed as heretofore instructed, with the word "Nixies" in the upper left corner.

(b) *Exceptions in treatment.* The following exceptions, however, shall be observed:

(1) Mail addressed to military or naval posts and stations of the Weather Bureau and Life Saving Service which are not post offices shall be sent to the proper post office, if known.

(2) Mail addressed to discontinued post offices shall be sent as directed in the order of discontinuance. Mail addressed to offices whose names have been changed shall be sent to the office of the new name. Mail addressed to watering places and summer resorts which are not post offices shall be sent to the nearest post office known.

(3) Mail from the Post Office Department addressed to new post offices, marked on the envelope "New office," shall be sent to destination in the best manner practicable, in the absence of definite instructions.

(4) Nixies which reach a line from which they can be delivered shall be delivered to the proper post office.

(5) Nixies mailed upon a line addressed to a local on that line shall be

delivered to the post office which has been designated to receive mail so addressed.

(6) Matter addressed to a post office without the name of the State being given, which is known to be intended for the principal city of that name, shall be forwarded accordingly.

(7) Matter addressed to a place not a post office but bearing the name of a known county and State shall be examined by a clerk on a line making distribution of that State by general scheme. If then not known, it shall be forwarded to the county seat of the county addressed.

(8) When mail matter addressed to a place which is not a post office contains upon it a direction to send via a post office the matter shall be sent to the post office indicated.

(9) Mail of foreign origin addressed to persons in the United States shall be treated in the same manner as domestic mail.

(10) Mail shall not be treated as nixies on account of incorrect spelling when the destination is undoubted.

(11) All matter supposed to be nixies shall be verified with the latest Official Postal Guide and general orders.

(12) When second-class matter improperly addressed is received, clerks shall not change the address or course of the package, but shall treat it in accordance with the regulations.

(c) *Errors to be noted.* When mail matter is treated as nixies and the address thereon is found in the latest Official Postal Guide or in the general orders, it shall be noted as an error on the slip accompanying the same and charged against the clerk.

DELIVERY OF MAIL FROM CARS

§ 108.32 *Delivery of mail in transit forbidden.* Railway postal clerks shall not make delivery at the railway post office car of mail in transit, although it be known to them that the applicant therefor is the person named in the address, except as provided in §§ 43.19, 108.4, and 108.33 of this chapter.

PART 109—FULL AND APARTMENT RAILWAY POST-OFFICE CARS

CONSTRUCTION, EQUIPMENT, AND SANITATION

Sec.

109.1 Construction and maintenance of railway mail cars.
109.2 Inspection of cars by department representatives.
109.3 Regulations as to use of cars.
109.4 Water and sanitation.
109.5 Lighting and heating of postal cars.
109.6 Railway post office cars to bear legend as such.

AUTHORITY: §§ 109.1 to 109.6 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

CONSTRUCTION, EQUIPMENT, AND SANITATION

§ 109.1 *Construction and maintenance of railway mail cars*—(a) *Authorization.* All cars or parts of cars used for the Railway Mail Service shall be of such construction, style, length, and character, and furnished in such manner as shall be required by the Postmaster General, and shall be constructed, fitted up, maintained, heated, lighted, and cleaned by and at the expense of the railroad companies. * * * (Sec. 5, 39 Stat. 427; 39 U. S. C. 537)

(b) *Penalty for failure.* If any railroad company carrying the mails shall fail or refuse to provide cars or apartments in cars for distribution purposes when required by the Postmaster General, or shall fail or refuse to construct, fit up, maintain, heat, light, and clean such cars and provide such appliances for use in case of accident as may be required by the Postmaster General, it shall be fined such reasonable sum as may, in the discretion of the Postmaster General, be deemed proper. (Sec. 5, 39 Stat. 428; 39 U. S. C. 567)

(c) *New cars to be constructed of steel.* All new full and apartment railway post-office cars shall be constructed of steel or equally indestructible material, and shall conform in construction and arrangement to the departmental specifications approved July 20, 1938, and any subsequent modification thereof.

(d) *Strengthening and standardizing of old cars.* Full and apartment railway post-office cars previously accepted for service shall be brought up to the specifications mentioned in all material respects wherever operating conditions render strengthening, standardization, or improvements necessary. Approval of the Director, Divisions of Personnel and Facilities, Surface Postal Transport, shall be obtained before any changes in construction or fixtures are made.

(e) *Conversion of cars.* Cars originally built for other traffic shall not be acceptable for conversion into full and apartment railway post-office cars unless they are reconstructed to fully meet departmental specifications. Such conversions shall be approved by the Director, Divisions of Personnel and Facilities, Surface Postal Transport, before the work is started.

(f) *Certificate of construction required.* The principal mechanical officer of the railroad company shall furnish a certificate of construction on R. M. S. Form 5292 for each new and rebuilt steel or steel underframe mail car.

(g) *Construction requirements for steel underframe cars.* The ends and underframe of steel underframe apartment railway post-office cars shall conform to the departmental specifications for all-steel cars. The section moduli of the metal vertical end members shall be not less than 65, distributed as required by the specifications.

(h) *Superstructure of steel underframe cars.* Superstructure of steel underframe cars shall conform either to former plan No. 1 or the specification of August 25, 1914, for construction of wooden cars, reinforced by metal vertical end members, or framing members of the superstructure may be steel shapes. Steel sheathing applied to superstructure on outside shall not be rated as an additional strength factor.

NOTE: Cars which do not meet the above underframe and superstructure requirements shall not be rated as "steel underframe."

(i) *Reconstruction and reinforcement of wooden cars.* Wooden apartment railway post-office cars which are to be reconstructed and continue as such shall be sound in material and construction and shall conform substantially to former plan No. 1 or the specification of August 25, 1914, for wooden cars. They shall be reinforced by metal members when necessary to render them acceptable for operation under the provisions of § 109.3.

(j) *Cars for narrow-gage lines.* Wooden mail apartment cars for narrow-gage lines shall conform to requirements of departmental circular of May 31, 1916.

§ 109.2 *Inspection of cars by department representatives*—(a) *Instructions.* New and reconstructed railway post-office cars shall be inspected by representatives of the department, in accordance with instructions issued by the Director, Divisions of Personnel and Facilities, Surface Postal Transport.

(b) *Advice of proposed construction or reconstruction.* Railway and car-building companies shall advise the Director, Divisions of Personnel and Facilities, Surface Postal Transport, concerning the proposed construction or reconstruction of railway post-office cars and dates when such cars will be ready for inspection.

(c) *Notices of "shopping" and "outshopping."* Railway companies shall notify field officers of the Railway Mail Service of the "shopping" of any railway post-office cars at the time such cars are received at the shops, so that representatives of the service may inspect the cars and call attention to needed betterments. Notice shall be given also when cars are to be "outshopped," in order that inspection may be made by the Railway Mail Service if considered necessary.

(d) *Repairs to be approved before cars returned to service.* Railway companies shall not "outshop" and return to service any full or apartment railway post office car for which changes or betterments have been requested unless such repairs have been made in a manner acceptable to the Railway Mail Service.

§ 109.3 *Regulations as to use of cars*—(a) *Steel and steel underframe cars.* (1) Cars operated in full railway post office authorizations shall be of all-steel construction.

(2) Apartment railway post office cars for operation in trains where a majority of the cars are steel shall be of steel construction.

(3) Steel underframe railway post office apartment cars shall not be operated between steel cars, nor between the engine and a steel car adjoining, nor in any train where a majority of the cars in the train are of steel construction.

(b) *Wooden cars.* (1) Wooden railway post office apartment cars shall not be operated between steel or steel underframe equipment. In all operations the railway post office apartment car shall be at least equal in construction strength to a majority of the other cars in the train, except as provided in § 109.3 (b) (3).

(2) Wooden railway post office apartment cars for main-line operations in heavy trains (more than four cars) or on

fast schedules (averaging more than 27 miles per hour between termini) shall be substantially equal in construction to former plan No. 1 or the specification of August 25, 1914. Wooden railway post office apartment cars with limited reinforcement on longitudinal sills, but having suitable reinforcement on both ends, may be operated in branch-line trains or in light trains (not exceeding four cars) on main lines having an average speed of not more than 27 miles per hour. In light trains running partly on main lines or wholly on branch lines, with an average speed of less than 27 miles per hour, wooden railway post-office apartment cars without metal reinforcements or longitudinal sills may be operated, provided such cars have the approved track-rail reinforcement or equivalent on both ends.

(3) Wooden railway post office apartment cars intended for operation in "mixed" trains or as trailers to self-propelled cars shall be substantially equal in construction to former plan No. 1 or the specification of August 25, 1914. In the "mixed trains" the railway post office car shall be operated in the rear-end consist, followed only by passenger coach or caboose, and shall have full-length metal draft gear applied when deemed necessary.

(c) *Proximity of mail cars to engine.* (1) Railway post office cars, whether of steel, steel-underframe, or wooden construction, which have the letter cases in the end shall not be operated with the letter end next to the engine.

(2) When practicable, one or more cars shall be operated between the engine and the railway post office car.

§ 109.4 *Water and sanitation*—(a) *Drinking water.* Drinking water containers in full and apartment cars shall be of a type approved by the Director, Divisions of Personnel and Facilities, Surface Postal Transport, and shall conform to the standard fixtures specification. Drinking water shall be furnished in accordance with United States Public Health Service requirements. Ice and fresh water shall be supplied as frequently as climatic conditions render it necessary.

(b) *Flushing hoppers.* Flushing hoppers shall be installed in accordance with standard fixtures specifications in all new and remodeled cars and in old cars when deemed advisable by the Railway Mail Service. Toilet paper shall be provided in all cars.

(c) *Cleaning of cars and fixtures.* All railway post-office cars and such fixtures as water coolers and hoppers shall be regularly and thoroughly cleaned after each trip, and where such cars are in continuous use more than 24 hours they shall be cleaned en route when necessary.

§ 109.5 *Lighting and heating of postal cars*—(a) *Specifications.* All cars and parts of cars used in mail service shall be adequately lighted and equipped with light fixtures in accordance with standard construction specifications, including auxiliary lights for use in event of failure of the primary lighting system.

NOTE: When the primary lighting system fails to provide sufficient illumination for completion of the distribution for a period of more than 30 minutes, it shall be regarded as a total light failure. When this condition prevails for 30 minutes or less, or when the distribution is retarded or rendered difficult by insufficient light, it shall be regarded as a partial light failure.

(b) *Electric lights required.* When any of the passenger, baggage, or express cars regularly operated in a train are lighted by electricity, the railway post office car or apartment shall be lighted by electricity as the primary system.

(c) *Storage battery required.* Each electrically lighted full or apartment railway post office car, either axle-generator or head-end system, shall be equipped with storage battery of the required capacity.

(d) *Electric fans.* Electric fans shall be installed in all electrically lighted full and apartment railway post office cars.

(e) *Heating specifications.* Heating of full and apartment railway post office cars shall be in accordance with the standard construction specifications. Guards over heat pipes and radiators in all cars shall be constructed and installed as required by the specifications, in order to prevent damage to mails.

(f) *Stoves, safety type.* Stoves are not to be installed in full and apartment railway post office cars without the approval of the Railway Mail Service, and shall not be accepted as the auxiliary heating system unless of a safety type approved by the department. The safety features include automatic fastening for stove door, with double doors preferred, baffle plate to prevent fire or live coals escaping through the smoke-flue opening, and metal casing to prevent overheating of closely surrounding objects.

§ 109.6 *Railway post office cars to bear legend as such*—(a) *Not to be used for other traffic.* All full and apartment railway post office cars shall have lettering painted on the outside in accordance with the standard construction specifications. Such cars, and parts of cars, bearing the legend "United States Mail," or "U. S. Mail," shall be reserved exclusively for carrying the mails and shall not be used for any other class of traffic.

(b) *"No admission" notices.* Two "No admission" notices, properly framed, shall be placed in each full railway post-office car, and one notice in each apartment railway post office car. Such notices shall be located in cars so as to be readily observed on entering at side doors.

Subchapter L—International Postal Service

PART 113—POSTAL ARRANGEMENTS

Sec.
113.1 Postal arrangements with foreign countries.
113.2 Publication of postal conventions.

§ 113.1 *Postal arrangements with foreign countries*—(a) *Treaties and conventions.* For the purpose of making better postal arrangements with foreign countries, or to counteract their adverse measures affecting our postal intercourse with them, the Postmaster General, by and with the advice and consent of the President, may negotiate and conclude postal treaties or conventions, and may reduce or increase the rates of postage or other charges on mail matter conveyed between the United States and foreign countries: *Provided,* That the decisions of the Postmaster General construing or interpreting the provisions of any treaty or convention which has been or may be negotiated and concluded shall, if approved by the President, be final and conclusive upon all officers of the United States. (R. S. 398, as amended; 5 U. S. C. 372)

(b) *United Nations.* In the event that the United Nations should propose to organize its own postal service, the conditions under which such service shall be set up shall be the subject of a supplemental agreement. (Sec. 17 (a), Agreement Between the United Nations and the United States of America, Regarding the Headquarters of the United Nations, confirmed by sec. 1, Public Law 357, approved August 4, 1947.)

§ 113.2 *Publication of postal conventions.* (a) The Postmaster General shall transmit a copy of each postal convention concluded with foreign Governments to the Secretary of State, who shall furnish a copy of the same to the Public Printer for publication; and the printed proof sheets of all such conventions shall be revised at the Post Office Department. (R. S. 399, as amended; 5 U. S. C. 373)

(b) There shall be printed in slip form * * * seven hundred and sixty copies of * * * postal conventions, and treaties, which shall be distributed as follows: To the House document room * * *, one hundred copies of private laws; to the Senate document room * * *, one hundred copies of private laws; to the Department of State, five hundred copies of all laws; and to the Treasury Department, sixty copies of all laws.

(c) Postal conventions and treaties shall be distributed as private laws. (Sec. 56, 28 Stat. 609; 44 U. S. C. 191)

PART 114—TREATMENT OF MAILS: POSTAGE REFUNDS: INTERNATIONAL REPLY COUPONS: DISPOSITION OF FOREIGN DEAD MATTER

CLASSIFICATION AND CONDITIONS, POSTAGE AND FEES

Sec.
114.1 Classification.
114.2 Treatment of unpaid or short-paid matter.
114.3 Withdrawal of unmailable matter.
114.4 Treatment of lottery or fraudulent matter.
114.5 Special-delivery matter.
114.6 Air mail service.
114.7 Registry fee.
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REFUNDS OF POSTAGE AND FEES

114.11 Postage refunds.

FOREIGN MAILS RECEIVED

114.15 Treatment of incoming foreign mail.
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114.18 United States special-delivery stamps on articles mailed abroad.

WAYBILLS

114.21 Waybills.

AT DELIVERING OFFICES

Sec.
114.22 Foreign matter.
114.23 Return receipts sent to interior offices.
114.24 Matter specially held for delivery.

INTERNATIONAL REPLY COUPONS

114.25 International reply coupons.

DISPOSITION OF FOREIGN DEAD MATTER

114.26 Foreign dead and undeliverable matter.

AUTHORITY: §§ 114.1 to 114.26 (except for authority cited in text) issued under R. S. 161, 396, 398, secs. 304, 309, 42 Stat. 24, 25, 48 Stat. 943; 5 U. S. C. 22, 369, 372.

CLASSIFICATION AND CONDITIONS, POSTAGE AND FEES

§ 114.1 *Classification*—(a) *In regular mails.* The exchange of all mailable matter in the regular (not parcel post) mails between the United States and foreign countries is governed by the Universal Postal Union Convention and other conventions in force. Mail matter is classified by the Universal Postal Union Convention as follows:

(1) Letters.
(2) Post cards (single and reply-paid).
(3) Commercial papers.
(4) Prints.
(5) Raised prints for the blind.
(6) Samples of merchandise.
(7) Small packets.

The exchange of parcel-post mail between the United States and foreign countries is governed by conventions or agreements concluded with each country or group of countries.

(b) *Care in acceptance of mail.* Postmasters shall exercise care in the acceptance of matter for mailing to foreign countries, whether in the regular or parcel-post mails, in order to assure correct classification, weight limit, dimensions, and proper prepayment, proper and substantial packing, complete and legible addressing, and the withholding of articles prohibited admission.

See Official Postal Guide, Part II, for list of foreign countries and colonies; for information as to free matter; optional and compulsory prepayment; postage rates, and transit charges, surcharges (including air mail) and fees, and for detailed information concerning treatment and classification as well as concerning articles prohibited generally in the regular and parcel-post mails exchanged between the United States and all foreign countries, and articles specially prohibited to individual countries as shown under the country items of each country concerned.

§ 114.2 *Treatment of unpaid or short-paid matter.* Mail matter addressed to a foreign country, unprepaid or insufficiently prepaid to authorize its dispatch, where full or partial prepayment of postage is required, shall be returned promptly to the sender if known, or, if the sender is not known, shall be sent at once to the proper dead letter or dead parcel post branch. Notice of retention for postage shall not be sent to the addressees in such cases.

NOTE: See Official Postal Guide, Part II, for information relative to optional and compulsory prepayment, and treatment at exchange offices of all short-paid parcel-post packages and registered articles in the regular mails for foreign countries; and § 114.22 as to collection at delivering offices of postage due on short-paid matter from foreign countries.

§ 114.3 *Withdrawal of unmailable matter.* All matter addressed to or received from foreign countries, except such as is merely in transit across the territory of the United States, which by §§ 36.2 to 36.7 of this chapter is prohibited transmission in the domestic mails shall be withdrawn from the mails, whether at office of origin, of address, or at an exchange office, the same as domestic matter, and treated as provided in § 42.18. As to matter prohibited by §§ 35.13 to 35.17 of this chapter, see § 42.21 of this chapter.

§ 114.4 *Treatment of lottery or fraudulent matter.* Whenever orders shall be issued to postmasters at exchange offices by the Postmaster General forbidding the forwarding of any mail matter to any person or concern located in a foreign country conducting a lottery or fraudulent enterprise, such matter shall be treated as prescribed in said order (see § 38.9), except that matter merely in transit across the territory of the United States shall not be detained under such orders.

§ 114.5 *Special-delivery matter.* Articles intended for special delivery may be sent only to certain foreign countries listed in the Official Postal Guide, Part II. The special-delivery fee is 20 cents (except in the case of Canada, to which the United States domestic special-delivery fees apply) in addition to the regular postage, and shall be prepaid by United States special-delivery or other stamps affixed to the cover. There shall also be affixed to the cover an "Exprès (Special Delivery)" label (Form 2977), or the cover shall be marked boldly in red ink "Exprès" directly below but not on the stamps. Articles intended for special delivery but insufficiently prepaid shall be marked by the postmasters, "Not in special-delivery mail," and dispatched to destination as ordinary mail matter whenever such articles cannot be returned to the sender for the deficiency in fee without seriously delaying their dispatch.

NOTE: See Official Postal Guide, Part II, country item "Canada," as to special-delivery fees to Canada.

§ 114.6 *Air mail service.* Articles for foreign countries may be sent by air mail where such service (United States or foreign) is available. Such articles are subject to an additional charge or fee which shall be fully prepaid. This fee shall be stated separately in some cases, while in others the postage and air-mail fee may be combined. The air-mail fees vary according to the extent of the air transportation furnished.

NOTE: See Official Postal Guide, Part II, and air-mail leaflet, as to use of the blue "Par Avion—By Air Mail" label and certain other special markings and as to the various fees and air-mail routes or services available.

§ 114.7 *Registry fee.* (a) The registry fees on international mail shall be in addition to the regular postage, both of which shall be prepaid by stamps affixed unless otherwise authorized.

(b) The registry fee for all Postal Union articles of whatever class addressed to foreign countries shall be 20 cents. The registry fee for international parcel-post packages shall be 20 cents unless otherwise stated in current Official Postal Guide, Part II.

(c) Two or more articles tied or otherwise fastened together shall not be registered as one article unless inclosed in the same envelope or wrapper.

§ 114.9 *Return receipt*—(a) *Request for.* When the sender of any registered article addressed to a foreign country desires a return receipt therefor, he shall write on the envelope or wrapper the words "Avis de reception," or the letters "A. R.," which are equivalent to "Return receipt requested."

(b) *Where prepared.* Return receipts (Form 2865) requested for international registered articles mailed at first-, second-, and third-class post offices shall be prepared at such offices. Return receipts for international registered articles mailed at fourth-class offices shall be prepared at the United States exchange offices, unless the postmasters at the offices of mailing have been specially authorized to prepare such receipts.

(c) *Requests for return receipts after mailing, or complaints of failure to receive return receipts*—(1) *First- and second-class post offices.* Requests for return receipts after mailing, or complaints of failure to receive return receipts, in connection with foreign registered and insured mail (except to Canada), shall be handled at first- and second-class offices as prescribed in § 118.1 (a) of this chapter, and the foreign form of registry return receipt, Form 2865 (old Form 3870), shall accompany the Form 542, after changing "registered" to "insured" on the return receipt when appropriate. Form 2865 shall be indorsed at the top "Duplicate advice of delivery," if return receipt was requested when the parcel was mailed; otherwise the indorsement shall be "Request for advice of delivery made after mailing."

(2) *Third- and fourth-class post offices.* At third- and fourth-class offices Form 1510 shall be executed, and it shall show whether the receipt was requested at or after the time the parcel was mailed. Third-class offices shall also attach Form 2865 (old Form 3870). The forms shall be disposed of as prescribed in § 118.1 (a) of this chapter.

(3) *Canada.* Requests for return receipts after mailing, or complaints of failure to receive return receipts, for registered mail addressed to Canada, shall be handled as prescribed in § 118.3 (a) of this chapter, the domestic form of return receipt (Form 3811) being attached to the inquiry where the Form 2865 is not available and indorsed as indicated in subparagraph (1) of this paragraph.

NOTE: Return receipts are not furnished for insured mail addressed to Canada. See Official Postal Guide, Part II, as to fees for return receipts and fees for inquiries or complaints concerning registered or insured mail. Consult current Postal Guide and supplements as to the statistics which are required to be kept in connection therewith.

(b) The instructions in § 58.7 of this chapter also apply to articles mailed in

this country for delivery in foreign countries but not to articles originating in foreign countries.

REFUNDS OF POSTAGE AND FEES

§ 114.11 *Postage refunds*—(a) *Documents to accompany applications for claims.* The portion of the envelope or wrapper showing the names and addresses of the sender and addressee, date of mailing, the amount of postage and fees (if any) paid, Form 2922 in the case of parcel post, all postal endorsements, particularly the reason for the return of the mail matter, must accompany the application for refund, whenever possible. The patron shall also be requested to submit a statement showing whether the mailing was made with or without consulting the Postal Service.

NOTE: Requests for refunds of amounts of less than 10 cents will not be considered.

(b) *Claims for $100 or more.* In instances where the claim equals or exceeds $100, or where no supporting envelope or wrapper with the postage stamps or meter impression affixed can be offered by the patron, the application, accompanied with a full statement of the basis for the refund application, shall be forwarded to the Second Assistant Postmaster General, International Postal Service, Washington 25, D. C. Payment must be withheld in such instances until authorized by the Second Assistant Postmaster General.

(c) *Claims for less than $100*—(1) *At offices of $6,450 grade and above.* All applications for refunds of postage of less than $100 on mail of United States origin addressed to a foreign destination filed at post offices of the $6,000 grade and above, shall be accepted by the postmasters, who shall examine them, and, where warranted, execute Form 2995 in duplicate and refund the postage in accordance with instructions issued by the Second Assistant Postmaster General, International Postal Service.

(2) *At offices below $6,450 grade.* Applications for refund of postage of less than $100 on mail of United States origin addressed to a foreign destination, filed at post offices below the $6,450 grade, together with the envelope or wrapper and other data mentioned in paragraph (a) of this section, shall be forwarded as follows:

To: Postmaster, New York, N. Y., by post offices in—

Alabama.	New Jersey.
Connecticut.	New York.
Delaware.	North Carolina.
Florida.	Pennsylvania.
Georgia.	Rhode Island.
Kentucky.	South Carolina.
Maine.	Tennessee.
Maryland.	Vermont.
Massachusetts.	Virginia.
Mississippi.	West Virginia.
New Hampshire.	

To: Postmaster, Chicago, Ill., by post offices in—

Arkansas.	Missouri.
Illinois.	Nebraska.
Indiana.	North Dakota.
Iowa.	Ohio.
Kansas.	Oklahoma.
Louisiana.	South Dakota.
Michigan.	Texas.
Minnesota.	Wisconsin.

To: Postmaster, San Juan, P. R., by post offices in—

Puerto Rico.	Virgin Islands.

To: Postmaster, San Francisco, Calif., by post offices in—

Arizona.	New Mexico.
California.	Oregon.
Colorado.	Utah.
Idaho.	Washington.
Montana.	Wyoming.
Nevada.	Alaska.

To: Postmaster, Honolulu, T. H., by post offices in—

Canton Island.	Hawaii.
Guam.	Samoa.

(3) *Review and authorization.* Postmasters at the five offices listed in subparagraph (2) of this paragraph will review applications for postage refunds received from the offices in their areas, and, when warranted, authorize refunds on Form 2995. These postmasters will send the completed Form 3533 in duplicate to the postmaster who will pay the refund; all other papers in the case will be filed at the office authorizing the refund.

(d) *Payment*—(1) *When instructed.* Upon receipt of instructions to make a refund, postmasters at post offices below the $6,450 grade (and those at offices above the $6,450 grade where the claim has been referred to the Second Assistant Postmaster General) shall pay the amount authorized.

(2) *Procedure.* All refund payments will be made out of the postal receipts in the postmaster's possession. All refunds of postage made at offices at which Treasury checking accounts for payment of miscellaneous expenditures have been authorized, shall be made by Treasury check; at other offices they shall be made on the basis of cash payments and the receipt of the person to whom the payment is made must be secured on the voucher in duplicate. Payments should not be made partly by Treasury check and partly in cash. Offices making payment by Treasury check, may show the Treasury check number on voucher Form 2995 in lieu of the signature of the payee. Care should be exercised to see that the name of the payee is shown on the voucher in each case.

(e) *Credit for refunds.* All duplicate receipts on Form 2995 shall be kept on file at the post office making the refund, and the originals shall accompany the quarterly account of the postmaster. Credit for the amount of the refund shall be claimed by the postmaster in the postal account for the quarter in which the refund was made.

(f) *Refunds of fees.* Postmasters will make refunds, in the same manner, of fees collected for international return receipts when such receipts or their equivalent are not obtained because of some fault of the Postal Service.

(g) *Records.* All papers relating to refunds made by postmasters for postage on international mail shall be retained.

FOREIGN MAILS RECEIVED

§ 114.15 *Treatment of incoming foreign mail*—(a) *Sealed and direct sacks.* All foreign sealed sacks made up abroad and labeled to United States post offices, and direct sacks made up in sea post offices and addressed to a United States post office, shall be forwarded intact to their destination, to be opened only in the post office to which they are addressed. This paragraph shall not apply to mails made up in foreign countries for the United States, which sea post offices maintained on ocean steamships may be ordered to open.

(b) *Comparison of sacks with waybills.* When mails are received at exchange post offices where vessels land, the sacks shall be counted, and if found to agree with the waybills thereof the exact time of receipt shall be entered on the waybill and the same signed as a receipt of the mails, any errors being noted on the waybill before signing. Registry (red label) sacks shall be checked in this service by offices of origin and offices of destination.

(c) *Recording.* Postmasters at exchange offices shall keep such record of registered mail received from foreign countries as will show the particulars required by § 114.13 concerning registered mail dispatched to foreign countries. When lists received with registered mail from foreign countries do not show the information required, the lists shall be completed and the omission made the subject of a bulletin of verification.

(d) *Delivery of mail addressed to other post office.* Postmasters at ports of arrival of mail from foreign countries may deliver any matter in such mail directed to any other post office to the person addressed upon being satisfied of his identity.

§ 114.16 *Short-paid or unpaid mail from foreign countries*—(a) *Charge for.* Except as otherwise stated in current Official Postal Guide, Part II, short-paid or unpaid Postal Union articles received in the mails from foreign countries are liable to a charge to be paid by the addressee on delivery of the article.

(b) *Returned to sender.* When an unpaid or short-paid article is returned from a foreign country to a sender in this country as undeliverable, the sender shall be charged with the amount which would have been collected from the addressee if the article had been delivered. Mail matter which does not bear the stamp "T" (tax to be paid) shall be considered as fully paid and treated accordingly, unless there is an obvious error.

§ 114.18 *United States special-delivery stamps on articles mailed abroad*—(a) *Cancellation of.* Uncancelled United States special-delivery stamps attached to articles mailed abroad and contained in mails for the United States shall be cancelled in the sea post office or the United States exchange post office which opens the mails and distributes the articles therein contained.

(b) *Credit for value of.* If a United States special-delivery stamp or stamps were affixed to an article mailed in a foreign country with which special-delivery service is in effect, the article would, insofar as the country of origin is concerned, be short-paid the amount of the special-delivery fee applicable in the country of origin. As the special-delivery fee, as well as the postage, should be prepaid with stamps issued by the coun-

try of origin, the article is subject to the collection from the addressee of double the amount of deficiency, if it has been given special-delivery treatment by the country of origin. However, on receipt in this country, the value of the United States special-delivery stamp shall be applied against the total amount of postage due to be collected from the addressee. If such article is not given special-delivery service in the country of origin, it shall be treated in this country as not in the special-delivery mail. If special-delivery service is not in operation with the country of origin, the articles shall be given special-delivery service without additional special-delivery fee upon their receipt in this country.

WAYBILLS

§ 114.21 *Waybills*—(a) *For closed foreign mails.* Closed mails for foreign countries made up at United States exchange post offices, and those of foreign origin and destination (except ordinary mails from foreign countries for Mexico), in transit through the United States, and diplomatic pouches dispatched from Washington, D. C., shall be accompanied with waybills showing the number, origin, and address of the sacks of registered mail. Ordinary closed mails shall be billed in bulk, with only the total number of such sacks shown on the waybills.

(b) *Preparation and checking.* With the exception of mails exchanged between Canada, Cuba, and Mexico (mails from any of which countries, when addressed to either of the others, will pass through the United States under the original waybill prepared by the foreign office of origin from which the mails will be checked), waybills shall be prepared by the first United States post office or railway post office of receipt. The mails shall be checked therefrom by all railway postal clerks who handle them, except that where it is impracticable to check such mails while in transit in a car it shall be sufficient to check them when loaded into the car and again when unloaded therefrom. Any shortage shall be reported. If a railway postal clerk receives such mails without a waybill, he shall note the failure on the trip or daily report and make a waybill on the required form. (See § 114.15.)

(c) *Exceptions.* This section shall not apply to mails regularly exchanged between the United States and Canada or Mexico.

(d) *Separate steamer waybills.* Separate steamer waybills in triplicate shall be issued for the sacks to be delivered at each port. One copy shall be retained by the commander of the vessel after receipt for the mails has been obtained thereon from the postal service at port of debarkation. Two copies shall be handed over with the mails at port of debarkation, and one of these, after acknowledgment, is to be returned to the United States post office that issued the waybills. Unless special arrangements are made, the red-label sacks shall be entered on the waybills by the number of such sacks from each office of origin for each office of destination and totaled. The total number of ordinary letter and prints sacks shall be entered as one item. The total number of parcel-post sacks also shall be entered as one item. The three totals (red label, letters and prints, and parcel post) shall be added and the grand total shown on the waybill.

AT DELIVERING OFFICES

§ 114.22 *Foreign matter*—(a) *Delivery of.* On receipt of foreign matter at the office of address it shall be delivered (see §§ 43.20 to 43.40 and § 43.41 for advertising of nondelivered letters, and § 60.10 for registered mail), in the same manner as domestic mail matter, except as otherwise provided. Regular (not parcel post) mail matter from any foreign country received in the United States shall be reforwarded from the United States post office of original destination to any other United States post office, or to any foreign country, without charge of additional postage therefor, or, if a registered article, without charge of an additional registry fee. (See Official Postal Guide, Part II, for detailed instructions.)

(b) *Postage due.* Postage due on unpaid or short-paid matter, as indorsed thereon at the exchange office (see § 114.16), shall be collected and postage-due stamps affixed, the same as in the case of domestic mail matter (see § 43.11).

(c) *Parcel post.* Parcel-post packages originating in foreign countries shall be delivered to addressees subject to the conditions prescribed in §§ 116.1 to 116.26 of this chapter and the Official Postal Guide, Part II.

(d) *Additional charge for forwarding parcel post.* Parcel-post packages forwarded from the office of original address in this country to another United States post office are subject to an additional charge for postage in accordance with the United States domestic rates.

(e) *Undeliverable parcel post.* Parcel-post packages which cannot be delivered or are not redirected, as well as those originating in the United States and returned as undeliverable, shall be treated as indicated in the Official Postal Guide, Part II.

§ 114.23 *Return receipts sent to interior offices*—(a) *Signature and return.* Return receipts describing foreign matter sent to interior post offices in the United States from exchange post offices shall be properly signed by the addressee or his agent with ink or with indelible pencil, if practicable. Such receipt shall be postmarked and returned (without cover, if it is in card form) free of postage by ordinary mail direct to the address of the sender of the article. When registered mail is signed for by an authorized agent of the addressee, the name of both the addressee and the agent shall appear on the card.

(b) *When not required.* If a sender's registry return receipt does not accompany a piece of foreign origin, and the piece is not marked "Avis de reception" or with the letters "A. R." (return receipt requested by the sender), or with words to that effect, it may be assumed that no sender's registry return receipt is required.

(c) *When missing receipt to be supplied.* When it is apparent to the postmaster at the interior office of delivery that a return receipt is desired by the sender of a registered piece of foreign origin, and no return receipt blank accompanies the piece, he shall supply a sender's return receipt, on Form 2865, or, in case he has no such form, he shall use Form 3811. He shall note on the form used the fact that no receipt accompanied the piece when received at his office, and report the omission to the Department, giving the name of the United States exchange office through which received.

§ 114.24 *Matter specially held for delivery.* When a postmaster has good reason to believe that registered undelivered articles in the regular mails of foreign origin, bearing no time limit for their return, can be delivered to the person addressed if held for a period not exceeding two months, he may indorse them "Specially held for delivery" and retain them accordingly. Ordinary, as well as registered, articles indorsed "poste restante" (general delivery), "To be called for," or with other words indicating they are for a transient person, and those addressed to a sailor or a passenger on a vessel expected to arrive, may also be held not longer than two months.

INTERNATIONAL REPLY COUPONS

§ 114.25 *International reply coupons*—(a) *Purpose.* International reply coupons of the denomination of 11 cents shall be issued to postmasters and sold to the public for use in prepaying international reply postage. (See §§ 8.18 and 8.19.)

(b) *Exchange.* International reply coupons issued by foreign countries shall be exchanged by postmasters for postage stamps of a value sufficient to prepay postage on a single-rate ordinary letter to the country which issued the coupon.

(c) *Redemption* (1) Unused reply coupons issued in the United States may, whether damaged or undamaged, be redeemed in postage stamps (10 cents) from original purchasers.

(2) To be acceptable for redemption, each coupon shall be in whole condition. Parts or pieces of coupons shall not be redeemed. (See § 8.25.)

NOTE: International reply coupons are sold and exchanged pursuant to the current Universal Postal Union Convention and the regulations for its execution. (See Official Postal Guide, Part I and Part II.)

DISPOSITION OF FOREIGN DEAD MATTER

§ 114.26 *Foreign dead and undeliverable matter*—(a) *Treatment of.* The action of the Post Office Department respecting foreign dead letters shall be subject to conventional stipulations with the respective foreign administrations. (R. S. 401; 5 U. S. C. 375)

(b) *Detention period and disposition*—(1) *Registered and ordinary articles.* Except as stated in subparagraph (2) of this paragraph (concerning ordinary prints without value); in paragraph (e) of this section (concerning certain articles from Canada and Mexico); in § 34.63 of this chapter (concerning undeliverable second-class matter from Canada); and in paragraph (f) of this section (concerning articles having postage-due stamps affixed), undelivered or un-

claimed registered and ordinary articles (except parcel post) from all foreign countries shall be returned to the country of origin (through the proper United States exchange office in the manner hereinafter provided) at the end of 30 days unless (i) they bear requests of the senders for return in case of nondelivery by a certain date or within a specified time not longer than two months, in which case they shall be returned at the expiration of the period indicated by the senders, (ii) they are specially held for delivery as provided in § 114.24, or (iii) they are positively known to be undeliverable, in which case they shall be returned immediately if a period for their retention does not appear on the articles.

(2) *Prints without value; other articles.* Ordinary prints without value from any foreign country which do not bear a request for return in a language known in the country of destination and the name and address of the sender, shall be destroyed at the office of address (or shall be disposed of as waste in the manner prescribed in § 6.22 of this chapter). Other ordinary articles and all registered articles shall always be returned to the sender.

(c) *Marking.* Before post offices of destination send undeliverable articles from foreign countries to the proper United States exchange offices for return to the senders, they shall mark them, clearly and concisely, in the French language, and when possible on the front (on the right half of the front in the case of post cards and prints in the form of cards), to show the cause of nondelivery. The reason for nondelivery shall be shown in the following form: "Inconnu" (unknown) "Refusé" (refused), "En voyage" (traveling), "Parti" (removed), "Nonréclamé" (unclaimed), "Décédé" (deceased), etc. There is no objection to the addition in the English language of the cause of nondelivery. On the front of all such articles, beside the postmark of the office of origin, they shall also be marked "Retour" (return). The entire original address shall be struck out, but not obliterated, so as to avoid the possibility of the articles being dispatched again to the United States post office of original address. The date stamp of the office of destination shall be applied to the front of post cards and to the back of letters returned to senders.

(d) *Return of.* (1) Undeliverable ordinary matter to be dispatched to the proper exchange post offices for return to the senders, shall be made up in letter packages, bundles, or tie sacks, under facing slips or sack labels marked "Postmaster _____ Foreign, Rebuts." Undeliverable registered articles shall be dispatched to the proper United States exchange offices by registered mail with other registered matter.

(2) The ordinary undelivered articles received at United States exchange offices shall be returned to the proper foreign exchange offices in separate bundles or sacks with the labels thereof plainly indorsed "Rebuts" (undeliverable mail matter). Undelivered registered articles shall be entered on the registry list (or under the appropriate table of the letter bill) in the same manner as registered matter addressed to the country concerned.

(e) *From Canada and Mexico.* Undelivered and unclaimed articles from Canada and Mexico, bearing neither requests for their return nor the names or addresses of senders, shall be dispatched to the dead letter branch at Boston, Mass.; New York, N. Y.; Chicago, Ill.; San Francisco, Calif.; or Washington, D. C., as provided in § 45.4 of this chapter.

(f) *Bearing postage-due stamps.* Undelivered articles of foreign origin having postage-due stamps affixed shall be sent to the proper dead letter or dead parcel post branch, as required by §§ 17.39 and 45.4 of this chapter.

(g) *Return receipt to remain with article.* When undelivered registered articles of foreign origin are accompanied with return receipts, such receipts shall be left attached to the registered articles to which they relate.

(h) *Addressee deceased.* When a registered article of foreign origin is addressed to a deceased person, delivery may be made only to the legal representative of the addressee. If such delivery cannot be made, the article shall be indorsed with the cause of nondelivery, as prescribed in paragraph (c) of this section, and disposed of as prescribed in paragraph (b) of this section. If the article is claimed by a relative of the deceased addressee, who desires to communicate with the sender with a view to having the sender direct disposition of the article through the foreign postal administration of origin, such relative may, if possible, be furnished with the sender's name and address, and the article specially held not longer than three months, unless it bears a request for its return in a shorter period.

(i) *Addressed in care of consul.* Articles (ordinary or registered) for sailors or any other person addressed in care of a consul and returned by the consul to the local post office as unclaimed shall be treated the same as other undelivered articles as above provided. The amount of any postal charges collected from the consul on such articles shall be repaid to him by the postmaster.

PART 115—WITHDRAWAL OR CHANGE OF ADDRESS

Sec.
115.1 Withdrawal or change of address.

§ 115.1 *Withdrawal or change of address*—(a) *Conditions.* Under the conditions set forth in Part II of the current Postal Guide, the sender of any mail article addressed for delivery in a foreign country may cause it to be withdrawn from the Postal Service, or have its address changed, provided (1) the article has not been dispatched from the United States, or (2) in case it has been dispatched from the United States and not delivered to the addressee, that (i) the legislation of the country of destination of the article allows such withdrawal or change of address, (ii) the article does not contain prohibited articles, and (iii) the customs examination does not reveal any irregularity.

NOTE: The laws of certain foreign countries do not allow the withdrawal or change of address of any mail article. Some countries prohibit withdrawal or change of address of regular mail articles but allow it for parcel post. See Official Postal Guide, Part II, for detailed information.

(b) *Permission of Department to be obtained before compliance.* Postmasters receiving requests from senders or addressees for the return of an article for or from a foreign country, or for change or correction of the address thereon, shall not comply with same except by permission of the Post Office Department. Such requests shall be referred to the Second Assistant Postmaster General, International Postal Service, and the article held until instructions concerning it are received.

(c) *Request for correction of address.* However, a request for a simple correction of address (without changing the name or the title of the addressee) may be made of the office of destination directly by the sender and should be complied with by delivering offices in this country without formalities otherwise herein required. (R. S. 161, 396, 398, secs. 304, 309, 42 Stat. 24, 25, 48 Stat. 943; 5 U. S. C. 22, 369, 372)

PART 116—FOREIGN MAIL INVOLVING CUSTOMS REVENUE

JOINT REGULATIONS ADOPTED BY THE SECRETARY OF THE TREASURY AND THE POSTMASTER GENERAL GOVERNING TREATMENT OF MAIL FROM FOREIGN COUNTRIES INVOLVING CUSTOMS REVENUE

Sec.
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INSTRUCTIONS GOVERNING THE HANDLING OF DUTIABLE MAIL AND ACCOUNTING FOR CUSTOMS DUTIES AT OFFICES OF DELIVERY

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116.51 Definition and regulations.
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116.53 Examination for dutiable articles.
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AUTHORITY: §§ 116.1 to 116.66, issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25, sec. 498, 46 Stat. 728, 59 Stat. 669; 19 U. S. C. 1498, 5 U. S. C. 22, 369, 22 U. S. C. 288–288f.

JOINT REGULATIONS ADOPTED BY THE SECRETARY OF THE TREASURY AND THE POSTMASTER GENERAL GOVERNING TREATMENT OF MAIL FROM FOREIGN COUNTRIES INVOLVING CUSTOMS REVENUE

§ 116.1 *Customs examination of mails; facilities for customs officers.* In order to safeguard the revenue and expedite delivery of the mails, collectors of customs shall detail representatives for duty at exchange post offices and at other post offices to which mails of foreign origin may be forwarded for customs examination. Postmasters shall provide proper facilities for treatment of such mails by customs officers, and shall furnish them with information regarding prospective arrivals thereof.

§ 116.2 *Segregation of the mails*—(a) *By customs officers.* Customs officers should be present at the opening and distribution of the mails, and segregate all articles known or believed to contain merchandise or printed matter, including those mailed originally in the United States and returned for any reason. Such articles shall be stamped "Supposed liable to customs duty," except those which are to be redispatched without customs examination, under seal, from New York, Chicago, San Francisco, and Seattle. (See § 116.10 (b).) Articles subsequently found on examination to contain dutiable matter shall be stamped "Examined by U. S. Customs (at _____): Duty to be collected," in addition to having the entry form attached, in case of articles for informal entry. Articles found not to contain dutiable matter shall be stamped "Passed free U. S. Customs (at _____)" and the "Supposed liable" impression effectively canceled. Registered articles shall be segregated and treated only in the presence of an authorized representative of the postmaster. Unregistered parcel-post articles, books, and printed matter shall, when practicable, be delivered immediately to customs officers for examination. All articles containing or supposed to contain plants or plant products, including seeds and bulbs of all kinds, shall, before customs clearance, be referred to a plant quarantine inspector of the United States Department of Agriculture for examination and fulfillment of the requirements of the law.

(b) *When customs officers cannot be present.* When it is not possible for customs officers to be present, the segregation shall be made by postal employees, in order that the mails may not be delayed unnecessarily. All articles known or believed to contain merchandise, except as indicated in paragraph (a) of this section, shall be properly stamped and held by the postmaster for inspection by customs officers.

(c) *Articles which escape examination at exchange office.* Should an article supposed or known to be dutiable escape examination at an exchange post office of receipt, the postmaster handling it either in transit or for delivery shall withhold delivery and submit the article to the nearest customs officer.

(d) *Mail packages returned from foreign countries.* If merchandise returned from foreign countries in mail packages which have remained continuously in the custody of the International Postal Service, is found to correspond with the outward customs declaration, and the packages are in substantially the same condition in which they were when dispatched from the United States, the packages, after customs examination, shall be returned to the postmaster free of informal or formal customs entry requirements. The examining customs officer shall, however, determine whether or not any drawback was allowed or paid, or internal revenue tax remitted in the exportation of the merchandise. If so, such amounts shall be collected prior to release of the merchandise from customs custody.

(e) *Foreign mails in transit.* Foreign mails in transit shall not be submitted for inspection by United States customs officers.

(f) *Report of delay by customs officers.* Unnecessary delay by customs officers in the treatment of articles submitted to them for examination shall be reported to the Second Assistant Postmaster General by the postmaster.

§ 116.3 *Scrutiny of foreign mail by postal employees.* Post office, sea post, railway postal, and terminal railway postal clerks shall scrutinize letters handled by them (particularly sealed envelopes which may contain merchandise or prohibited articles), also newspapers mailed by others than publishers, and packages, sealed and unsealed, of foreign origin, including matter from Canada, Cuba, Mexico, the Republic of Panama, and United States postal agencies, naval vessels, and naval stations abroad, whether or not such articles are marked "Supposed liable to customs duty." Railway postal, sea post, and terminal railway postal clerks shall forward supposed dutiable articles to the post office nearest the end of their run or nearest their terminal railway post office at which there is a customs officer, in locked pouches, sealed sacks, or sealed envelopes, labeled "For customs inspection." Supposed dutiable articles shall not be stamped or otherwise treated by railway postal or terminal railway postal clerks. Postmasters, upon receipt of the supposed dutiable articles, shall treat them in accordance with these regulations.

§ 116.4 *Forwarding made-up packages of letters.* Packages of letters labeled to "States," "Cities," or to "R. P. O." lines may be forwarded intact, provided the address label or wrapper be stamped "Supposed liable to customs duty." Postal employees shall treat such mail in accordance with the instructions in § 116.3.

§ 116.5 *Articles for representatives of foreign governments*—(a) *For ambassadors, ministers, and chargés d'affaires.* Articles addressed to ambassadors, ministers, and chargés d'affaires, representing foreign governments in the United States, shall be delivered to the addressees without submission to customs officers.

(b) *For members of families of ambassadors, ministers, chargés d'affaires, and others.* Articles intended for the personal use of members of the families of ambassadors, ministers, and chargés d'affaires, or for members and attachés of foreign embassies and legations or members of their families, may be admitted free of customs duty, upon the Treasury Department's instructions to the collector of customs in each instance, which instructions will be issued only upon request of the Department of State.

(c) *For members and attachés of foreign embassies and legations, when articles bear foreign government seal.* Articles addressed to members and attachés of foreign embassies and legations and to consular and other representatives not heretofore mentioned, bearing the official seal of a foreign government or inclosed in its official envelope, and indicating from casual examination, without breaking the seal, that they contain only official communications or documents, or office supplies, or equipment, shall be forwarded immediately to the addressees without customs examination. Sealed and unsealed articles addressed to "consular and other representatives" referred to in this paragraph, when believed to contain dutiable merchandise, shall be subject to usual customs treatment.

(d) *For foreign government representatives in Washington, D. C.* Mail articles for representatives of foreign governments resident in Washington, D. C., and for the United Nations and its personnel, shall not be detained for examination or other customs treatment at the exchange post office of first receipt in the United States. Such articles shall be forwarded by mail to the customs authorities in Washington, D. C., and New York, N. Y., respectively, accompanied by card Form 3511, in entry form envelope, in the manner set forth in § 116.13 (b). Articles for representatives of foreign governments resident in Washington, D. C., shall be addressed to the deputy collector of customs, in care of the postmaster, Washington, D. C., and articles for the United Nations and its personnel shall be addressed to the collector of customs, in care of the postmaster, New York, N. Y., in the manner set forth in § 116.13 (b).

§ 116.6 *Matter not to be forwarded in diplomatic pouches.* Articles containing merchandise of any character must not be forwarded in diplomatic or other

official pouches, as such articles are subject to the Customs Laws and Regulations.

§ 116.7 *Articles for United States Government officials.* Articles addressed to officials of the United States Government, known or believed to contain only official documents, shall be forwarded immediately to the addressees. Such articles, when known or believed to contain merchandise, shall be treated, as provided in these regulations for other similar articles.

§ 116.8 *Sealed articles containing merchandise to bear indorsement authorizing examination.* (a) The importation of merchandise in sealed mail articles will be permitted, provided the sealed letter or other sealed article bears on the address side thereof the label (Form C 1) provided by the postal convention, or the indorsement "May be opened for customs purposes before delivery to the addressee," or words of similar purport indicating that the article may be opened by customs officers without recourse to the addressee—the privacy of the seal being definitely waived. Such articles shall be treated as provided in §§ 116.10 (a) and (b); 116.12 (a) and (b); and 116.13 (a), (b), and (d). Sealed articles not so labeled or indorsed, and which from the outward appearances are believed to contain merchandise, shall be treated as hereinafter provided. (See §§ 116.12 (c) and 116.13 (c).)

(b) The foregoing requirement as to label or indorsement shall not apply to parcels mailed under the provisions of the parcel post conventions between the United States and foreign countries. Such parcels if sealed may be opened by customs officers immediately upon receipt and after examination resealed with official seals.

§ 116.9 *Customs declarations and invoices*—(a) *Requirements.* A customs declaration (on the form provided by the foreign mailing office) giving an accurate description and the value of the contents shall accompany each parcel post shipment and be securely attached thereto. Commercial shipments by parcel post shall also be accompanied by commercial invoices. In case the shipment consists of more than one package, the invoice shall be placed in the package to which the postal form of customs declaration is attached. There shall be enclosed with the contents of all mail articles containing merchandise dispatched under the respective mail classifications of the Universal Postal Union Conventions, an invoice in the case of commercial shipments, or a statement of value in the case of merchandise not purchased or consigned for sale, giving an accurate description and value of the merchandise. If impracticable to enclose the invoice or statement within a sealed article, the same shall be securely attached to the article.

(b) *When value exceeds $100.* When the aggregate value of a single mail shipment exceeds $100, a consular invoice shall be furnished, except as otherwise provided by the customs regulations. Customs entry will be facilitated by sending such invoices with the mail shipment. When this is done no other invoice or statement is required. When an invoice or statement is required to be sent with any mail shipment, the particular package containing the same shall be marked on the address side "Invoice Enclosed." Single shipments not exceeding $100 in value mailed abroad at different times (as shown by the declaration or other mailing indicia) and which reach customs at approximately the same time should not be combined for the purpose of requiring formal customs entry, unless there was an obvious intent to evade payment of the lawful customs duty.

§ 116.10 *Articles received at New York, Chicago, San Francisco, and Seattle*—(a) *For delivery within distribution districts thereof.* Articles of all classes supposed liable to customs duty not exceeding $100 in value, received at New York, Chicago, San Francisco, and Seattle, for delivery within their distribution districts, as shown in the special distribution scheme, shall be given customs treatment as provided in § 116.12 (a) to (c). When the value exceeds $100, such articles shall be treated in accordance with § 116.13 (a) to (d).

(b) *For delivery outside distribution districts thereof.* All articles, including shipments for formal entry, received at the four exchange offices named in paragraph (a) of this section for delivery at points outside the distribution districts of such offices shall be left without customs examination in the custody of the postmaster for redispatch in accordance with the special distributing scheme to other distributing post offices in sealed sacks, sealed Post Office Department penalty envelopes, or sealed registered sacks or jackets, as may be appropriate. No mail matter other than articles supposed to be liable to customs duty shall be sent in such dispatches. The dispatches shall be addressed to the main post office at which a customs officer is located, and not to a post-office station unless a customs officer is located at or near such place. The sack labels or address side of the penalty envelopes or jackets shall be conspicuously marked "Supposed liable to customs duty; treat in accordance with §§ 116.1 to 116.26, inclusive." Upon receipt at the distributing post offices, the mail shall be handled as provided in §§ 116.12 (a) to (c) and 116.13 (a) to (d).

§ 116.11 *Articles from abroad by air mail*—(a) *Expedition of delivery.* In order to hasten the delivery to other post offices of mail articles reaching exchange post offices from foreign countries by air mail, (1) sealed articles not marked as required, by § 116.8 (a); (2) motion-picture and news-reel films; and (3) samples shipments of tobacco (when necessary for customs purposes) shall, after customs inspection, be redispatched in postal equipment, without other customs or postal treatment, to appropriate distributing post offices, as set forth in the special distribution scheme, for compliance there with the postal and customs requirements applicable to these special articles of merchandise. Other mail articles shall be inclosed in the dispatches if there is insufficient time between arrival and departure of airplanes at post offices of first receipt to accord the articles customs examination and affix mail entries thereto. Shipments for formal entry should also be inclosed in the dispatches. Should it be found impracticable to inclose in the dispatches formal entry shipments, film packages, or samples of tobacco, or other articles, such articles shall be redispatched in accordance with § 116.13 (b). Films received from foreign countries otherwise than through the mails, if accepted by the postmaster from the custody of the customs officer for transmission in the domestic mails, shall be redispatched in the same manner and for the same purposes as films received in the mails. The mail articles referred to in this paragraph shall be treated in other respects in accordance with the regulations in this part.

(b) *Mails not to be given customs examination en route to U. S.* Mails shall not be segregated or examined for customs purposes at intermediate points en route to continental United States. However, in order to obviate congestion at ports of first receipt in the United States, closed dispatches may be made up en route by postmasters to include all classes of mail articles, but such dispatches shall be addressed only to post offices covered by the special distribution scheme, and the segregation and customs treatment of the mails shall be accomplished at such post offices and customs ports contiguous thereto.

§ 116.12 *Shipments not over $100 in value*—(a) *Treatment of.* Sealed articles indorsed as required in § 116.8 (a), and unsealed articles, supposed liable to customs duty, shall be opened by customs representatives (registered matter and sealed matter only in the presence of a representative of the postmaster), contents examined and appraised, duty assessed, and entry form attached when dutiable and where the value does not exceed $100, unless the article is subject to seizure, in which case it shall be treated in accordance with § 116.22 (a) to (e).

(b) *Reenvelopment and resealing after customs treatment.* Immediately after customs treatment, all sealed articles (other than parcel post) except those which are opened in the presence of the addressee and delivered at the time of such opening, shall be securely repacked and resealed by a postal employee, in the presence of the customs employee who participated in the opening, so that the article will be in the same condition as when opened or in a better condition. Where practicable, each article shall be reenclosed in a special Post Office Department penalty envelope, readdressed and resealed by the postal employee. Articles too large to be enclosed in the special penalty envelope, as well as articles of nominal value, shall be resealed by the use of adhesive tape, mucilage, or wax, and the official adhesive seal of the Post Office Department. The postal employee shall sign or initial the envelope or wrapper covering each article repacked and resealed by him; and in case the article is found to be in bad order shall, after bringing the matter to

the attention of the customs employee, note on the cover of the article over his signature, a report of the irregularity.

(c) *Sealed articles not bearing necessary endorsement or label.* When a sealed article (other than parcel post) believed to contain merchandise is not endorsed (or labeled) as required by § 116.8 (a), the postmaster at the exchange office of first receipt or at the distributing office to which the shipment has been redispatched in accordance with the special distribution scheme shall request the addressee to furnish written authority for a customs officer to open the article in the presence of a representative of the postmaster. Any such sealed article which is believed to contain merchandise and is not endorsed or labeled as required shall be detained by the postmaster until opened. However, if an addressee does not furnish such written authority within 30 days after the date of notice by the postmaster or within such further time as may be allowed, as set forth in § 116.21 (a), the article should be treated as undeliverable mail matter and disposed of as such. If the article upon being opened is found to contain merchandise free of internal-revenue tax and free of duty either because unconditionally free or because the aggregate value of the shipment is not more than $1 and the expense and inconvenience of collecting the duty accruing thereon would be disproportionate to the amount of such duty, the merchandise may be delivered to the addressee without the collection of any fine on account of the article not having been endorsed (or labeled) in accordance with § 116.8 (a). Except as provided above, if the article is found to contain merchandise subject to duty (including conditionally free merchandise) or subject to internal-revenue tax, the merchandise is subject to seizure and forfeiture as having been imported contrary to law. Under the authority contained in section 618 of the Tariff Act of 1930, any forfeiture so incurred is hereby mitigated to an amount equal to 10 percent of the loss of revenue which was or might have been sustained, provided there is no evidence indicating to the collector that failure to label or endorse the article was due to willful negligence or to an intent to defraud the revenue. If there is any such evidence, or if for any other reason the collector believes that it would not be in the interest of the United States to grant this relief, the matter shall be reported to the Bureau of Customs for instructions. When the shipment does not exceed $100 in value, customs Form 3421 shall be used for the entry of the merchandise and the duty, any internal-revenue tax, and the amount of the mitigated forfeiture shall be entered as separate items thereon. If an article for which a mail fine entry has been issued in accordance with the foregoing provision is undeliverable, it shall be returned to the collector of customs at the port where the mail entry was issued, for disposition in accordance with § 116.22 (a) to (e) relating to articles subject to seizure. The addressee or the sender may file a petition with the collector of customs at the port where the mail fine entry was issued for relief from the forfeiture incurred and for the release of the seized merchandise to the addressee or the sender. (As to unendorsed sealed articles subjected to formal entry, see § 116.13 (c).)

§ 116.13 *Shipments over $100 in value*—(a) *Treatment of.* When a single shipment in the mail exceeds $100 in value and (1) is addressed for delivery at the exchange post office of first receipt or at the distributing office to which the shipment has been redispatched in accordance with the special distribution scheme, or (2) the customs office located in the same city as such exchange post office of first receipt or such distributing office is the nearest one to the place of destination, the customs officer handling the shipment shall prepare customs Form 3509 in quadruplicate, notifying the addressee to make formal entry at the port where the form was issued. The customs officer shall mail the original copy of the form to the addressee; send one copy to the comptroller of customs for the district; send one copy to the division in the customs office which maintains control over the transaction; and retain the remaining copy as an office record.

(b) *Treatment at point not a customs port or station.* When a mail shipment exceeding $100 in value is addressed for delivery elsewhere than at the exchange post office of first receipt or at the distributing office to which the shipment has been redispatched in accordance with the special distribution scheme, and the customs office nearest the place of destination is not located in the same city as such exchange post office of first receipt or such distributing office, the customs officer handling the shipment shall prepare customs Form 3511; place it in a mail entry tag envelope addressed to the collector or deputy collector of customs, in care of the postmaster, at the customs port or station of destination of the shipment, or at the customs port or station nearest to the place of destination; securely attach the envelope to the mail article; and then return the article to the postmaster for dispatch to the port or station where the entry is required to be filed as shown on customs Form 3511. Customs Form 3441 (Warning Notice to Postmaster to Submit Parcel to Customs) shall be filled out so as to show the number of parcels in the shipment and the name of the port or station where formal entry is to be filed and shall be affixed so as to cover the addressee's name and address on each article in the shipment in a manner which will not result in any part of the address being defaced or mutilated when the warning notice is removed at the place where the entry is made. The number and office of origin of registered or insured articles shall not be defaced or mutilated by the affixing of this notice. The customs officer handling the shipment at the place where the merchandise has been examined and found to be subject to formal entry shall also prepare customs Form 3509 in quadruplicate, notifying the addressee to make formal entry at the port specified in the form. The customs officer shall mail the original to the addressee; send one copy to the comptroller of customs for the district in which formal entry is to be made; forward one copy to the collector or deputy collector at the port or station where entry is to be made; and retain the remaining copy as an office record. The postmaster at the port or station to which any such article is thus sent for customs entry shall submit it to the customs officer, who shall sign the card, customs Form 3511, and return it to the issuing collector, who shall note its return on customs Form 3515.

(c) *Sealed articles not bearing required endorsement of label.* Sealed articles in a shipment not endorsed or labeled as required by § 116.8 (a), which are found after opening in accordance with § 116.12 (c) to contain merchandise valued at more than $100 in the aggregate, shall be subjected to formal entry in accordance with paragraphs (a) and (b) of this section. In such cases, the customs officer preparing the notice on customs Form 3509 to the addressee to make formal entry shall note thereon that the shipment is subject to such duty and mitigated forfeiture as may be applicable thereto in accordance with the provisions of § 116.12 (c), and that such amounts must be deposited prior to the release of the merchandise. The collector of customs at the place where formal entry is made shall record the transaction on customs Form 5211 in the amount of the penalty assessed and schedule the penalty when collected on customs Form 5161–B. Any duty collected in such cases shall be scheduled and accounted for in the regular manner.

(d) *Customs release of articles to be returned to sender or forwarded.* When a mail shipment for which a notification to the addressee to make formal entry has been issued is to be returned by the Post Office Department to the sender or forwarded outside the jurisdiction of the United States without being entered, the collector of customs releasing the shipment for such purpose shall obtain the endorsement of a representative of the postmaster on one of the copies of customs Form 3509 as to the dispatch of the shipment and shall transmit such endorsed copy to the comptroller of customs to whom a copy was sent. The comptroller shall make appropriate notations on his copy of customs Form 3509 and return the endorsed copy to the collector.

§ 116.14 *Forwarding after customs treatment.* After the merchandise has been examined, appraised, and assessed with duty, and the entry form is attached thereto in the case of shipments valued at less than $100, it shall be retained by or returned to the postmaster for delivery or dispatch to destination, or for appropriate treatment under the Postal Laws and Regulations, except as indicated in § 116.22 (a) to (e), relating to matter subject to seizure.

§ 116.15 *Care in examining and repacking of parcels*—(a) *Responsibility for.* Postal and customs employees shall exercise proper care in examining and repacking the contents of parcels handled by them, particularly those parcels containing delicate instruments, articles of glass, china, and other fragile articles,

liquids and easily liquefiable substances, to see that such are repacked in the same condition in which they were found when the parcel was opened or in better condition. All original tags, wrappers, labels, customs declarations, and other enclosures shall be repacked with the contents of the parcel. When mail parcels have been placed in customs custody for examination, postal employees upon accepting the parcels from customs shall satisfy themselves that each parcel is securely repacked and rewrapped (both as to contents and coverings) in condition safely to bear handling and onward transportation in the mails. When in the judgment of the postal employee, a parcel is not in condition to bear without damage subsequent handling in the Postal Service, it shall be placed in satisfactory condition jointly by the postal and customs employees involved. When it can be shown that the parcel or its contents suffered damage as the result of negligence or improper handling, the employee at fault will be held personally responsible for the damage.

(b) *Damage or rifled articles.* When a damaged or rifled parcel reaches a customs employee, a damage slip, customs Form 6423, or a shortage slip, customs Form 6425, as the occasion may require, containing a report of the irregularity, shall be enclosed with the contents, and written report made promptly to the postmaster. The damage or rifling shall be taken into account in the appraisement of the merchandise and assessment of duty. When a damaged or rifled parcel is received by the postal employee, he shall note on the address side thereof the nature and extent of the irregularity, followed by his signature.

(c) *Affixing of entry forms.* Envelopes containing entry forms shall be so affixed to mail articles that they will not become mutilated or detached in transit. When possible they shall be placed under and attached to the twine used in wrapping the parcel, where the twine crosses on the address side. Upon receipt of such mail articles with entry form attached, postmasters shall make appropriate records for tracing and accounting purposes. Any postmaster receiving or handling an article from which the entry form has become detached shall endeavor to locate the entry form and reaffix the same to the article, and if unable to do so shall hold the article and communicate with the collector of customs at the office where the article was examined as shown by the stamp thereon.

§ 116.16 *Mail entries requiring internal-revenue stamps.* Customs officers shall fill out, sign, and attach to mail entries covering cigars, cigarettes, cheroots, other tobacco products, oleomargarine, or playing cards internal-revenue Form 923, request to sell internal-revenue stamps, and customs Form 3473, letter to postmaster relative to attaching internal-revenue stamps, when internal-revenue stamps are required. Whenever the merchandise is addressed for delivery at the post office where it is examined and customs Form 3473 is not required to insure the taking of the action described therein, Form 3473 need not be prepared. In accordance with the action described in customs Form 3473, the postmaster shall furnish the addressee with the request to sell internal-revenue stamps (internal-revenue Form 923) and shall call upon such addressee to secure, affix to the immediate containers of the merchandise, and cancel the required internal-revenue stamps, as conditions for the delivery of the mail article or articles. The postmaster or his representative shall indicate on the original of the mail entry over his signature the fact that the internal-revenue stamps have been affixed.

§ 116.17 *Collection of customs duty by postmasters or Navy mail clerks*—(a) *Procedure.* Postmasters and Navy mail clerks or assistants, upon delivery of dutiable articles to addressees, shall collect the duty or fine, or the duty and fine, as the case may be, and immediately forward same by means of certified checks or official postal checks, with the mail entry, as directed thereon, accompanied by customs receipt Form 3437, in duplicate, in penalty envelope, by ordinary mail, to the customs officer who issued the entry. The customs officer shall promptly acknowledge receipt. Postmasters and Navy mail clerks or assistants shall not permit addressees to examine the contents of dutiable articles until after the duty or fine or the duty and fine assessed by the collector of customs shall have been paid.

(b) *Form of remittance to customs officer.* If it is impossible to make remittance by certified checks or official postal checks, then the duty (or fine) collected shall be remitted at once in the form of currency in the registered mails, and all the requirements of § 7.9 of the Postal Laws and Regulations as to describing the money and witnessing its inclosure shall be followed by the postmaster at the remitting office.

The mail entry and customs receipt Form 3437, in duplicate, shall also accompany the cash remittance.

(c) *Checking by customs officer of remittance in currency.* The receiving customs officer shall designate two employees, both of whom shall take part in opening each registered package containing a remittance in currency, and shall examine and count the contents and compare the same with the remittance letter. If any discrepancy is found in the amounts, it shall be carefully noted on the letter, over the initials of both witnesses, and on the letter envelope, which shall be forwarded to the post-office inspector in charge of the division in which the office of mailing is located, with a report giving a description of the missing money, as entered in the remittance letter. The postmaster or other remitting officer shall at the same time be notified by the receiving customs officer of the discrepancy, the particulars of which shall be clearly specified.

(d) *Accounting for entries not promptly returned.* Custom officers issuing mail entries shall review their records of such entries weekly and promptly request postmasters on Form 3439 to account for entries not returned within 30 days after the date of issuance thereof accompanied by the duty or proper evidence of exemption from duty. Should the postmaster fail to make proper accounting within a reasonable time, the facts shall be reported to the Chief Inspector, Post Office Department, Washington 25, D. C., for investigation, unless the accountable sum involved is $10 or less and the report of the postmaster or other circumstances indicate to the collector that an investigation by the chief inspector is not warranted. In the case of delinquencies arising at ports of entry other than headquarters ports, the report to the chief inspector shall be made through the headquarters port. The chief inspector shall promptly advise the collector of customs of the result of the investigation.

(e) *Entries covering undelivered articles.* Mail entries covering undeliverable articles shall be returned to the collector of customs who issued them, after first being marked by postmasters to show the reason for nondelivery of the articles and the disposition made thereof. The parcels shall be similarly marked to show why delivery was not made and forwarded to the proper exchange post office for return to the country of origin, unless the contents thereof are liable to deterioration or corruption, in which case they may be destroyed by the postal officials, if having no commercial value. If having commercial value, they shall be delivered, with the mail entries covering the same, to the nearest customs officer for disposition as unclaimed or seized articles. The customs officer receiving and disposing of such articles shall make proper notation on the mail entry and return it to the customs officer who issued it. Appropriate note shall be made in the post-office records. (See § 116.15 (c).)

(f) *Forwarding shipment covered by mail entry.* When it becomes necessary to redirect a shipment covered by a mail entry to another post office, the postmaster at the forwarding office shall forward the shipment directly to the postmaster in whose district the consignee resides, enclosing the entry in a properly readdressed penalty envelope securely attached to the parcel covered thereby, and notify the customs officer who issued the entry of his action.

(g) *Affidavit for mail conditionally free of duty.* Before an article believed to be conditionally free of duty, as indicated by the blank form of affidavit for free entry and customs Form 3433, Notice to Postmaster Relative to Mail Importations Conditionally Free of Duty, attached thereto, is delivered to the addressee free of duty, the postmaster shall require the affidavit to be executed by the addressee. The postmaster shall endorse a report of his action on the mail entry, and shall return the affidavit, together with the mail entry, to the collector of customs where the entry was issued.

§ 116.18 *Complaint of addressee as to customs charges*—(a) *No refund by postmasters; delivery.* Amounts collected on mail entry forms shall not be refunded by postmasters. Should an addressee be dissatisfied with the charges he should notify in writing the postmaster who shall hold the package and report the facts to the collector of cus-

toms who issued the entry, forwarding such papers or statements as the addressee may submit. The mail article shall not be delivered until authority therefor is given by the collector of customs. The addressee may decline to accept delivery, in which event the parcel shall be marked by the postmaster "Refused" and disposed of pursuant to the provisions of § 116.21.

(b) *Reexamination and allowance of claim on informal mail entry.* If the addressee of a parcel covered by an informal mail entry objects to the rate or amount of duty assessed or to the valuation placed upon the merchandise for customs purpose and the collector is satisfied by a report of a customs officer who has reexamined the merchandise or by other sufficient evidence that the objection is well founded, the collector may reclassify the merchandise or, with the concurrence of the appraising officer, amend the value, even though the merchandise has been delivered to the addressee, provided such action is taken before liquidation or within sixty days thereafter. Informal mail entries may be reliquidated to allow a claim of the addressee after the expiration of sixty days after liquidation only if a protest has been filed in the form and manner prescribed in section 514 of the tariff act.

§ 116.19 *Administration of oath.* (a) The postmaster or assistant postmaster of the United States at any post office where customs officers are not stationed is authorized to administer any oaths required to be made to statements in customs documents by importers of merchandise, not exceeding $100 in value, through the mails. (Sec. 486 (b), 46 Stat. 725; 19 U. S. C. 1486 (b))

(b) No compensation or fee shall be demanded or accepted for administering any oath under the provisions of this section. (Sec. 486 (c), 46 Stat. 725; 19 U. S. C. 1486 (c))

§ 116.20 *Customs treatment by Navy mail clerks.* Navy mail clerks or assistants shall mark with the words "Supposed liable to customs duty" all articles addressed for delivery in the United States or any of its possessions, mailed on board United States naval vessels, which may contain matter subject to United States customs duty. All articles of foreign origin received for delivery on board United States naval vessels in the waters of the United States which may contain matter subject to United States customs duty, but not marked "Supposed liable to customs duty," and not showing evidence of having been passed upon by United States customs officers, shall be marked "Supposed liable to customs duty" and forwarded to the nearest collector of customs for treatment in accordance with these regulations. If the vessel is in foreign waters, articles may be delivered without submission to customs officers or the collection of duty; and if accompanied by a mail entry form, such form shall be indorsed to show that the vessel was in foreign waters when delivery was made, and then returned to the customs officer who issued it. Articles of merchandise of foreign origin may enter the area (both land and water) of the Guantanamo Bay naval station free of customs duty, but such articles are subject to duty upon their subsequent entry into the United States.

§ 116.21 *Treatment of undelivered article*—(a) *When addressee fails to respond to notice.* If the addressee fails to respond within 30 days to a notice sent him as required by §§ 116.12 (c) and 116.13 (a) or (b), the article shall be treated as undelivered, except in the case of a registered article, which, under the Postal Regulations, is required to be held for a longer period, and except also as provided in § 116.22 (a) to (e) for articles subject to seizure.

(b) *When refused by addressee.* If the addressee of an article declines to accept delivery, it shall be rewrapped or reenveloped, marked "Refused," and treated as other undeliverable mail matter, except as provided in § 116.22 (a) to (e) for articles subject to seizure.

(c) *When not returned to country of origin.* If for any reason an undelivered article known or supposed to be dutiable is not returned to the country of origin, it shall be delivered to the proper customs officer for disposition under the customs laws and regulations governing seized or unclaimed articles, as the case may be.

§ 116.22 *Articles liable to seizure*—(a) *Treatment.* Articles arriving at a post office where no customs officer is located, and with respect to which the postmaster may have information as to their seizable character, shall be detained by the postmaster and, except when known or supposed to contain lottery matter, or found to contain contraceptive literature, shall be forwarded to the nearest customs officer for appropriate treatment under the customs laws and regulations. However, before any such article (other than parcel post) which is sealed but not endorsed (or labeled) as required by § 116.8 (a) is forwarded to the nearest customs officer, the postmaster shall detain the article and request the addressee to furnish written authority for a customs officer to open the article in the presence of a representative of the postmaster where the article is to be sent. If the addressee does not comply with such request within a period of 30 days, the article shall then be forwarded to the nearest customs officer.

(b) *Illegal importations placed in mails.* Except when known or supposed to contain lottery matter, or found to contain contraceptive literature, articles brought into the United States contrary to law and placed in the mails shall, upon the production to the postmaster or postal employees of satisfactory evidence to that effect, be marked "Imported contrary to law: Seizable." Unsealed articles in the regular mails which are not registered, and parcel post, when so marked, shall be delivered immediately to the nearest customs office to be treated as required by the customs laws and regulations. In the case of sealed articles and all registered articles (except parcel post) so marked but not endorsed (or labeled) as required by § 116.8 (a), before any such article is delivered to the nearest customs office, the postmaster shall detain the article and notify the addressee to furnish written authority for a customs officer to open the article in the presence of a representative of the postmaster where it is to be sent. If the addressee does not comply with such request within a period of 30 days, the article shall then be forwarded to the nearest customs office.

(c) *Articles prohibited importation; fraudulent statements to avoid duty; refusal to take delivery or make formal entry.* All articles (except lottery matter or contraceptive literature) which are prohibited importation and all articles subject to seizure as being imported or brought into the United States in any manner contrary to law, including articles subject to seizure under the customs laws because of a false or fraudulent invoice or declaration covering the same, or for any willful act or omission on the part of any consignor, seller, owner, importer, consignee, or agent, by means whereof the United States shall or may be deprived of the lawful duties, shall be immediately taken and held by customs officers for appropriate treatment under the customs laws. All articles known or believed to contain merchandise, of which the addressee refuses to take delivery, or declines to make formal entry when requested by the customs officer in cases where the appraised value exceeds the value shown in the declaration or invoice, shall be delivered to customs officers for treatment under the customs laws upon production to postmasters of satisfactory evidence of fraudulent intent on the part of any of the persons mentioned in this paragraph. In all cases where articles are seized by customs officers, they shall notify the addressee of that fact and the reason therefor.

(d) *Lottery matter.* Mail articles of all classes, sealed or unsealed, which upon inspection or examination are found to contain or are supposed to contain lottery matter prohibited importation under § 117.2 of this chapter, or enclosures pertaining thereto, shall be retained by the Postal Service, or delivered to that service by the Customs Service, for disposition under the Postal Laws and Regulations. (See § 114.4.) If such a mail article is found to contain other merchandise, the article shall be held by, or delivered to, the Customs Service for appropriate treatment under the customs laws and regulations.

(e) *Prohibited literature.* Mail articles which, upon inspection or examination, are found to contain contraceptive literature shall be retained by the Postal Service or delivered to that service by the Customs Service, and submitted to the Solicitor of the Post Office Department for instructions as to disposition to be made thereof.

§ 116.23 *Marking of articles required by customs laws.* The requirements of the customs laws and regulations relating to the marking of imported merchandise to indicate the country of origin shall be strictly enforced. When merchandise imported by mail, not meeting those requirements, is not to be delivered from the post office where it has been given a customs examination, the examining customs officer shall place in

the envelope containing the mail entry a copy of customs Form 3475, containing instructions to the postmaster concerning the marking to be required before delivery. When the mail article is to be delivered from the post office where it has been given customs examination, the customs officials shall require compliance with the provisions of the law and regulations. Mail shipments for formal entry shall be accorded treatment as prescribed for other formal entry shipments. Upon failure of an addressee to comply with the requirements, the article and the mail entry shall be treated as set forth in § 116.17 (e) for undelivered articles.

§ 116.24 *Examination of newspapers.* Postmasters and other postal employees shall permit customs officers to examine newspapers received in the mails from foreign countries as often as they may desire to do so, and shall assist in such examination when necessary.

§ 116.25 *Employees to keep informed on laws and regulations governing importations by mail*—(a) *Outline.* Postal and customs officers and employees shall keep themselves informed as to the law and regulations covering obscene, seditious, and lottery matter, copyrighted, trade-marked, and other articles prohibited importation in the mails. The transportation in the regular mails or parcel post from any foreign country into the United States of any consignment of gold coin, gold bullion, or gold dust, having a value in excess of $50, is prohibited. The importation by mail of explosives of all kinds, intoxicating liquors, opium, morphine, cocaine, and other narcotics is prohibited. The importation of firearms capable of being concealed on the person, except under the conditions set forth in § 36.12 of the Postal Laws and Regulations, or any subsequent revision thereof or amendment thereto, is likewise prohibited (18 U. S. C. 1715). Mail shipments of admissible arms, implements of war, and other nonexplosive munitions of war designated in the President's Proclamation No. 2237 of May 1, 1937, referred to in section 12 (i) of the Neutrality Act of 1939 (54 Stat. 4, 22 U. S. C. 452 (i)), or in any proclamation of the President hereafter made under the authority of said section 12 (i), shall be detained by customs until an import license from the Secretary of State has been submitted. Likewise, firearms, as that term is defined in the National Firearms Act (26 U. S. C. 2733), as amended, shall be detained by customs until an import permit from the Commissioner of Internal Revenue has been submitted by the addressee. If the import license and the import permit are found to be in proper form, the mail parcel shall be endorsed by customs showing that it is entitled to entry, and released to the postmaster for delivery or dispatch to destination in the mails, subject to any duties that may accrue and to other customs requirements applicable thereto. Plants and plant products, including seeds and bulbs of all kinds, may be imported into the United States only under the conditions set forth in the Plant Quarantine Act, amendments thereto, and regulations thereunder. All such articles shall be submitted through customs officials to plant quarantine inspectors of the United States Department of Agriculture for fulfillment of the requirements of the law. Viruses, serums, toxins, and other biological products covered by the act of July 1, 1944 (Sec. 352, 58 Stat. 703; 42 U. S. C. 262), may be imported only in accordance with the provisions of the act and the regulations thereunder and shall, therefore, in all cases be submitted to customs representatives, who shall, before returning the merchandise to the country of origin, communicate with the addressee to determine whether such importations are in compliance with the law and regulations. (See §§ 35.13, 35.27 to 36.10, 114.1 to 114.4, and Part 117 of this chapter.)

(b) *Additional information.* Instructions applicable to the foregoing and to other articles prohibited importation, or requiring special treatment based on postal and customs laws and regulations, and also a list of post offices where customs officers are located, will be found in the current Official Postal Guide, Part II.

§ 116.26 *Distribution scheme.* The postal and customs officers at the ports of New York, Chicago, San Francisco, and Seattle shall be furnished with copies of the special scheme of mail distribution referred to in the regulations in this part.

INSTRUCTIONS GOVERNING THE HANDLING OF DUTIABLE MAIL AND ACCOUNTING FOR CUSTOMS DUTIES AT OFFICES OF DELIVERY

§ 116.51 *Definition and regulations.* The following regulations shall be followed in the handling of dutiable mail (mail which has undergone customs examination and for which the customs mail entry has been issued), and in accounting for the customs duty at offices of delivery.

§ 116.52 *Labeling of sacks.* At ports of entry, dutiable ordinary mail for other post offices shall, if the quantity justifies, be dispatched in direct sacks labeled "Customs mail" in addition to the name of the post office. If the quantity does not justify separate sacks, dutiable ordinary mail shall be combined with nondutiable ordinary mail but the sack labels shall be indorsed "Customs mail." Dutiable registered mail shall be dispatched under registration, in separate sacks or combined with nondutiable registered mail, as may be appropriate, with labels indorsed "Customs mail."

§ 116.53 *Examination for dutiable articles.* All incoming mail shall be carefully examined upon receipt at a post office to detect dutiable articles, and a record of same shall be made immediately on Form 2985, all articles covered by one mail entry being entered together. This record shall show the date of receipt; port of entry; registry number or numbers, if registered; insurance number or numbers, if insured, mail entry numbers; the number of pieces covered by the mail entry; the name and address of addressee; amount of duty; the delivery, customs clearance, and demurrage charges in appropriate cases; amount of any c. o. d. charges; and the date duty and charges are paid and duty remitted. If the mail is reforwarded or returned to sender, or disposed of in any other manner without collection of duty, indorsement shall be made on the record to show what disposition has been made. A periodical checking of the record shall be made to insure prompt accounting for customs duty or, if undeliverable, the prompt and proper disposition of the articles and the relative mail entries.

§ 116.54 *Delivery and collection of duty.* Dutiable mail shall, so far as possible, be delivered by city, village, or rural carriers, who shall collect the duty upon delivery. If delivery cannot be made by carriers, after the first attempt, delivery notices on Form 2921 shall be mailed immediately to addressees.

§ 116.55 *Recording of dutiable mail*—(a) *Method of.* Registered dutiable mail shall be entered on Forms 3853 and 3854 and dispatched with registered mail.

(b) *When articles forwarded or returned.* In the case of articles to be forwarded to another post office, the customs officer who made the mail entry shall be notified and proper indorsement thereof shall be made on Form 2985, and in the case of articles to be returned to sender the mail entry shall be returned to the customs officer, indorsed to show the reason for nondelivery; the name of the exchange office to which the article is dispatched for return to origin; the date of its return; and the mail entry signed. Suitable record shall be made on Form 2985.

(c) *Centralization of records.* All dutiable matter, registered, insured, and c. o. d., as well as ordinary, should be recorded in connection with the registry work, but if that is deemed inadvisable, there shall be a centralization of the records somewhere in the office.

(d) *Dutiable articles sent to stations or branches for delivery.* Ordinary dutiable articles shall be sent to stations, branches, or sections of the main office for delivery, entered on Form 2944, and the bills shall be serially numbered for each station or delivery point. The ordinary dutiable articles should be dispatched with c. o. d. parcels, but if that is not practicable, they shall be dispatched with letter mail, unless there are a sufficient number to justify a separate sack or sacks, in which event the sack or sacks shall be labeled "Customs Mail."

(e) *Charge to carriers.* Registered dutiable articles including registered c. o. d. articles, shall be charged to carriers on Form 3867. Ordinary, insured and insured c. o. d. dutiable parcels shall be charged to carriers on Form 2944.

(f) *Dutiable articles received at stations or branches without charge by main office.* If a dutiable article is received at a station or branch without being charged by the main office, whether because it has been missent from or overlooked at the main office, or because it is received directly, in due course, from a railway post office or another post office, and if the article is deliverable at the station or branch at which received, or is deliverable at a station or branch to which it can be more easily forwarded from the station or branch at which re-

ceived than from the main office, the article shall be recorded, with appropriate notation on Forms 2944, 3849, or 3867, and prepared for delivery or forwarding, and the station or branch shall notify the main office of the particulars of receipt and disposition, furnish the information necessary for the main office record on Form 2985, and note on Forms 2944, 3849, or 3867 the action taken. On receipt of such a notification the main office shall furnish the station or branch sending it with an acknowledgment. If an article so received at a station or branch is not deliverable there, and cannot be readily forwarded to another point of delivery, it shall be dispatched to the main office for record and disposition, and notation be made on Forms 2944, 3849, or 3867.

§ 116.57 *Undelivered dutiable mail.* All dutiable mail which for any reason cannot be delivered at stations shall be properly indorsed as required by §§ 116.1 to 116.26 and returned to the main office, together with the mail entries. Forms 2944, 3849, or 3867 should be suitably indorsed.

§ 116.58 *Customs collections to be remitted daily.* All customs funds collected at stations, or at delivery units of main office, shall be remitted daily to the superintendent of postal finance, together with the mail entries which have been signed by the addressees, and with a list of the mail entries contained in the remittance, the list to consist only of mail entry numbers and amounts.

§ 116.59 *Record of customs receipts and disbursements.* The superintendent of postal finance shall keep a record of customs funds on Form 025, unless he makes his daily financial statement on Form 3961–A, in which event he shall keep the record of customs receipts and disbursements on Form 3961–A (instead of Forms 025 or E/A–16). He shall make daily deposits or remittances of customs funds to collectors of customs accompanied with the mail entries and lists in duplicate of the mail entries on customs Form 3437, and retain one copy of the lists on customs Form 3437. If these remittances are made by mail, checks should be used instead of cash.

§ 116.60 *Record under two-division plan.* At post offices organized on the two-division plan, stations and delivery units of the main office shall prepare the lists of mail entries in triplicate, one copy to accompany the remittance of funds to the superintendent of postal finance, one copy to be sent to the auditor, and one copy to be retained.

§ 116.61 *Procedure in handling records of customs funds.* After the original of customs Form 3437 has been receipted by the collector of customs, the superintendent of postal finance shall refer it to the auditor, who shall initial it and return it to the superintendent of postal finance. Copy of customs Form 3437 received from stations making remittances shall be sent by cashier to main office customs unit for checking with file of delivery record Form 2985. After checking Form 2985, the customs Form 3437 shall be returned to the superintendent of postal finance for filing.

§ 116.62 *Procedure under two-division plan.* At post offices organized on the two-division plan, the auditor shall make an accurate verification of the superintendent of finance's daily report on Form 3961–A. The record of the receipts shall be obtained from the lists received from stations and delivery units of the main office, and the record of the remittances from the receipted copies of customs Form 3437.

§ 116.63 *Examination of dutiable mail records at stations.* Station examiners shall check the records of dutiable mail in connection with their regular examinations of stations to ascertain if all dutiable mail forwarded to stations has been properly accounted for or is on hand. They shall list the mail entries on hand, and have this list furnished to the main office for checking against the Form 2985.

§ 116.64 *Station examiners to remain at station until all returns are made.* The station examiners when checking the customs parcels on hand shall remain at the station until such time (morning or afternoon) as all parcel-post wagons and carriers having customs parcels out for delivery and collection of charges have returned to the station and made their returns.

§ 116.65 *Duties of station examiners.* The station examiners shall see that the assistant superintendent or other postal employee assigned to the work, when checking the parcels on hand at the close of each day's business, checks the customs charges appearing on each parcel, totals the charges, and ascertains whether or not the total agrees with the total shown on the daily report form of the station customs clerk. Also that the same employee checks the number of parcels reported held from the previous day with the number of parcels shown on the previous day's report.

§ 116.66 *Method at large offices.* At the larger offices modifications of this plan may be authorized by the Second Assistant Postmaster General, International Postal Service.

PART 117—PROHIBITED IMPORTATIONS

Sec.

117.1 Articles prohibited importation by copyright law.

117.2 Other matter prohibited importation.

§ 117.1 *Articles prohibited importation by copyright law*—(a) *Treatment of.* The joint regulations governing the treatment of dutiable and supposed dutiable articles received in the mails from foreign countries (see §§ 116.1 to 116.26) shall govern also in the treatment of articles which contain or which are supposed to contain matter prohibited importation by sections 30 to 33 of the Copyright Act of 1909, as amended (17 U. S. C. 30–33), except as hereinafter modified.

(b) *Unsealed matter.* Unsealed correspondence and packages (registered and unregistered of all kinds which, upon examination, prove to contain articles prohibited importation by the copyright act shall be retained by customs officers, who will notify the addressee of the facts of the case. If an application is not made within a reasonable time to the Secretary of the Treasury for permission to return such articles to the country of export, the customs officers shall take appropriate steps to forfeit the articles, as provided in section 32 of the Copyright Act of 1909 (17 U. S. C. 32).

(c) *Sealed matter.* Sealed articles supposed to contain matter prohibited importation by the copyright act shall be appropriately marked to indicate that fact at the exchange office of receipt. The same conditions shall apply in regard to the marking, opening, and disposition of such sealed articles by the addressee or authorized agent as are required in the case of the opening and treatment of sealed "supposed liable to customs duty" pieces. If the customs officer finds an article contains matter prohibited importation by the copyright act, he shall notify the addressee of the facts through the postmaster at the office of delivery. If an application is not then made within a reasonable time to the Secretary of the Treasury for permission to return the article to the country of export, the customs officer shall take appropriate steps to forfeit the matter, as provided in section 32 of the Copyright Act of 1909 (17 U. S. C. 32).

(d) *Receipt to be taken from customs officers.* Receipt shall be taken for articles submitted to customs officers as prohibited importation under the copyright law and proper record made on the post-office records of the disposition of such articles as are not returned to be disposed of through the mails. (R. S. 161, 396, 398, secs. 304, 309, 42 Stat. 24, 25, 48 Stat. 943; 5 U. S. C. 22, 369, 372)

CROSS REFERENCE: See § 36.1 as to articles unmailable in the domestic mails and therefore unmailable in the international mails.

§ 117.2 *Other matter prohibited importation*—(a) *Subversive, threatening, obscene, immoral, or lottery matter.* All persons are prohibited from importing into the United States from any foreign country any book, pamphlet, paper, writing, advertisement, circular, print, picture, or drawing containing any matter advocating or urging treason or insurrection against the United States, or forcible resistance to any law of the United States, or containing any threat to take the life of or inflict bodily harm upon any person in the United States, or any obscene book, pamphlet, paper, writing, advertisement, circular, print, picture, drawing, or other representation, figure, or image on or of paper or other material, or any cast, instrument, or other article which is obscene or immoral, or any drug or medicine or any article whatever for the prevention of conception or for causing unlawful abortion, or any lottery ticket, or any printed paper that may be used as a lottery ticket, or any advertisement of any lottery. No such articles, whether imported separately or contained in packages with other goods entitled to entry, shall be admitted to entry; and all such articles and, unless it appears to the satisfaction of the collector that the obscene or other prohibited articles contained in the package were inclosed therein without the knowledge or consent of the

importer, owner, agent, or consignee, the entire contents of the package in which such articles are contained, shall be subject to seizure and forfeiture as hereinafter provided: *Provided,* That the drugs hereinbefore mentioned, when imported in bulk and not put up for any of the purposes hereinbefore specified, are excepted from the operation of this subdivision: *Provided further,* That the Secretary of the Treasury may, in his discretion, admit the so-called classics or books of recognized and established literary or scientific merit, but may, in his discretion, admit such classics or books only when imported for noncommercial purposes. (Sec. 305 (a), 46 Stat. 688; 19 U. S. C. 1305 (a))

NOTE: The act provides that the seizures and forfeitures referred to in this section shall be made at the instance to the collector of customs.

(b) *Disposition of prohibited matter—*(1) *Lottery matter.* Postmasters and railway postal clerks at offices of first receipt shall watch the mails from foreign countries and if any sealed letters in their usual and ordinary form not endorsed as required in § 116.8 (a) of this chapter, are suspected of containing lottery matter or advertisement of any lottery, they shall be stamped or endorsed "Supposed to contain matter prohibited importation. See § 117.2, P. L. & R.," and forwarded at once to destination; but this shall not apply to matter originating in a foreign country and merely in transit across the territory of the United States to another country.

(2) *Other prohibited matter.* Sealed letters in their usual and ordinary form not endorsed as required by § 116.8 (a) of this chapter, and all other mail articles from abroad suspected of containing prohibited matter specially mentioned in paragraph (a) of this section (other than contraceptive literature, lottery matter or advertisement of any lottery) shall be disposed of as required in § 116.22 (a), (b), and (c) of this chapter.

(3) *Opening and determining of disposition.* Upon receipt of letters at an office of delivery stamped or endorsed, "Supposed to contain matter prohibited importation. See § 117.2, P. L. & R.," the postmaster at the main office or station shall notify the addressees to furnish written authority whereby the letters may be opened by a customs employee, in the presence of a representative of the postmaster. The letters, if found to contain lottery matter, shall be forwarded daily to the post office inspector in charge of the division in which the office of address is located. If found to contain contraceptive literature, the letters shall be submitted to the Solicitor for instructions as to disposition. (See § 114.26 of this chapter as to disposition of such letters not opened as provided for by this section.)

(4) *Watching for mail supposed to contain prohibited matter.* Postmasters at offices of delivery shall watch mail from foreign countries in order to insure proper treatment of any letters supposed to contain prohibited matter which may not have been properly stamped as provided for in subparagraph (1) of this paragraph. They shall stamp or endorse such letters "Supposed to contain matter prohibited importation. See § 117.2, P. L. & R.," and shall treat the letters in accordance with subparagraph (3) of this paragraph.

(c) *Gold imports.* The transportation in the regular mails or parcel post from any foreign country into the United States of any consignment of gold coin, gold bullion, or gold dust, having a value in excess of $50, is prohibited. (R. S. 161, 396, 398, secs. 304, 309, 42 Stat. 24, 25, 48 Stat. 934; 5 U. S. C. 22, 369, 272)

PART 118—LOSSES, DAMAGE, AND COMPLAINTS

Sec.

118.1 Inquiries, complaints, claims, and reports on foreign registered mail.
118.2 Reports of rifling, damage, delay, or wrong delivery of foreign registered mail.
118.3 Inquiries and complaints, Canada.
118.4 Inquiries on foreign insured parcels.
118.5 Claims for indemnity on foreign insured mail.
118.6 Inquiries as to disposition of foreign insured mail.
118.7 Reports of loss, rifling, damage, delay, or wrong delivery of foreign insured mail.
118.8 Inquiries as to disposition of ordinary foreign mail.
118.9 Reports of loss of ordinary foreign mail.
118.10 Reports of rifling, damage, delay, or wrong delivery of ordinary foreign mail.
118.11 Reports of foreign parcels found in transit devoid of contents.
118.12 Reports of loss, rifling, damage, or other mistreatment of mail from exchange offices.

AUTHORITY: §§ 118.1 to 118.12 issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25, 48 Stat. 943; 5 U. S. C. 22, 369, 372.

§ 118.1 *Inquiries, complaints, claims, and reports on foreign registered mail—*(a) *To foreign countries.* Inquiries as to, or complaints of the loss of, registered mail addressed to any foreign country, except Canada, shall be reported on Form 542 by first- and second-class offices and Form 1510 by third- and fourth-class offices. The particulars of dispatch from the office of origin shall be inserted, and the form forwarded to the inspector in charge of the division in which the office of origin is located. (See Official Postal Guide, Part II, relative to fees.)

(b) *From foreign countries.* Inquiries as to, or complaints of the loss of, registered mail from foreign countries, except Canada, shall be reported on Form 542 (first- and second-class offices) or 1510 (third- and fourth-class offices). The forms shall be forwarded to the inspector in charge of the division in which the office of destination is located, with the certificate of mailing (registry receipt) attached; if the certificate cannot be submitted, the complainant shall be requested to have complaint made at the mailing office.

§ 118.2 *Reports of rifling, damage, delay, or wrong delivery, of foreign registered mail.* Rifling, damage, delay, or wrong delivery of registered mail to or from foreign countries shall be reported in all instances on Form 1510 and the form forwarded direct to the inspector in charge of the division in which the American post office of origin or destination is located. The envelope or wrapper shall be submitted, if possible.

NOTE: Although Form 1510 is primarily designed for reporting losses and riflings of domestic mail, it shall, after suitable alteration, be completed whenever its use is prescribed in this part.

§ 118.3 *Inquiries and complaints, Canada—*(a) *Registered and ordinary mail to Canada.* Inquiries as to, or complaints of the loss of, registered and ordinary (not insured) mail addressed to Canada shall be procured on Form 1510. (See Official Postal Guide, Part II, relative to fees.) The particulars of dispatch from the office of origin shall be entered on the back with other appropriate data, and the form mailed to the postmaster at the office of address in Canada in the usual official penalty envelope indorsed to show the proper Canadian Province. The Canadian service will use a form similar to Form 1510, and when such form is received it shall be returned with reply to the point in Canada from which received.

(b) *Registered and ordinary mail from Canada.* Inquiries as to, or complaints of the loss of, registered and ordinary mail from Canada shall be exchanged with the office of mailing in Canada as required by paragraph (a) insofar as it is applicable. If the certificate of mailing (registry receipt) cannot be furnished in registry cases, the complainant shall be requested to have complaint made at the office of mailing.

(c) *Loss of registered and ordinary mail to or from Canada.* When loss of registered and ordinary mail to or from Canada is disclosed, it shall be reported to the inspector in charge of the division of origin or destination. The report shall be made on Form 1510, and in the case of incoming mail the information shall be obtained, insofar as possible, from the Canadian inquiry before the inquiry is returned.

(d) *Insured mail to Canada.* Inquiries or complaints (see Official Postal Guide, Part II, relative to fees) as to insured mail addressed to Canada not coming under paragraph (e) of this section shall be handled as prescribed by paragraph (a) of this section, except that Form 2855 shall be substituted for Form 1510. If loss or rifling is disclosed, the Second Assistant Postmaster General, International Postal Service, shall notify the Chief Inspector.

(e) *Loss of insured mail to Canada.* Complaints of loss of insured mail addressed to Canada shall be executed on Form 2855 when the sender has ascertained that the addressee claims nonreceipt, or has submitted other reasonable evidence to that effect, or that proper efforts have been made, without result, to determine whether the article was received. Form 2855 shall be sent to the proper Canadian district post office inspector as shown in the Official Postal Guide, Part II, for completion and transmission to the Second Assistant Postmaster General, International Postal Service; at the same time Form 1510 shall be executed, showing the date the Form 2855 was sent to Canada, and the Form 1510 forwarded to the inspector in charge

of the division in which the office of origin is located. (See note following § 118.2.)

(f) *Claims for damage or partial loss of insured mail to Canada.* Claims for damage or partial loss of insured mail addressed to Canada shall be filed on Form 2855, which shall then be treated as provided in paragraph (e) of this section; at the same time, in cases of rifling, Form 1510 shall also be executed, showing the date the Form 2855 was sent to Canada, and the Form 1510 forwarded to the inspector in charge of the division in which the office of origin is located.

(g) *Use of form to show delivery of insured mail in Canada.* Canadian district post office inspectors will return to postmasters in this country Form 2855, if endorsed to show delivery of insured mail intact in Canada. In other cases, Canadian district post office inspectors will send the forms direct to the Second Assistant Postmaster General, International Postal Service, after the addressee's declaration has been secured. Forms intended for the latter official, received by postmasters, shall be promptly forwarded, but if not properly completed, postmasters shall return them to the Canadian district post office inspector for completion.

(h) *Complaints filed in U. S. for insured parcels mailed in Canada.* Complaints of loss, rifling, damage, delay, or wrong delivery of insured parcels mailed in Canada, filed at a post office in this country, shall be executed on Form 1510. Parts II and III of the original shall be sent to the postmaster at the office of mailing in Canada in the usual penalty envelope endorsed to show the proper Canadian Province. If loss, rifling, or wrong delivery is indicated, a copy of part II of Form 1510, endorsed to show the date of reference of the original to Canada, shall be forwarded to the inspector in charge of the division in which the office of destination is located. When loss, rifling, or wrong delivery is indicated from correspondence received from the Canadian service, report on Form 1510 shall likewise be made to the inspector in charge in accordance with the foregoing. (See note following § 118.2.)

§ 118.4 *Inquiries on foreign insured parcels.* (a) Inquiries as to disposition or complaints (as distinguished from prima facie loss, rifling, damage, delay, or wrong delivery) relative to insured parcels addressed to any foreign country (except Canada) with which insured mail is exchanged, shall be handled as prescribed in § 118.1 (a). (See Official Postal Guide, Part II, as to fees.)

(b) When such inquiries develop into cases of loss, rifling, damage, delay, or wrong delivery, they shall be promptly referred to the Second Assistant Postmaster General, International Postal Service, with the information obtained.

§ 118.5 *Claims for indemnity on foreign insured mail*—(a) *How made.* Loss, rifling, damage, or wrong delivery of insured parcels addressed to foreign countries, except Canada, being reasonably evidenced and the sender desiring to claim indemnity, application therefor shall be made on Form 2855; at the same time, Form 1510 shall be executed if loss or rifling occurred, and endorsed "Claim for indemnity filed on _____ (date)."

(b) *When loss apparently before receipt by foreign Administration.* Forms 2855 and 1510 shall be transmitted direct to the Second Assistant Postmaster General, International Postal Service. If inquiry by that official discloses apparent loss or rifling before receipt by the foreign Administration, Form 1510 shall be transmitted to the Chief Inspector with appropriate information.

(c) *When indemnity not desired.* If indemnity is not desired in cases involving loss or rifling, only Form 1510 need be executed. It shall be endorsed conspicuously at the top "Indemnity not claimed," and sent direct to the inspector in charge of the division in which the office of mailing is located. (See note following § 118.2.)

§ 118.6 *Inquiries as to disposition of foreign insured mail.* Inquiries as to disposition (as distinguished from prima facie loss, rifling, damage, delay, or wrong delivery) of insured parcels mailed in foreign countries, except Canada, with which insured mail is exchanged shall be transmitted direct to the inspector in charge of the division in which the office of destination is located. The procedure prescribed in § 118.4 (b) shall be complied with when applicable.

§ 118.7 *Reports of loss, rifling, damage, delay, or wrong delivery of foreign insured mail*—(a) *How handled.* Prima facie loss, rifling, damage, delay, or wrong delivery of insured parcels mailed in foreign countries, except Canada, shall be reported direct to the Second Assistant Postmaster General, International Postal Service, without preliminary investigation, unless inquiry, complaint, or claim is received direct at the office of address. The foregoing official shall notify the Chief Inspector where inquiry discloses apparent loss, rifling, or wrong delivery in this service. If an inquiry, complaint, or claim is received direct at the office of address, the postmaster shall enter in the mailing postmaster's portion of a Form 2855 the particulars of mailing and obtain the affidavit of the addressee on the form and then transmit the papers as indicated above; at the same time, if loss, rifling, or wrong delivery in this service is apparent, Form 1510 shall be executed. The Form 1510 shall be endorsed to show the date of reference of Form 2855 to the Second Assistant Postmaster General, International Postal Service, and sent to the inspector in charge of the division in which the office of destination is located. When Form 1510 is sent to the inspector in charge, Form 2855 shall be completed to show to what inspector in charge Form 1510 is sent.

(b) *When office of address is also exchange office of original receipt.* When the office of address is also the exchange office of original receipt, the report to the Second Assistant Postmaster General, International Postal Service, shall show whether a bulletin of verification was sent, and if so, what information was contained therein as to the article.

(c) *Noting of original contents.* Before the addressee's affidavit is executed there shall be entered under "Declaration of sender" a description of the original contents of the parcel, if known. (See note following § 118.2.)

§ 118.8 *Inquiries as to disposition of ordinary foreign mail.* Inquiries as to disposition (as distinguished from prima facie loss, rifling or damage, delay, or wrong delivery) of ordinary foreign mail, except to or from Canada, shall be handled as prescribed by § 118.9. (See Official Postal Guide, Part II, relative to fees.)

NOTE: See Official Postal Guide, Part II, and Supplements as to inquiries regarding registered and insured articles addressed for delivery in foreign countries.

§ 118.9 *Reports of loss of ordinary foreign mail.* Loss of ordinary mail to or from foreign countries, except Canada, if complaint is made at a first- or second-class office, shall be reported on Form 541 or Form 540 (parcel-post mail). The form shall be forwarded direct to the inspector in charge of the division in which the United States post office of origin or destination is located. Complaints made at third- or fourth-class offices shall be executed on Form 1510 and forwarded direct to the foregoing inspector in charge. (See note following § 118.2.)

§ 118.10 *Reports of rifling, damage, delay, or wrong delivery of ordinary foreign mail.* Rifling, damage, delay, or wrong delivery of ordinary mail to or from foreign countries shall be reported on Form 1510 direct to the inspector in charge of the division in which the United States post office of origin or destination is located. (See § 118.11 as to parcels entirely devoid of contents.)

§ 118.11 *Reports of foreign parcels found in transit devoid of contents*—(a) *How made.* When unregistered parcels entirely, rather than partially, devoid of contents, to or from foreign countries are observed in transit, whether in the Railway Mail Service, in post offices, or elsewhere, the postal employees making such discovery shall completely execute Form 5258 in duplicate. Railway Mail Service employees shall indorse each Form 5258 with the name of the post office to which they are due to send articles found loose in the mails. (See § 108.22.) The original, together with the wrapper or container, shall be forwarded to the domestic office of origin or address, as the case may be, unless insured c. o. d. parcels of foreign origin are involved. In the latter event the original Form 5258, together with the wrapper or container, shall be forwarded to the Second Assistant Postmaster General, International Postal Service, who shall appropriately advise the country of origin. Duplicate Form 5258, with the sack label, shall be forwarded at the same time to the inspector in charge of the division in which the condition of the parcel was first observed.

(b) *Completion of forms; delivery of wrapper if desired.* The postmaster receiving an original Form 5258 for a parcel mailed at his office shall obtain sufficient information from the sender to permit

completion of Form 1510, and the Forms 1510 and 5258 shall be handled in the manner prescribed in § 44.10 (b) of this chapter. For incoming parcels, if the addressee is able to describe the missing contents, Form 1510 shall be completed insofar as possible and handled in a similar manner. The wrapper shall be delivered to the sender or addressee, if desired. If an insured or insured c. o. d. parcel is involved, notation shall be made on the delivery record as to the disposition of the wrapper or container, and particularly whether it was desired by the sender or addressee.

(c) *Forwarding of wrapper or container to Department.* If the wrapper or container of an insured or Americo-Spanish ordinary parcel of foreign origin is not desired by the addressee, the wrapper or container, together with a statement of the facts in the case, shall be forwarded to the Second Assistant Postmaster General, International Postal Service, who shall appropriately advise the country of origin.

(d) *When wrappers or containers may be treated as waste.* Wrappers or containers (except registered) not delivered to the sender or addressee for any reason and not required to be transmitted to the Second Assistant Postmaster General, International Postal Service, under the provisions of paragraphs (a), (b), and (c), of this section, may be treated as waste paper.

§ 118.12 *Reports of loss, rifling, damage, or other mistreatment of mail from exchange offices.* Loss, rifling, damage, or other mistreatment of mail disclosed by the exchange of bulletins of verification from exchange offices shall be reported to the inspector in charge of the division in which the exchange office is located with full particulars of the mail involved. However, damage of registered or ordinary mail shall not be so reported unless (a) loss of contents occurred, or, (b) the damage occurred in the postal service of this country, or, (c) an inquiry is received concerning an article mentioned in the bulletin.

PART 119—INDEMNITY: REGULAR (POSTAL UNION) MAIL

Sec.
119.1 Limits of indemnity for lost foreign registered matter.
119.2 Value of article.
119.3 Restrictions as to payment.
119.4 Domestic regulations applicable.

AUTHORITY: §§ 119.1 to 119.4 issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25, 48 Stat. 943; 5 U. S. C. 22, 369, 372.

§ 119.1 *Limits of indemnity for lost foreign registered matter.* In case of the loss of an article accepted for registration under the provisions of the Universal Postal Union Convention, the sender shall be entitled to indemnity not exceeding 25 francs ($8.17). However, in the case of the loss of an article accepted for registration under the provisions of the Convention of the Postal Union of the Americas and Spain, the right of the sender to indemnity shall not in any case exceed $3.27. The limit of indemnity payable for the loss of registered mail exchanged with Canada and Newfoundland shall be $25 for any one article.

§ 119.2 *Value of article.* Indemnity shall be paid in any amount claimed within the above-stated limits for the loss of a registered article of any class and, except in the case of Canada and Newfoundland, regardless of its value.

§ 119.3 *Restrictions as to payment.* No indemnity will be paid:

(a) Unless claims for the loss of registered articles are made within one year from the date of mailing, counting from the day following the posting of the registered article.

(b) For any registered article which was not lost while in the custody of the mails.

(c) For a registered article, the contents of which fall within the prohibitions of the current Universal Postal Union Convention.

(d) For damage to, or the partial loss or rifling of any registered article, unless it was mailed in the United States and responsibility for the damage, partial loss, or rifling rests with the Postal Service of the United States. Then indemnity will be paid for the value of the loss only, not exceeding 25 francs ($8.17) for articles accepted for registration under the provisions of the Universal Postal Union Convention and not exceeding $3.27 for articles accepted for registration under the provisions of the Convention of the Postal Union of the Americas and Spain, and, in case of damage, only under the conditions specified for the payment of indemnity for damage or loss in the domestic registered mails, although indemnity may be allowed for the actual loss sustained, within the limit of 25 francs ($8.17), or $3.27, as the case may be, on account of the damage, partial loss, or rifling of any registered article in the international mails, provided that the foreign countries interested agree with the United States reciprocally to pay like indemnity in such cases.

(e) Administrations shall cease to be responsible for registered articles the delivery of which they have effected under the conditions prescribed by their domestic regulations; also, for articles addressed "general delivery" or held at the disposal of the addressees, responsibility shall cease upon delivery to a person who has proved his identity in accordance with the regulations in force in the country of destination, and whose name and description are in conformity with the indications of the address.

(f) When the registered articles cannot be accounted for as a result of the destruction of the service records due to a case of "force majeure" (causes beyond control).

(g) For any registered article lost under circumstances constituting a case of "force majeure" (causes beyond control), the decision to be made, in accordance with its domestic legislation, by the country responsibile for the loss.

§ 119.4 *Domestic regulations applicable.* The regulations governing indemnity for the loss of registered articles in the domestic mails shall, as far as applicable, govern indemnity for the loss of registered articles in the international mails, except as otherwise specially provided. (See §§ 63.1 to 63.3 of this chapter.)

NOTE: See the Official Postal Guide, Part II, under the general items relating to indemnity for international mail and under the parcel post item of the particular country concerned for the conditions under which indemnity may be paid for the loss, rifling, or damage of ordinary, registered, and insured parcels and for c. o. d. registered and c. o. d. insured parcels.

PART 120—OCEAN MAIL SERVICE

GENERAL PROVISIONS

Sec.
120.1 Transportation of foreign mails.

CONTRACT SERVICE

120.2 Contracts for transportation of foreign mails.
120.3 American-built vessels to be used for carrying mails.
120.4 Transportation of postal agents and employees.
120.5 Discontinuance of contracts.
120.6 Assignment or transfer of contracts prohibited.

NONCONTRACT SERVICE

120.7 Compensation for transportation of foreign mails.
120.8 Rates for rail service across Isthmus of Panama.

AUTHORITY: §§ 120.1 to 120.8 issued under 3943, 3963, 4007, 4009, 4011, sec. 5, 20 Stat. 62, sec. 24, 41 Stat. 998, 44 Stat. 900, sec. 414, 45 Stat. 696, 1175, sec. 405, 49 Stat. 1995; 39 U. S. C. 444, 449, 652, 654, 656, 46 U. S. C. 880, 1145.

GENERAL PROVISIONS

§ 120.1 *Transportion of foreign mails.* The mail between the United States and any foreign port, or between ports of the United States touching at a foreign port, shall be transported in steamships; but the Postmaster General may have such transportation performed by sailing vessels when the service can be facilitated thereby. (R. S. 4008; 39 U. S. C. 653)

CONTRACT SERVICE

§ 120.2 *Contracts for transportation of foreign mails.* (a) The Postmaster General may, after advertising for proposals, enter into contract for the transportation of the mail between the United States and any foreign country whenever the public interests will thereby be promoted. (R. S. 4007; 39 U. S C. 652)

(b) * * * No contract for carrying the mails between the United States and any foreign port shall be for a longer time than two years, unless otherwise directed by Congress. (R. S. 3943, as amended; 39 U. S. C. 449)

§ 120.3 *American-built vessels to be used for carrying mails.* (a) All mails of the United States shipped or carried on vessels shall, if practicable, be shipped or carried on American-built vessels, documented under the laws of the United States (Sec. 24, 41 Stat. 998, as amended; 46 U. S. C. 880)

NOTE: The balance of section 880 of Title 46, U. S. C. has been omitted as having no application to the Post Office Department.

(b) All mails of the United States carried on vessels between ports between which it is lawful under the navigation laws for a vessel not documented under the laws of the United States to carry merchandise shall, insofar as practicable, be carried on vessels of United States

registry. (Sec. 405 (a), 49 Stat. 1995; 46 U. S. C. 1145 (a))

§ 120.4 *Transportation of postal agents and employees.* Every steamship company carrying the mails shall carry on any ship it operates and without extra charge therefor the persons in charge of the mails and when on duty and traveling to and from duty, and all duly accredited agents and officers of the Post Office Department and post-office inspectors while traveling on official business, upon the exhibition of their credentials. (Sec. 405 (b), 49 Stat. 1995; 46 U. S. C. 1145 (b))

§ 120.5 *Discontinuance of contracts.* Every contract for transporting the mail between the United States and any foreign country shall contain, besides the usual stipulation for the right of the Postmaster General to discontinue the same, the further stipulation that it may be terminated by Congress. (R. S. 4011; 39 U. S. C. 656)

§ 120.6 *Assignment or transfer of contracts prohibited.* No contractor for transporting the mail within or between the United States and any foreign country shall assign or transfer his contract, and all such assignments or transfers shall be null and void. (R. S. 3963; 39 U. S. C. 444)

NOTE: A contractor may, with the consent of the Postmaster General, make a subcontract with another for the performance of the service undertaken by him, but he continues as contractor and is responsible for the due fulfillment of his contract. Under the above statute a contract can not be assigned or transferred to another.

NONCONTRACT SERVICE

§ 120.7 *Compensation for transportation of foreign mails*—(a) *Limits of compensation; appropriation*—(1) *Authorization.* Except as provided in subparagraph (2) of this paragraph, for transportation of the mails, (i) between the United States or its Territories or possessions and any foreign country, (ii) between the United States and its possessions or its naval or military forces abroad, or (iii) between any such possession or naval or military forces and any other such possession or naval or military forces, the Postmaster General may allow, in the case of a vessel of the United States, compensation not in excess of 80 cents a pound for letters and post cards and 8 cents a pound for other articles (including parcel post), and in the case of a foreign vessel, compensation not in excess of the sea transit rates prescribed from time to time by the Universal Postal Union Convention. * * * (R. S. 4009, as amended; 39 U. S. C. 654 (a))

(2) *Contract service excepted.* The provisions of subparagraph (1) of this paragraph shall not limit the compensation for transportation of mail which the Postmaster General may pay under contracts entered into in accordance with the provisions of § 120.2. (R. S. 4009, as amended; 39 U. S. C. 654 (b))

(3) *Appropriation from which paid.* In the case of mails transported between the United States or its Territories or possessions and any foreign country and in the case of mails transported between the United States and its possessions or its naval or military forces abroad, or between any such possession or naval or military forces and any other such possession or naval or military forces, payment for such transportation shall be made out of the appropriation for the transportation of foreign mails. (R. S. 4009, as amended; 39 U. S. C. 654 (c))

(b) *Definite rates.* Unless otherwise specially provided, payment shall be made for the transportation of United States mails and foreign closed transit mails on steamships of both United States registry and foreign registry, and for the transportation to the United States of mails which the United States is obligated to convey, at the rates of 8.8 cents a pound for mails consisting of letters and postcards and 1.1 cents a pound for mails consisting of other articles, including parcel post, for distances up to and including 300 nautical miles; 23.7 cents a pound for mails consisting of letters and postcards and 2.9 cents a pound for mails consisting of other articles, including parcel post, for distances from 300 up to and including 1,500 nautical miles, and 35.5 cents a pound for mails consisting of letters and postcards and 4.7 cents a pound for mails consisting of other articles, including parcel post, for distances exceeding 1,500 nautical miles.

(c) *Exceptions to above rates.* As an exception to the rates specified in paragraph (b) of this section, payment for mails which the United States is obligated to convey shall be made at the rates specified in the schedule stated below in the following services:

(1) Onward from the Canal Zone covering mails dispatched from Canal Zone ports to any ports, except those in continental United States;

(2) From any port in the countries signatory to the conventions of the Postal Union of the Americas and Spain (except continental United States, Canada and Spain, and Havana, Cuba, for mails forwarded from continental United States for transshipment) to any other port (except ports in continental United States, Canada and Spain, and Havana, Cuba, for mails destined to the United States); also from ports in countries not signatory to the conventions of the Postal Union of the Americas and Spain, to any other port (except ports in continental United States, Canada and Spain, and Havana, Cuba, for mails destined to the United States), covering regular mails originating in signatory countries.

	Letters and postcards	Other articles, including parcel post where conveyance is obligated
	Cents per pound	*Cents per pound*
Up to 300 nautical miles	6.7	1.50
From 300 to 1,500 nautical miles	11.8	2.00
Over 1,500 nautical miles	20.0	3.00

§ 120.8 *Rates for rail service across Isthmus of Panama.* Unless otherwise specially provided, the sums to be allowed for the transportation by railroad across the Isthmus of Panama, of United States and foreign closed transit mails shall be $0.0525 per pound for letters and post cards and $0.007 per pound for other articles, including parcel post.

PART 121—FOREIGN AIR MAIL SERVICE

Sec.
121.1 Transportation of foreign air mail.
121.2 Rates to be charged foreign countries for air mail transportation.
121.3 Control of rates.

§ 121.1 *Transportation of foreign air mail.* (a) Nothing in this chapter shall be deemed to abrogate or affect any arrangement made by the United States with the postal administration of any foreign country with respect to transportation of mail by aircraft, or to impair the authority of the Postmaster General to enter into any such arrangement with the postal administration of any foreign country. (Sec. 405 (h) (1), 52 Stat. 994; 49 U. S. C. 485 (h) (1))

(b) The Postmaster General may, in any case where service may be necessary by a person not a citizen of the United States who may not be obligated to transport the mail for a foreign country, make arrangements, without advertising, with such person for transporting mail by aircraft to or within any foreign country. (Sec. 405 (h) (2), 52 Stat. 994, as amended; 49 U. S. C. 485 (h) (2))

§ 121.2 *Rates to be charged foreign countries for air mail transportation*—(a) *How fixed.* Any air carrier holding a certificate to engage in foreign air transportation and transporting mails of foreign countries shall transport such mails subject to control and regulation by the United States. The Postmaster General shall from time to time fix the rates of compensation that shall be charged the respective foreign countries for the transportation of their mails by such air carriers, and such rates shall be put into effect by the Postmaster General in accordance with the provisions of the postal convention regulating the postal relations between the United States and the respective foreign countries, or as provided hereinafter in this subsection. In any case where the Postmaster General deems such action to be in the public interest, he may approve rates provided in arrangements between any such air carrier and any foreign country covering the transportation of mails of such country, under which mails of such country have been carried on scheduled operations prior to January 1, 1938, or in extensions or modifications of such arrangements, and may permit any such air carrier to enter into arrangements with any foreign country for the transportation of its mails at rates fixed by the Postmaster General in advance of the making of any such arrangement. The Postmaster General may authorize any such air carrier, under such limitations as the Postmaster General may prescribe, to change the rates to be charged any foreign country for the transportation of its mails by such air carrier within that country or between that country and another foreign country. (Sec. 405 (i) (1), 52 Stat. 994, as amended; 49 U. S. C. 485 (i) (1))

(b) *Collection by air carrier of its compensation from foreign countries.* In any case where such air carrier has an

arrangement with any foreign country for transporting its mails, made or approved in accordance with the provisions of paragraph (a) of this section, it shall collect its compensation from the foreign country under its arrangement, and in case of the absence of any arrangement between the air carrier and the foreign country consistent with this paragraph, the collections made from the foreign country by the United States shall be for the account of such air carrier: *Provided*, That no such air carrier shall be entitled to receive compensation both from such foreign country and from the United States in respect of the transportation of the same mail or the same mails of foreign countries. (Sec. 405 (i) (2), 52 Stat. 994, as amended; 49 U. S. C. 485 (i) (2))

(c) *Collection of compensation by United States*—(1) *Offsets; accounting.* In all cases where, pursuant to the provisions of paragraph (b) of this section, the Postmaster General shall have heretofore fixed and put into effect, or shall hereafter fix and put into effect, the rates of compensation to be charged foreign countries for the transportation of their mail by air carriers and where the collections from such foreign countries of the amounts owing by them for such transportation are required by such subsection to be made by the United States for the account of such air carriers, the Postmaster General may simplify and expedite the settlement of accounts for such carriage by offsetting against any balance due a foreign country resulting from the transaction of international money order business or otherwise, such amounts as may be then due from such country to the United States and to the United States for the account of such carriers; and the Postmaster General and the General Accounting Office shall thereupon give the foreign country involved the appropriate credit for such payment by offset, paying to the carrier that portion of the amount so charged as may be owing to the carrier for its services in transporting the mail of such foreign country and depositing as "miscellaneous postal receipts" that portion of the amount so charged as may be due the United States on its own account: *Provided*, That no adjustment of accounts authorized by subparagraphs (1), (2), and (3) of this paragraph shall apply to appropriations for fiscal years prior to the fiscal year 1940: *Provided further*, That any adjustments made under the authority of this section shall be subject to the right of the United States to deduct from any sums due or thereafter becoming due to a carrier such amounts as may have been paid it on account of foreign countries which amounts, for any reason, the United States shall have been unable to collect, either by offset or otherwise, from the debtor country. (Sec. 1, 54 Stat. 862, 49 U. S. C. 485a)

(2) *Advances to carriers.* In any case where collections are to be made by the United States from a foreign country for the transportation of mails of such countries for the account of an air carrier pursuant to paragraph (b) of this section, whether such transportation occurred before or after the passage of subparagraphs (1), (2), and (3) of this paragraph, the Postmaster General, taking into consideration the state of the balance carried in the appropriation, in his discretion, is hereby authorized to make advances to such air carrier out of sums appropriated for "balances due foreign countries", upon determination by the Postmaster General from time to time of the amounts due from any such foreign countries for transportation, and thereafter such amounts shall be collected by the United States from foreign countries by set-off, or otherwise, in the manner hereinbefore provided, and the appropriation for payment of "balances due foreign countries" shall be reimbursed by collections so made by the United States: *Provided, however*, That if the United States shall fail to collect any such amount or any part of such amount from such foreign country owing same within twelve months after the United States has paid such amount to the carrier, the United States may deduct such uncollected amounts from any sums owing by it to the carrier. (Sec. 2, 54 Stat. 862; 49 U. S. C. 485b)

(3) *General Accounting Office transactions.* The General Accounting Office shall make the necessary credits and debits in the respective appropriations and accounts involved and adopt such procedure as may be necessary to conform to and effect the purposes of subparagraphs (1), (2), and (3) of this paragraph. (Sec. 3, 54 Stat. 863; 49 U. S. C. 485c)

§ 121.3 *Control of rates.* In any case where air transportation is performed between the United States and any foreign country, both by aircraft owned or operated by one or more air carriers holding a certificate under 49 U. S. C. Ch. 9, subchapter IV and by aircraft owned or operated by one or more foreign air carriers, the Postmaster General shall not pay to or for the account of any such foreign air carrier a rate of compensation for transporting mail by aircraft between the United States and such foreign country, which, in his opinion, will result (over such reasonable period as the Postmaster General may determine, taking account of exchange fluctuations and other factors) in such foreign air carrier receiving a higher rate of compensation for transporting such mail than such foreign country pays to air carriers for transporting its mail by aircraft between such foreign country and the United States, or receiving a higher rate of compensation for transporting such mail than a rate determined by the Postmaster General to be comparable to the rate such foreign country pays to air carriers for transporting its mail by aircraft between such foreign country and an intermediate country on the route of such air carrier between such foreign country and the United States. (Sec. 406, 52 Stat. 999; 49 U. S. C. 486f)

PART 122—SEA POST SERVICE

Sec.
122.1 Maintenance of sea post service.
122.2 Sea post offices.

§ 122.1 *Maintenance of sea post service.* The Postmaster General is authorized to expend such sums as may be necessary, not to exceed the amounts appropriated by Congress, to cover the cost to the United States for maintaining sea post service on ocean steamships conveying the mails to and from the United States; * * * (34 Stat. 1214, as amended; 39 U. S. C. 667) (R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369)

§ 122.2 *Sea post offices*—(a) *Establishment and operation.* Sea post offices duly authorized by the Post Office Department shall be established and operated on such ocean steamships as may be designated.

(b) *Compensation and subsistence of sea post clerks.* United States sea post clerks shall be of two classes: clerks of class 1 shall receive pay at the rate of $3,300 per annum, each; clerks of class 2, who shall be clerks in charge, shall receive pay at the rate of $3,800 per annum, each. In addition thereto, they shall be entitled to first-class accommodations on the steamships to which they are assigned and to commutation for board and lodging while in foreign countries and possessions of the United States, at rates fixed by the Post Office Department. They shall be subject to the ship's discipline to the same extent as passengers.

(c) *Appointment of sea post clerks.* Vacancies in the sea post service shall be filled by transfer from the Railway Mail Service or from the classified personnel of first- and second-class post offices engaged in the distribution of mail in accordance with the postal regulations and instructions of the Second Assistant Postmaster General. Each unsuccessful applicant should renew his application at the expiration of one year. If the application is not renewed it shall be taken for granted that the transfer is no longer desired. Employees receiving a salary of less than $3,550 per annum shall not be eligible for transfer.

(d) *Temporary assignment as substitute sea-post clerk.* The Postmaster General is authorized to assign railway postal clerks and substitute railway postal clerks to temporary employment as substitute sea-post clerks whenever, in his opinion, such employment is necessary. Such employees shall receive credit on their Railway Mail Service records for the time employed in the sea-post service but shall be allowed the salary and expenses of a Class I sea-post clerk, payable out of the appropriation available for maintaining sea-post service, in lieu of any other salary and expense. (45 Stat. 1175; 39 U. S. C. 640)

(e) *Bonds of sea-post clerks.* United States sea-post clerks shall give bond to the United States, with good and approved security, in the sum of $1,000 each. Each clerk shall pay the premium chargeable to himself. Bonds shall be filed with the Second Assistant Postmaster General. (R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369)

PART 123—NAVY, MARINE CORPS, COAST GUARD, AND ARMY MAIL SERVICE

Sec.
123.1 Navy, Marine Corps, or Coast Guard mail clerks and assistants.
123.2 Army mail clerks and assistants.

§ 123.1 *Navy, Marine Corps, or Coast Guard mail clerks and assistants*—(a) *Selection, authorization, compensation.* Enlisted men of the United States Navy, Marine Corps, or Coast Guard may, upon selection by the Secretary of the Navy in the case of the Navy or Marine Corps, and by the Secretary of the Treasury in the case of the Coast Guard, be designated by the Post Office Department as "Navy mail clerks" and "assistant Navy mail clerks" and as "Coast Guard mail clerks" and "assistant Coast Guard mail clerks," who shall be authorized to receive and open all pouches and sacks of mail addressed to naval and Coast Guard vessels, as the case may be, to make proper delivery of such mail, to receive matter for transmission in the mails, to receipt for registered matter (keeping an accurate record thereof), to keep and have for sale an adequate supply of postage stamps, to make up and dispatch mails, and other postal duties as may be authorized by the Postmaster General, all in accordance with such rules and regulations as may be prescribed by the commanding officer of the vessel or of the squadron to which the vessel is attached. Such enlisted men may also be designated as Navy mail clerks and assistant Navy mail clerks and as Coast Guard mail clerks and assistant Coast Guard mail clerks with expeditionary forces on shore or for duty at stations and shore establishments under the Navy Department and the Treasury Department, respectively, where the services of such mail clerks and assistant mail clerks are necessary. Each mail clerk and assistant mail clerk shall take the oath of office prescribed for employees of the Postal Service and shall be amenable in all respects to naval and Coast Guard discipline, as the case may be, except that, as to their duties as such clerks, the commanding officers of the vessels upon which they are stationed shall require them to be governed by the postal laws and regulations of the United States. Whenever necessity arises therefor any assistant mail clerk may be required by the commanding officer of the vessel upon which he is stationed or of the squadron to which said vessel is attached to perform the duties of mail clerk. They shall receive as compensation for such services from the Navy Department or from the Treasury Department, as the case may be, in addition to that paid them of the grade to which they are assigned, such sum in the case of mail clerks not to exceed $500 per annum, and in that of assistant mail clerks not to exceed $300 per annum, as may be determined and allowed by the Navy Department and by the Treasury Department, respectively. (Sec. 9 (a), 55 Stat. 586; 39 U. S. C. 134)

(b) *Not qualified until oath or oath and bond accepted.* No Navy mail clerk or assistant Navy mail clerk, and no Coast Guard mail clerk or assistant Coast Guard mail clerk, shall be deemed to be fully qualified until his oath, if bond is waived by the Secretary of the Navy as authorized by 39 U. S. C. 135 or his oath and bond have been executed, and accepted by the Postmaster General, and his designation is in effect.

(c) *Custody of supplies, equipment, and funds.* Post Office Department supplies, equipment, and funds (the property of the United States) shall be issued to a bonded Navy mail clerk, or qualified (as provided in par. (b) of this section) Coast Guard mail clerk, in accordance with the instructions in the current edition of the pamphlet "Mail Service Manual, United States Navy," and he shall be the sole custodian of such postal effects and shall be wholly responsible for their safekeeping at all times except when he may deliver them or a portion of them for temporary custody to an assistant Navy mail clerk, or assistant Coast Guard mail clerk, or to a commissioned officer designated by the commanding officer, as provided in the aforesaid pamphlet. Postal effects shall be receipted for upon receipt from postmasters and upon each change of custody within the Navy or Coast Guard services.

(d) *Post office to which attached.* Nevy or Coast Guard post offices in charge of Navy mail clerks or assistant Navy mail clerks, or Coast Guard mail clerks or assistant Coast Guard mail clerks, on board Navy or Coast Guard vessels, or with the expeditionary forces on shore, shall be attached to the post office at New York, N. Y. Navy or Coast Guard post offices in charge of Navy mail clerks or assistant Navy mail clerks, or Coast Guard mail clerks or assistant Coast Guard mail clerks, established at shore establishments under the jurisdiction of the Navy Department, or the Treasury Department, as the case may be, in this country and its possessions, shall be attached to the nearest post office, preferably of the first or second class.

NOTE: The pamphlet, "Mail Service Manual, United States Navy," containing detailed instructions for the guidance of Navy mail clerks and assistant Navy mail clerks, and Coast Guard mail clerks and assistant Coast Guard mail clerks, is published by the Post Office Department and is furnished each Navy and Coast Guard post office and postmaster concerned.

§ 123.2 *Army mail clerks and assistants.* Enlisted men of the Army of the United States may, upon selection by the Secretary of War (Secretary of the Army), be designated by the Post Office Department as "Army mail clerks" and "assistant Army mail clerks", who shall be authorized to receive and open all pouches and sacks of mail addressed to Army posts, military reservations, and defense bases, owned or leased, to make proper delivery of such mail, to receive matter for transmission in the mails, to receipt for registered matter (keeping an accurate record thereof), to keep and have for sale an adequate supply of postage stamps, to make up and dispatch mails, and other postal duties as may be authorized by the Postmaster General, all in accordance with such rules and regulations as may be prescribed by the commanding Army officer at the base, post, or reservation. Each Army mail clerk and assistant Army mail clerk shall take the oath of office prescribed for employees of the Postal Service and shall give bond to the United States in such sum as the Postmaster General may deem sufficient for the faithful performance of his duties as such mail clerk, and shall be amenable in all respects to Army discipline, except that, as to their duties as such clerks, the commanding officer at the base, post, or reservation at which they are stationed shall require them to be governed by the Postal Laws and Regulations of the United States. Whenever necessity arises therefor any assistant mail clerk may be required by such commanding officer to perform the duties of mail clerk. (55 Stat. 656, as amended; 39 U. S. C., Sup. I, 138) (R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25, 5 U. S. C. 22, 369)

PART 124—POSTAL AGENCIES

Sec.
124.1 Agencies in foreign countries.
124.2 Agents on mail steamers.

§ 124.1 *Agencies in foreign countries.* The Postmaster General may establish postal agencies at such foreign seaports or airports at which United States mail steamers or airships touch to land and receive mails, as may in his judgment promote the efficiency of the foreign mail service; and he may pay the postal agents employed thereat a reasonable compensation for their services, in addition to the necessary expenses for office rent, office furniture, clerk hire, and incidental expenses. (R. S. 4021, as amended; 39 U. S. C. 672)

§ 124.2 *Agents on mail steamers.* The Postmaster General may appoint an agent in charge of the mail on board of each of the mail steamers on the routes between San Francisco, Japan, and China; between San Francisco and Honolulu, in the Hawaiian Islands, and between New York and Rio de Janeiro, who shall be allowed, out of the appropriation for transportation of the mail, a salary of $2,000 a year. (R. S. 4022; 39 U. S. C. 673)

PART 125—MISCELLANEOUS

Sec.
125.1 Carriage by vessels of mail not received from post office forbidden.
125.2 Mails carried by foreign vessels.
125.3 Duty of vessels to carry mail tendered.
125.4 Vessels to deliver letters at post offices before entry.
125.5 Fines on carriers transporting mails beyond borders of United States.
125.6 Carrying letters out of mail on board vessels.
125.8 Transportation through United States of mails of adjoining countries.
125.9 Retaliatory postage on certain foreign matter.

AUTHORITY: §§ 125.1 to 125.9 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 305, 42 Stat. 24, 25, 5 U. S. C. 22, 369.

§ 125.1 *Carriage by vessels of mail not received from post office forbidden.* No vessel departing from the United States for any foreign port shall receive on board or convey any letter or packet originating in the United States which has not been regularly received from the post office at the port of departure, and which does not relate to the cargo of such vessel, except as provided in § 91.3 of this

chapter; and every collector, or other officer of the port empowered to grant clearances, shall require from the master of such vessel, as a condition of clearance, an oath that he has not received on board, has not under his care or control, and will not receive or convey any letter or packet contrary to the provisions of this section. (R. S. 3987; 39 U. S. C. 496)

§ 125.2 *Mails carried by foreign vessels*—(a) *Must be deposited in post office.* All letters or other mailable matter conveyed to or from any part of the United States by any foreign vessel, except such sealed letters relating to such vessel or any part of the cargo thereof as may be directed to the owners or consignees of the vessel, shall be subject to postage charge, whether addressed to any person in the United States or elsewhere, provided they are conveyed by the packet or other ship of a foreign country imposing postage on letters or other mailable matter conveyed to or from such country by any vessel of the United States; and such letters or other mailable matter carried in foreign vessel, except such sealed letters relating to the vessel or any part of the cargo thereof as may be directed to the owners or consignees, shall be delivered into the United States post office by the master or other person having charge or control of such vessel when arriving, and be taken from the United States post office when departing, and the postage justly chargeable by law paid thereon; and for refusing or failing to do so, or for conveying such letters or other mailable matter, or any letters or other mailable matter, intended to be conveyed in any vessel of such foreign country, over or across the United States, or any portion thereof, the party offending shall be fined not more than $1,000. (62 Stat. 784; 18 U. S. C. 1724)

(b) *Must be hauled and protected by steamship companies.* Mails for dispatch by outgoing steamers shall be delivered from the post office and steamship companies shall haul the sacks to the steamers. Each truck (or wagon) shall be provided with a man to ride on the rear and protect the mail. The red-label sacks shall be separately delivered to the steamship company's representative at the post office; sacks and seals shall be carefully examined at time of receipt; and when a rack (open) truck is used the sacks shall be covered by a tarpaulin. The registered (red label) sacks shall be specially protected during transfers and on board vessels. Unless special arrangements are made, mails shall be ready for delivery at the post office in time, designated by the postmaster, to connect with the conveying steamer.

§ 125.3 *Duty of vessels to carry mail tendered.* Except as otherwise provided by treaty or convention the Postmaster General may require the transportation by any steamships of mail between the United States and any foreign port at the compensation fixed under authority of law. Upon refusal by the master or the commander of such steamship or vessel to accept the mail, when tendered by the Postmaster General or his representative, the collector or other officer of the port empowered to grant clearance, on notice of the refusal aforesaid, shall withhold clearance until the collector or other officer of the port is informed by the Postmaster General or his representative that the master or commander of the steamship or vessel has accepted the mail or that conveyance by his steamship or vessel is no longer required by the Postmaster General. (62 Stat. 784; 18 U. S. C. 1724)

§ 125.4 *Vessels to deliver letters at post offices before entry.* No vessel arriving within a port or collection district of the United States shall be allowed to make entry or break bulk until all letters on board are delivered to the nearest post office, and the master or other person having charge or control thereof has signed and sworn to the following declaration before the collector or other proper customs officer:

I, A. B., master _____, of the _____, arriving from _____, and now lying in the port of _____, do solemnly swear (or affirm) that I have to the best of my knowledge and belief delivered to the post office at _____ every letter and every bag, packet, or parcel of letters which was on board the said vessel during her last voyage, or which were in my possession or under my power or control.

And any master or other person having charge or control of such vessel who shall break bulk before he has delivered such letters shall be fined not more than $100. (62 Stat. 777; 18 U. S. C. 1699)

CROSS REFERENCE: See §§ 97.54 and 125.2 as to delivery at post office of letters and other mailable matter; § 97.54 as to payment for ship letters; § 34.16 as to postage on ship letters, and Official Postal Guide, Part II, as to postage on other mail matter.

§ 125.5 *Fines on carriers transporting mails beyond borders of United States.* (a) The Postmaster General may impose or remit fines on contractors or carriers transporting the mails by air or water on routes extending beyond the borders of the United States for any unreasonable or unnecessary delay to such mails and for other delinquencies in the transportation of the mails. (46 Stat. 1049; 39 U. S. C. 655)

(b) Steamship companies shall be answerable to the United States for the safety of the mail intrusted to them, and accountable for any loss or damage resulting to any of such mail by reason of failure on the part of any of their officers, agents, or employees to exercise due care in the custody, handling, or transportation thereof. In case of delinquencies, fines may be imposed or deductions made from the company's pay.

§ 125.6 *Carrying letters out of mail on board vessels.* Whoever carries any letter or packet on board any vessel which carries the mail, otherwise than in such mail, shall, except as otherwise provided by law, be fined not more than $50, or imprisoned not more than thirty days or both. (See § 91.2.) (62 Stat. 777; 18 U. S. C. 1695)

§ 125.8 *Transportation through United States of mails of adjoining countries.* The Postmaster General may, by and with the advise and consent of the President, make any arrangements which may be deemed just and expedient for allowing the mails of Canada, or any other country adjoining the United States, to be transported over the territory of the United States from one point in such country to any other point in the same, at the expense of the country to which the mail belongs, upon obtaining a like privilege for the transportation of the United States mail through the country to which the privilege is granted; but such privilege may at any time be annulled by the President or Congress from and after one month succeeding the day on which notice of the act of the President or Congress is given to the chief executive or head of the post office department of the country whose privilege is to be annulled. (R. S. 4012; 39 U. S. C. 669)

§ 125.9 *Retaliatory postage on certain foreign matter.* The Postmaster General, under the direction of the President of the United States, is authorized and empowered to charge upon, and collect from, all letters and other mailable matter carried to or from any port of the United States, in any foreign packet ship or other vessel, the same rate or rates of charge for American postage which the Government to which such foreign packet or other vessel belongs imposes upon letters and other mailable matter conveyed to or from such foreign country in American packets or other vessels as the postage of such Government, and at any time to revoke the same; and all customhouse officers and other United States agents designated or appointed for that purpose shall enforce or carry into effect the foregoing provision, and aid or assist in the collection of such postage, and to that end it shall be lawful for such officers and agents, on suspicion of fraud, to open and examine, in the presence of two or more respectable persons, being citizens of the United States, any package or packages supposed to contain mailable matter found on board such packets or other vessels or elsewhere, and to prevent, if necessary, such packets or other vessels from entering, breaking bulk, or making clearance until such letters or other mailable matter are duly delivered into the United States post office. (R. S. 4015; 39 U. S. C. 671)

PART 127—INTERNATIONAL POSTAL SERVICE: POSTAGE RATES, SERVICE AVAILABLE, AND INSTRUCTIONS FOR MAILING

CROSS REFERENCE: For postage rates applicable to parcels coming under the categeory "U. S. A. Relief Parcels", which affect the rates listed in Subpart D of this part, see 13 F. R. 4767.

CROSS REFERENCE: See § 74.5 of this chapter for list of countries with which International Money Order service is in force.

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AUTHORITY: §§ 127.1 to 127.381 issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U.S.C. 22, 369; and the terms of postal conventions and agreements entered into pursuant to the authority contained in R. S. 398, 48 Stat. 943; 5 U .S. C. 372. Additional authority is cited in parentheses following § 127.20a.

SUBPART A—POSTAL UNION (REGULAR) MAILS

§ 127.1 *Postage rates, limits of weight, and dimensions.*

TABLE NO. 1

[Applicable to all countries except those mentioned under Table No. 2]

Classifications	Rates	Weight limits	Dimensions
Letters and letter packages.[1]	5 cents first ounce: 3 cents each additional ounce.	4 pounds 6 ounces	Length, breadth, and thickness combined, 36 inches; greatest length, 24 inches. When sent in the form of a roll the length (the maximum of which is 32 inches) plus twice the diameter is limited to 40 inches.
Post cards	3 cents single: 6 cents reply-paid.		Maximum, 6 by 4¼ inches: minimum, 4 by 2¾ inches.
Printed matter:			
In general	1½ cents each 2 ounces.	6 pounds 9 ounces	Same as letters.
Single volumes	do	11 pounds	Do.
For the blind	1 cent each 2 pounds 3 ounces.	15 pounds 6 ounces	Do.
Samples	1½ cents each 2 ounces: minimum charge, 3 cents.	18 ounces	Do.
Commercial papers	1½ cents each 2 ounces: minimum charge, 5 cents.	4 pounds 6 ounces	Do.
Small packages [2]	3 cents each 2 ounces: minimum charge, 15 cents.	2 pounds 3 ounces	Do.

[1] Merchandise is not acceptable in letter packages to all countries. (See § 127.3.)
[2] The service of small packets is not applicable to all countries. (See § 127.10.)

TABLE NO. 2

Applicable to Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Morocco (Spanish Zone), Newfoundland (including Labrador), Nicaragua, Panama, Paraguay, Peru, Philippines (Republic of), Rio de Oro, Salvador (El), Spain (including Balearic Islands, Canary Islands, and the Spanish Offices in Northern Africa; also Andorra), Spanish Guinea, Uruguay, and Venezuela

Classifications	Rates	Weight limits	Dimensions
Letters and letter packages.[1]	3 cents an ounce or fraction.	4 pounds 6 ounces [2]	Length, breadth, and thickness combined, 36 inches; greatest length, 24 inches. When sent in the form of a roll the length (the maximum of which is 32 inches) plus twice the diameter is limited to 40 inches; however in the case of indivisible objects exchanged with Argentina, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, Philippines, Salvador (El), Spain (including the Spanish Colonies; the Spanish Zone of Morocco, and the Spanish Office in Andorra), Uruguay, and Venezuela, the length (40 inches maximum) plus twice the diameter may be as much as 48 inches.
Post cards	2 cents single; 4 cents reply-paid.		Maximum, 6 by 4¼ inches; minimum 4 by 2¾ inches.
Printed matter:			
In general	1½ cents each 2 ounces.[3]	11 pounds [4]	Same as letters.
Single volumes	1½ cents each 2 ounces.	22 pounds [5]	Do.
For the blind	1 cent each 2 pounds 3 ounces.	15 pounds 6 ounces	Do.
Books [6]	5 cents each pound	22 pounds	Do.
Samples	1½ cents each 2 ounces; minimum charge 3 cents.	18 ounces	Do.
Commercial papers	1½ cents each 2 ounces; minimum charge, 5 cents.	4 pounds 6 ounces	Do.
Small packets [7]	3 cents each 2 ounces; minimum charge, 15 cents.	2 pounds 3 ounces	Do.

[1] Merchandise is not acceptable in letter packages to all countries. (See § 127.3.)
[2] The weight limit of letter packages for Canada and Newfoundland (including Labrador) is 60 pounds.
[3] Daily newspapers issued and mailed as frequently as six times a week to bona fide subscribers in Canada and Newfoundland (including Labrador) by publishers or registered news agents, and all second-class matter mailed by publishers or registered news agents to the other countries to which Table No. 2 applies are subject to the postage rates prescribed in § 34.40 of this chapter. Other second-class matter mailed to Canada and Newfoundland (in-

cluding Labrador) by publishers or registered news agents is subject to the postage rate of 1 cent for each 4 ounces or fraction thereof. For rates to the Mackenzie River district of Canada, see § 127.227 (c).

[4] The weight limit of printed matter in general is 6 pounds 9 ounces for Canada and Newfoundland (including Labrador); and 22 pounds for Argentina, Bolivia (Cochabamba, Huanuni, La Paz, Llallagua, Oruro, Potosi, Rio Mulatos, Sucre, Tupiza, Uncia, Uyuni and Villazon), Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Panama, Salvador (El), Uruguay, and Venezuela. In the case of the Philippines, as an exception, packages addressed to cities in that country containing legal, educational, medical, and scientific books may weigh up to 22 pounds. There is no limit of weight for second-class matter sent by publishers or registered news agents to Canada, Cuba, Mexico, Newfoundland (including Labrador), and Panama.

[5] There is no limit of weight for volumes of printed books sent singly at the printed-matter rate to Cuba, Mexico, Panama, and Salvador (El). The limit of weight for such books to Canada and Newfoundland (including Labrador) is 11 pounds.

[6] Books may be mailed at this rate to the countries named in § 127.7 only. There is no limit of weight for a single volume destined for Cuba, Mexico, Panama or Salvador (El); the limit of weight to Peru is 11 pounds.

[7] The service of small packets is not applicable to all countries. (See § 127.10.)

GENERAL INFORMATION AND INSTRUCTIONS REGARDING ARTICLES IN THE POSTAL UNION (REGULAR) MAILS

§ 127.2 *Classifications.* Articles in the Postal Union (regular) mails are classified in general as "letters" (including letter packages), "post cards", "commercial papers", "printed matter", "samples of merchandise", and "small packets." There is also a classification known as "8-ounce merchandise packages", the latter being acceptable only to those countries specially mentioned in § 127.11. See § 127.7 concerning "Book" rate to certain countries.

For postage rates, limits of weight and dimensions, and other conditions applicable to articles in the Postal Union (regular) mails, see § 127.1.

§ 127.3 *Letters and letter packages.* (a) For foreign countries generally, 5 cents for the first ounce, and 3 cents for each additional ounce or fraction thereof. To some countries, 3 cents an ounce or fraction thereof as shown in § 127.1, Table No. 2. Limit of weight: 4 pounds 6 ounces except to Canada and Newfoundland (including Labrador) it is 60 pounds. Maximum dimensions: Length, breadth, and thickness combined, 36 inches; greatest length, 24 inches. When sent in the form of a roll the length (the maximum of which is 32 inches) plus twice the diameter is limited to 40 inches; however in the case of indivisible objects exchanged with Argentina, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, El Salvador, Spain (including the Spanish Colonies, the Spanish Zone of Morocco, and the Spanish Office in Andorra), Uruguay, and Venezuela, the length (40 inches maximum) plus twice the diameter may be as much as 48 inches. Minimum dimensions: It is recommended that articles measure not less than 4 inches in length and 2¾ inches in width.

(b) Envelopes of weak or unsubstantial paper should not be used. Mail is handled often and subjected to pressure and friction in the mail bags, hence if not inclosed in strong envelopes it may be damaged. It is recommended that stamped envelopes, on sale at all post offices, be used whenever practicable. (See § 127.24 concerning "window" envelopes.)

(c) Letters shall not contain any letter, note, or document having the character of actual personal correspondence addressed to persons other than the addressee or persons residing with the latter.

(d) Typewritten matter cannot be sent in the "prints" mails but must be forwarded under the classification of "letters."

(e) Articles liable to customs duty (merchandise) may be forwarded in letters or packages prepaid at the letter rate of postage, in the event that the importation of such articles in the form of letters is permitted by the country of destination, and provided there is affixed to the address side of each such letter or package a green label Form 2976 (C 1), showing that the article is to be submitted to the customs authorities for examination. The paper form of customs declarations (Form 2976–A) properly completed by the sender or an invoice must also be inclosed therein. See facsimiles of Form 2976 (C 1) and Form 2976–A in § 127.17.

(1) It is recommended that senders add the words "Letter (lettre)" on the address side of letters and letter packages which, by reason of their volume or packing, may be mistaken for other articles.

(f) The following is a list of the countries which have expressed a willingness to accept dutiable articles (merchandise) sent at the letter rate of postage:

Aden.
Afghanistan.
Albania.
Algeria.
Anglo-Egyptian Sudan
Angola.
Argentina. (See note.)
Ascension.
Austria.
Australia.
Azores (registered).
Bahamas.
Barbados.
Bechuanaland Protectorate.
Belgian Congo.
Belgium.
Bermuda.
British Cameroons.
British Guiana.
British Somaliland.
Brunei.
Bulgaria.
Burma. (See note.)
Canada.
Cape Verde Islands.
Ceylon.
Chile.
Corsica.
Costa Rica.
Cuba. (Consular invoice required.)
Curacao.
Cyprus.
Czechoslovakia.
Dahomey.
Denmark.
Ecuador (registered).
Egypt (not including Anglo-Egyptian Sudan). (See note.)
Ethiopia (Abyssinia).
Falkland Islands.
Fiji Islands.
Finland.
France.
French Cameroons.
French Equatorial Africa.
French Guiana.
French Guinea.
French Indo-China.
French Settlements in India.
French Settlements of Oceania.
French Somaliland.
French Sudan.
French Togoland.
Gambia.
Germany. (See note.)
Gibraltar.
Gilbert and Ellice Islands.
Gold Coast Colony.
Great Britain and Northern Ireland. (See note.)
Greenland.
Guadeloupe.
Guatemala (registered).
Haiti.
Honduras (Republic of).
Hong Kong.
Hungary.
Iceland.
India. (See note.)
Iran. (See note.)
Iraq.
Ireland.
Israel, State of
Italy. (See note.)
Ivory Coast.
Jamaica.
Kenya and Uganda.
Labuan.
Lebanon.
Leeward Islands.
Luxemburg (Grand Duchy).
Macao.
Madagascar and dependencies.
Madeira Islands (registered).
Malaya.
Malta.
Martinique. (See note.)
Mauritania. (See note.)
Mauritius and dependencies.
Mexico.
Morocco (British).
Morocco (French).
Morocco (Spanish Zone).
Nauru Island.
Netherlands.
Netherlands Indies.
New Caledonia and dependencies.
Newfoundland (including Labrador).
New Guinea, Mandated Territory.
New Hebrides.
New Zealand.
Nicaragua.
Niger.
Nigeria.
North Borneo (State of).
Norway.
Nyasaland Protectorate.
Palestine.
Pakistan.
Panama (registered).
Paqua (British New Guinea).
Paraguay.
Peru (registered).
Philippines.
Portugal.
Portuguese East Africa (Mozambique).
Portuguese Guinea.
Portuguese India.
Portuguese Timor.
Portuguese West Africa.
Reunion (Bourbon) Island.
Rhodesia, Northern.
Rhodesia, Southern.
Rumania. (See note.)
St. Helena.
St. Pierre and Miquelon.
St. Thomas and Prince's Islands.
Santa Cruz Islands.
Sarawak.
Saudi Arabia (Kingdom of).
Senegal.
Seychelles.
Siam.
Sierra Leone.
Solomon Islands.

South-West Africa.
Spain. (See note.)
Surinam.
Sweden.
Switzerland (including Liechtenstein).
Syria.
Tanganyika Territory.
Tonga (Friendly) Island.
Trans-Jordan.
Trieste, (Free Territory).
Trinidad and Tobago.
Tunisia.
Turkey. (See note.)
Turks and Caicos Islands.
Union of South Africa.
Vatican City State.
Windward Islands.
Yemen.
Yugoslavia.
Zanzibar and Pemba.

NOTE: For information concerning certain requirements and restrictions, see country items, §§ 127.201–127.381.

(g) Dutiable articles (merchandise) should not be accepted for dispatch in letters or letter packages for the following countries, which have expressed an unwillingness to accept such articles:

Azores (ordinary).
Bolivia.
Brazil.
British Honduras.
China.
Colombia.
Dominican Republic.
Ecuador (ordinary).
Estonia.
Greece.
Guatemala (ordinary).
Japan.
Korea.
Latvia.
Lithuania.
Madeira Islands (ordinary).
Panama (ordinary).
Poland.
Peru (ordinary).
Rio de Oro.
Rukyu Islands.
Salvador (El).
Spanish Guinea.
Union of Soviet Socialist Republics.
Uruguay.
Venezuela.

(h) Dutiable articles (merchandise) in letters or letter packages will be accepted at the risk of the senders when addressed to those countries not mentioned in paragraphs (f) or (g) of this section.

§ 127.4 *Post cards.* (a) Single post cards for foreign countries generally, 3 cents. To some countries, 2 cents, as shown in Table No. 2, § 127.1. Maximum dimensions: 6 by 4¼ inches. Minimum dimensions: 4 by 2¾ inches. Each half of a double or reply-paid post card must be fully prepaid the rate applicable to a single card.

(b) Post cards shall be made of cardboard or of paper strong enough not to hinder manipulation. Folded sheets of paper whose two inner faces have been glued completely one over the other, so that other articles do not run the risk of slipping inside, are assimilated to post cards. The present post card which must be of strong cardboard does not permit the making of good carbon copies as required by business concerns. By using the folded sheet of paper, satisfactory typewritten copies may be made, after which the sheet is folded in two parts, one being the face for the address and the other the back for the message. No writing is allowed on the inside of the two halves which must be firmly glued together and conform to the dimensions prescribed for post cards.

(c) They shall bear, at the head of the address side, the heading "Carte Postale" (post card), in French, or the equivalent of that heading in another language. That heading is not obligatory for post cards manufactured by private industry.

(d) Post cards shall be sent without wrapper or envelope.

(e) The right half, at least, of the front is reserved for the address of the addressee and the notations or labels relating to the service. The sender uses the back and the left half of the front, subject to the provisions of paragraph (g) of this section.

(f) Postage stamps or postage-paid impressions must appear on the address side, preferably on the right-hand side of the card.

(g) It is forbidden to join or attach samples of merchandise or similar articles to post cards. However, illustrations, photographs, stamps of any kind, labels and clippings of any kind, of paper or other very thin material, as well as address labels or slips to be folded back, may be affixed thereto, on condition that such articles are not of such a nature as to alter the character of the post cards and that they adhere completely to the card. These articles may be placed only on the back or left half of the address side of the card, except address labels or slips which may occupy the entire front. As for stamps of any kind likely to be confused with postage stamps, they may be placed only on the back.

(h) Post cards which do not fulfill the conditions laid down for that class of articles are treated as letters, with the exception, however, of those on which the irregularity consists solely of the application of the stamps on the back. The latter are considered as unprepaid and are treated accordingly, depending upon the classification to which they belong, based on the text which they contain or their dimensions.

(i) Post cards with reply paid shall have, on the front, in the French language, as the heading on the first part: "Carte postale avec réponse payée" (postal card with reply paid), and "Carte postale réponse" (reply post card) on the second part. Each of the two parts shall, moreover, fulfill the other conditions laid down for a single card; post cards with reply paid must be folded, one over the other, so that the fold forms the upper edge and not be closed in any manner. The sender of a post card with reply paid may have printed on the back of the reply half a questionnaire to be filled in by the addressee; the latter may return the inquiry half attached to the reply portion, in which case the address of the inquiry half shall be crossed out and folded on the inside of the card.

(j) The address of the reply card shall be found on the inside of the article. It is permissible for the sender to indicate his name and address on the front of the reply half, either in writing or by affixing a label thereto.

(k) The prepayment of the reply half by means of the postage stamp of the country which has issued the cards is valid only if the two parts of the post card with reply paid have arrived joined together from the country of origin and if the reply half is sent from the country where it arrived by mail and addressed to the said country of origin.

(l) If these conditions are not fulfilled, it is treated as an unprepaid post card.

NOTE: Postal cards are subject to the conditions prescribed above. (See § 127.6 (d) as to cards admitted as printed matter.)

§ 127.5 *Commercial papers.* (Must not be sealed.) (a) For all foreign destinations, 1½ cents each 2 ounces or fraction, with a minimum charge of 5 cents. Limit of weight: 4 pounds 6 ounces. Maximum dimensions: Length, breadth, and thickness combined, 36 inches; greatest length, 24 inches. When sent in the form of a roll, the length (the maximum of which is 32 inches) plus twice the diameter is limited to 40 inches; however in the case of indivisible objects exchanged with Argentina, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, Philippines, El Salvador, Spain (including the Spanish Colonies, the Spanish Zone of Morocco, and the Spanish Office in Andorra), Uruguay, and Venezuela, the length (40 inches maximum) plus twice the diameter may be as much as 48 inches. Minimum dimensions: It is recommended that articles measure not less than 4 inches in length and 2¾ inches in width.

(b) The following are considered as commercial papers: All papers and all documents written or drawn, in whole or in part, which do not have the character of actual personal correspondence, such as old opened letters and old post cards (even though such articles bear the canceled postage stamps or postage-paid impressions used for their original dispatch) which have already reached their original destination, as well as copies thereof; papers of legal procedure; documents of all kinds drawn up by ministerial officers; waybills or bills of lading; invoices; certain documents of insurance companies; copies of or extracts from documents under private signature on stamped or unstamped paper; scores or sheets of music in manuscript; manuscripts of works or of newspapers sent singly; original and corrected exercises of students with the exclusion of all indications not relating directly to the execution of the work; all articles (even when they have the character of actual and personal correspondence) containing correspondence exchanged between students in schools; *Provided,* That such articles are sent through the intermediary of the heads of the schools concerned.

(c) These documents may be accompanied by reference slips or notes bearing the following or similar notations: Enumeration of the pieces composing the shipment, references to correspondence exchanged between the sender and addressee, such as:

Enclosure for our letter of _____ addressed to _____. Our reference _____. Customer's reference _____.

(d) Commercial papers are subject to the provisions laid down for prints in regard to form and make-up.

(e) It is recommended that articles sent under this classification be indorsed "Commercial papers."

§ 127.6 *Printed matter.* (Must not be sealed.)

NOTE: Including second-class matter, except when mailed by publishers or registered news agents to certain countries, as shown in § 127.1, Table No. 2.

(a) For all foreign destinations, 1½ cents each 2 ounces or fraction. Limit of weight: 6 pounds 9 ounces in general and 11 pounds for volumes of printed books sent singly, except in the case of certain countries, as shown in Table No. 2 of § 127.1. Maximum dimensions: Length, breadth, and thickness combined, 36 inches; greatest length, 24 inches. When sent in the form of a roll the length (the maximum of which is 32 inches) plus twice the diameter is limited to 40 inches; however in the case of indivisible objects exchanged with Argentina, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Honduras (Republic of), Mexico, Nicaragua, Panama Paraguay, Peru, Philippines, El Salvador, Spain (including the Spanish Colonies, the Spanish Zone of Morocco, and the Spanish Office in Andorra), Uruguay, and Venezuela, the length (40 inches maximum) plus twice the diameter may be as much as 48 inches. Minimum dimensions: It is recommended that articles measure not less than 4 inches in length and 2¾ inches in width. However, prints in the form of folded or unfolded cards are unmailable if smaller than the minimum size for a post card which is 4 by 2¾ inches. No mailings to any foreign country shall be accepted under § 34.66 of this chapter.

(b) Prints must be placed either under wrapper, in rolls, between boards, in a case open at both ends, or in an unsealed envelope, or be wrapped with a string which is easily untied; or simply folded. In those instances when printed matter is inclosed in unsealed envelopes the latter must, if need be, be provided with easily removable fasteners offering no danger, or be fastened with a string which is easily untied. Care should be exercised in all instances to see that articles of printed matter are not prepared in such a manner as to allow other articles to slip into them.

(c) Address cards and all printed matter of the form and substance of an unfolded card or a card folded in accordance with the conditions fixed by paragraph (b) of this section may be forwarded without wrapper, envelope, or band. Other articles of printed matter must be folded in such a way that they cannot become unfolded en route and so that there is no risk of other articles going astray as the result of becoming inclosed therein. The right half at least, of the front of all prints sent in the form of cards folded or unfolded must be reserved for the address of the addressee and the service notes or labels. When prints are sent in the form of cards, including illustrated post cards, benefiting by the reduced rate the postage stamps or postage-paid impressions shall be applied to the front and as far as possible to the right half of the card. The sender may use the back and left half of the front of such cards in the same manner as in the case of post cards.

(d) The following are considered as printed papers: Newspapers and periodicals, books, pamphlets, sheets of music (except perforated paper rolls for automatic musical instruments), visiting cards, address cards, printing proofs with or without the relative manuscript, engravings, photographs, and albums containing photographs, pictures, drawings, plans, maps, patterns to be cut out, catalogs, prospectuses, advertisements, and printed, engraved, lithographed, or autographed notices of various kinds, and, in general, all impressions or copies obtained upon paper, or material assimilable to paper, parchment, or cardboard, by means of printing, engraving, lithography, autography, or any other easily recognized mechanical process, with the exception of the copying press, stamps with movable or immovable type and the typewriter. Motion-picture films and phonograph records are not acceptable for transmission under the classification of prints.

Cards although bearing the title "Carte postale" (post card) or the equivalent of that title in any language are admitted at the rate for prints *Provided*, That they fulfill the general conditions applicable to prints. Those which do not fulfill these conditions are treated as post cards, or, if occasion arises, as letters, by application of the provisions of § 127.4.

(e) Printed papers which bear any marks whatever capable of constituting a conventional language or, save the exceptions specifically authorized by paragraph (h) of this section, those of which the text has been modified after printing, may not be sent at the reduced rate.

(f) (1) Stamps or forms of prepayment, canceled or not, including Internal Revenue strip stamps, as well as all printed papers representing a monetary value, are excluded from transmission at the reduced rate.

(2) The same also applies to articles of stationery properly so-called, when it appears clearly that the printed text is not the essential part of the article.

(3) Printed envelopes (except a single envelope included with a piece of printed matter and intended for enclosure of a reply) letterheads, billheads, printed calendar pads, and similar articles, as well as diaries (books), check books, and the like, which although containing some printed matter, such as dates, headings, etc., have blank spaces or pages in which entries are to be made in manuscript or on the typewriter, cannot be transmitted in bulk in the Postal Union "prints" mails to foreign countries as printed matter. For check books to Great Britain and Northern Ireland, see § 127.268 (a).

(g) Reproductions of a manuscript or typewritten original are assimilated to prints when they are obtained by a mechanical process of polygraphy, chromography, etc.; but in order to pass at the reduced rate such reproductions must be mailed at the post-office window in a minimum number of 20 articles containing perfectly identical copies. These reproductions may receive the annotation authorized for prints.

(h) It is permitted on the outside and inside of all print articles:

(1) To indicate, by hand or by a mechanical process, the name, position, profession, firm, and address of the sender and the addressee, as well as the date of mailing, the signature, telephone number, telegraphic address and code, and current postal or bank account of the sender, as well as an order or entry number relating exclusively to the article.

(2) To correct mistakes in printing.

(3) To strike out, underline, or encircle by means of marks, certain words or passages of the printed text, unless that is done for the purpose of constituting personal correspondence.

(i) It is also permitted to indicate or add by hand or by a mechanical process:

(1) On notices concerning the departure and arrival of ships, the dates and hours of such departures and arrivals, as well as the names of the ships and the ports of departure, call, and arrival.

(2) On travelers' announcements, the name of the traveler, the date, hour, and name of the place through which he contemplates passing as well as the place at which he intends to stop.

(3) On order and subscription blanks for publications, books, newspapers, engravings, and pieces of music, the works and the number of copies ordered or offered, the prices of such works, as well as annotations representing elements affecting the prices, the method of payment, the edition, the names of the authors or publishers, the catalog number and the words "broché" (stitched or paper-bound), "cartonné" (boards) or "relié" (bound).

(4) On forms used in connection with loans from libraries, and titles of books, number of copies requested or sent, names of authors or publishers, catalog numbers, number of days permitted for reading, name of person desiring to consult the book, as well as other brief indications relating to the works in question.

(5) On illustrated cards, printed visiting cards, as well as on Christmas and New Year cards, good wishes, congratulations, thanks, condolences, or other forms of politeness expressed in five words or by means of five conventional initials at most.

(6) On printing proofs, such changes and additions as relate to the correction, form and printing, as well as notes such as "Ready for printing," "Noted, ready for printing," or any similar note relating to the preparation of the work. In case of lack of space, the additions may be made on special sheets.

(7) On fashion plates, maps, etc., the colors.

(8) On current price lists, offers for advertisements, market and stock quotations, commercial circulars and prospectuses, figures and any other annotations representing elements entering into the prices.

(9) On books, pamphlets, newspapers, photographs, engravings, sheets of music, and, in general, on all literary or artistic productions, printed, engraved, lithographed, or autographed, a dedica-

tion consisting of a simple tribute, and on photographs or engravings, a very concise explanatory legend or other summary information concerning the photograph or engraving itself.

(10) On passages cut from newspapers and periodicals, the name, the date, the number, and the address of the publication from which the article is taken.

(11) In addition to the indications mentioned above, an order or entry number relating exclusively to the articles contained in the package may also be indicated.

(12) On advices of change of address, the new address of the sender and the effective date thereof, or the old address, and the date of the change.

(j) It is permitted to attach:

(1) The manuscript to corrected or uncorrected proofs.

(2) To the articles of the classes mentioned under paragraph (i) (9) of this section, the invoice covering the article sent.

(k) It is permissible to include a card, envelop or wrapper bearing the address of the sender and prepaid for the reply by means of postage stamps of the country of destination of the article of printed matter.

(l) A package of newspapers or periodicals for transmission in international mails (except to the places to which domestic postage rates and conditions apply) at the rate of 1½ cents per 2 ounces or fraction thereof is restricted to a single (outside) address. Newspapers, periodicals, or articles of printed matter addressed to several different subscribers must not be inclosed in the same package with postage stamps affixed only to the outside wrapper of the package. However, several newspapers, periodicals, or other articles of printed matter, without separate address, may be inclosed in the same package.

(m) In addition to allowing prepayment of postage to be made by means of stamping machines, prepayment in money of postage on printed matter may be indicated by means of impressions, printed or otherwise obtained.

In the case of prepayment of postage on printed matter (other than second-class matter mailed by publishers or registered news agents to the countries named in Table No. 2, § 127.1) which is shown by means of printed indicia, the indication of the country of origin may be replaced by the name of the office of origin. These printed indicia on printed matter, which must show the amount of postage paid, may be black or any other color.

(n) It is recommended that articles sent under this classification be indorsed "Printed matter."

§ 127.7 *Books.* (Must not be sealed.) (a) For the countries named below, 5 cents each pound or fraction. Limit of weight: 22 pounds except for Peru, in which case it is 11 pounds. There is no limit of weight for a single volume when addressed for delivery in Cuba, El Salvador, Mexico or Panama. Maximum dimensions: Same as for other printed matter.

(b) Books which do not contain any publicity or advertising other than that appearing on the covers or flyleaves may be accepted for mailing in unsealed packages at the reduced rate to the following countries: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Rep. of), Mexico, Nicaragua, Panama, Paraguay, Peru, Philippines, Salvador (El), Uruguay and Venezuela.

(c) Among the publications to which the reduced book rate applies, are the following:

(1) Books permanently bound by stitching or stapling, or by means of spiral or plastic binding, when covered with paper, cloth, leather, or other substantial material.

(2) Books enclosed in the usual paper jackets bearing advertisements of other books.

(3) Music books in regular bound form.

(4) Books consisting largely of pictures, illustrations, maps, such as a view book or atlas.

(5) Bibles with customary incidental space for family record.

(d) The above-mentioned postage rate does not apply to the following:

(1) Annual reports of organizations and institutions; also reports or minutes of their conventions or other meetings published primarily for the benefit of members.

(2) Books containing advertisements, even though incidental, of other things than books, as, for instance, playing cards, merchandise, services, etc.

(3) Books of the loose-leaf binder type, which are not complete or permanent when mailed but to which other pages are subsequently to be added.

(4) Reports of corporations sent to stockholders.

(5) House organs, including publications designed to promote the commercial interests of a firm or organization.

(6) Trade directories in which the listings are paid for.

(7) Telephone directories.

(8) Publications entered as second-class matter.

(9) Publications consisting of pictures to be colored or cut out.

(10) Publications, including textbooks, having blank spaces for written answers or other hand work.

(11) Periodical publications.

(12) Sheet music.

(13) Bound volumes of publications entered as second-class matter.

(14) Promotional publications of nonprofit organizations or institutions, such as schools, colleges, churches, fraternal societies, etc.

(15) Books in any other than final or permanent form.

(16) Publications furnished as a part of a service.

(17) Publications relating to furniture, household articles, decorations, etc., in which reference is made by name to the concerns manufacturing or handling the article featured.

(18) Freight and passenger tariffs.

(19 Directories or lists of members published in the interest of the organizations publishing the same.

(e) The following are the only permissible enclosures with books mailed at the reduced rate:

A single order form, and a single sheet not larger than approximately the size of a page, relating exclusively to the book with which enclosed. An invoice showing the price, etc., of the book may also be enclosed.

(f) It is recommended that packages mailed at the book rate be plainly endorsed by the mailers "Book" or "Books."

§ 127.8 *Printed matter for the blind.* (Must not be sealed.) (a) For all foreign destinations, 1 cent each 2 pounds 3 ounces or fraction. Limit of weight: 15 pounds 6 ounces. Maximum dimensions. Same as other printed matter.

(b) Plates bearing characters for the use of the blind are assimilated to raised prints for the blind. The same applies to sound recordings intended only for the use of the blind, provided that they are sent by an officially recognized institution for the blind or addressed to such an institution.

(c) It is recommended that articles sent under this classification be indorsed "Printed matter for the blind."

§ 127.9 *Samples of merchandise.* (Must not be sealed.) (a) For all foreign destinations, 1½ cents each 2 ounces or fraction, with a minimum charge of 3 cents. Limit of weight: 18 ounces. Maximum dimensions: Length, breadth, and thickness combined, 36 inches; greatest length, 24 inches. When sent in the form of a roll the length (the maximum of which is 32 inches) plus twice the diameter is limited to 40 inches. Minimum dimensions: It is recommended that articles measure not less than 4 inches in length and 2¾ inches in width; however in the case of indivisible objects exchanged with Argentina, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, Philippines, El Salvador, Spain (including the Spanish Colonies, the Spanish Zone of Morocco, and the Spanish Office in Andorra), Uruguay, and Venezuela, the length (40 inches maximum) plus twice the diameter may be as much as 48 inches.

(b) Samples of merchandise shall be placed in unsealed bags, boxes, or removable envelopes.

No packing is required for articles consisting of a single piece, such as pieces of wood, metal, etc., which it is not customary to pack in commercial usage, on the condition that the address and the postage stamps be placed on a tag if necessary. However, the address must always be reproduced on the article itself, in the absence of which packing may be required.

(c) Packages containing samples of merchandise shall not contain any article having a salable value. Goods sent as gifts or in execution of an order, no matter how small the quantity, are not transmissible at the postage rates and conditions applicable to samples of merchandise.

(d) The following are admitted at the sample rate: Electrotypes, single cut-out patterns, matrices, keys sent singly,

fresh cut flowers, articles of natural history (dried or preserved animals and plants, geological specimens, etc.), tubes of serum and vaccines and pathological objects rendered harmless by their mode of preparation and packing. These articles, except tubes of serum and vaccines sent in the general interest by laboratories, or institutions officially recognized, must not be sent for commercial purposes. Their packing must be in accordance with the general regulations concerning samples of merchandise.

(e) Pairs of articles, such as gloves, shoes, socks, etc., but not such as suspenders or drawers, are not transmissible by mail to foreign countries at the postage rates and conditions applicable to "samples of merchandise", but one article of a pair may be so transmitted.

(f) It is permitted to indicate, by hand or by a mechanical process, on the outside or on the inside of packages of samples and, in the latter case, on the sample itself or on a special sheet relative thereto, the name, position, profession, firm and address of the sender and the addressee, as well as the date of mailing, the signature, telephone number, telegraphic address and code, current postal check or bank account of the sender, a manufacturer's mark or trade mark, a brief indication concerning the manufacturer and the jobber of the merchandise or concerning the person to whom the sample is addressed, as well as order or entry numbers, prices and particulars relative to weight, measurement and size, or to the quantity to be disposed of, and such as are necessary to determine the origin and character of the goods.

(g) Articles of glass or other fragile materials, articles containing liquids, oils, fatty substances, dry powders (whether dyes or not), as well as articles containing live bees, leeches, and silkworm eggs or parasites and predators of injurious insects intended for the control of such insects and exchanged between officially recognized agencies, are admitted to conveyance as samples of merchandise: *Provided*, That they are packed, in the following manner:

(1) Articles of glass or other fragile materials must be securely packed (in boxes of metal, wood, or strong corrugated pasteboard), so as to avoid all danger to postal employees and the mails.

(2) Liquids, oils, and substances which easily liquefy must be inclosed in hermetically sealed receptacles. Each receptacle must be placed in a separate box of metal, strong wood or strong corrugated pasteboard containing enough sawdust, cotton, or spongy material to absorb the liquid in the event of breakage of the receptacle. The cover of the box must be fastened in such a way that it cannot be easily detached.

(3) Fatty substances which do not easily liquefy, such as ointments, soft soap, resin, etc., as well as silkworm eggs, the transmission of which presents fewer difficulties, must be inclosed in an inside cover (box, bag of linen or parchment, etc.), which must itself be placed in a second box of wood, metal, or stout, thick leather.

(4) Dry powdered dyes such as aniline, etc., are not admitted unless inclosed in stout tin boxes, placed in turn inside wooden boxes, with sawdust between the two packings; dry noncoloring powders must be placed in boxes of metal, wood, or pasteboard. These boxes themselves must be inclosed in a bag of linen or parchment.

(5) Live bees, leeches, and parasites shall be inclosed in boxes so constructed as to avoid all danger.

(6) Articles which would deteriorate if packed in accordance with the general rules, as well as samples placed in transparent containers permitting verification of their contents, may, as an exception, be admitted in a hermetically sealed container. The same applies to samples of industrial or vegetable products mailed under seal by the manufacturer or sealed by the inspection authorities of the country of origin. In such a case the administrations concerned may require the sender or the addressee to facilitate the verification of the contents either by opening certain articles indicated by them or in some other satisfactory manner.

(h) It is recommended that articles sent under this classification be indorsed "Sample of merchandise."

NOTE: Samples of merchandise may be dispatched by parcel post, unless the merchandise is prohibited by the country of destination or prohibited according to § 127.56. When dispatched by parcel post samples of merchandise are not restricted to the Postal Union limits of weight and size mentioned herein, but may be accepted up to the limits of weight and size set forth under the heading "Parcel post" of the various country items in Subpart D of this part.

If the international parcel post is employed by which to transmit samples, on the customs declarations used, it will not be sufficient to mark the word "Samples," but "Samples of cotton," "Samples of false jewelry," etc., as the case may be. Instead of "No value," in the proper column "No commercial value" may be written or stamped in, or there may be stated the value placed by the sender on the article as a sample, leaving the question of appraisal value to be determined by the customs authorities in the country of destination.

§ 127.10 *Small packets.* (Must not be sealed.) (a) For all foreign destinations, 3 cents for each 2 ounces or fraction thereof, with a minimum charge of 15 cents per packet. Limit of weight: 2 pounds 3 ounces. Maximum dimensions: Length, breadth, and thickness combined, 36 inches; greatest length, 24 inches. When sent in the form of a roll the length (the maximum of which is 32 inches) plus twice the diameter is limited to 40 inches. Minimum dimensions: It is recommended that articles measure not less than 4 inches in length and 2¾ inches in width; however in the case of indivisible objects exchanged with Argentina, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, Philippines, El Salvador, Spain (including the Spanish Colonies, the Spanish Zone of Morocco, and the Spanish Office in Andorra), Uruguay, and Venezuela, the length (40 inches maximum) plus twice the diameter may be as much as 48 inches.

(b) In general, "small packets" are subject to the provisions applicable to "samples of merchandise" with respect to preparation, and packing.

"Small packets," whether or not they are subject to customs inspection, must bear the special green label, Form 2976 (C 1), provided for packages prepaid at the letter rate containing dutiable articles. (See § 127.17 for facsimile of Form 2976 (C 1). "Small packets" must also be accompanied by the paper form of customs declaration (Form 2976–A) properly completed by the sender and inclosed in the small packet. (See § 127.17 for facsimile of Form 2976–A.) It is likewise permissible to inclose in "small packets" an open invoice reduced to its essential terms. While the full name and address of the addressee as well as that of the sender must appear on the outside of the packet, a simple copy thereof may also be included therein. Every small packet should be clearly marked on the wrapper by the sender with the words "small packet."

(c) As in the case of commercial papers, printed matter and samples of merchandise, small packets may not contain any letter, note, or document having the character of actual personal correspondence, and they must not be sealed.

(d) Small packets may contain articles liable to customs duty and upon receipt in the country of destination will be subject to the customs regulations of such country. However, small packets (registered or unregistered) may not contain coins, bank notes, paper money, postage stamps canceled or uncanceled, or any values payable to the bearer; platinum, gold, or silver, manufactured or unmanufactured; precious stones, jewelry, or other precious articles.

(e) Small packets may be accepted when addressed for delivery in the following countries:

Aden.
Afghanistan.
Albania.
Algeria.
Argentina. (See note.)
Ascension.
Australia.
Austria.
Bahamas.
Barbados.
Belgian Congo.
Belgium.
Bermuda.
Brazil.
British Cameroons.
British Guiana.
British Honduras.
British Somaliland.
Brunei.
Ceylon.
Costa Rica.
Curacao.
Cyprus.
Czechoslovakia.
Dahomey.
Denmark.
Dodecanese Islands. (See note.)
Dominican Republic.
Ecuador.
Ethiopia (Abyssinia).
Falkland Islands.
Fiji Islands.
France.
French Cameroons.

French Equatorial Africa.
French Guinea.
French Indo-China.
French Settlements in India.
French Settlements of Oceania.
French Somaliland.
French Sudan.
French Togoland.
Gambia.
Germany.
Gibraltar.
Gold Coast Colony.
Great Britain and Northern Ireland.
Greece. (See note.)
Guadeloupe.
Honduras (Republic of).
Hong Kong.
Hungary.
Iran. (See note.)
Israel (State of).
Ivory Coast.
Jamaica (including Cayman Islands).
Japan.
Lebanon.
Leeward Islands.
Luxemburg (Grand Duchy).
Malta.
Martinique.
Mauritania.
Mauritius and dependencies.
Mexico.
Morocco (British), Tangier only.
Morocco (French).
Nauru Islands.
Netherlands.
Netherlands Indies.
New Caledonia and dependencies.
Newfoundland (including Labrador).
New Guinea, Mandated Territory.
New Hebrides.
New Zealand.
Nicaragua.
Niger.
Nigeria.
North Borneo (State of).
Norway.
Nyasaland Protectorate.
Palestine.
Papua (Br. New Guinea).
Poland.
Portuguese Timor.
Reunion (Bourbon) Island.
Rumania. (See note.)
St. Helena.
St. Pierre and Miquelon.
Salvador, El (registered).
Santa Cruz Islands.
Sarawak.
Saudi Arabia (Kingdom of).
Senegal.
Seychelles.
Siam.
Sierra Leone.
Solomon Islands.
Spain. (See note.)
Surinam.
Sweden.
Switzerland (including Liechtenstein).
Syria.
Tonga (Friendly) Islands.
Trans-Jordan.
Trinidad and Tobago.
Tunisia.
Turkey. (See note.)
Turks and Caicos Islands.
Venezuela.
Windward Islands.
Yemen.
Yugoslavia.

NOTE. For information concerning certain requirements and restrictions, see country items in Subpart D of this part.

(f) Small packets should not be accepted for the following countries, which have expressed an unwillingness to accept such articles:

Anglo-Egyptian Sudan.
Azores.
Bechuanaland Protectorate.
Bulgaria.
Burma.
Canada.
Cape Verde Islands.
Chile.
China.
Colombia.
Cuba.
Cyrenaica.
Egypt.
Eritrea.
Estonia.
Finland.
French Guiana.
Gilbert and Ellice Islands.
Guatemala.
Haiti.
Iceland.
India.
Iraq.
Ireland.
Italy.
Kenya and Uganda.
Labuan.
Latvia.
Lithuania.
Macao.
Madagascar.
Madeira Islands.
Malaya.
Morocco (British), except Tangier.
Morocco (Spanish Zone).
Pakistan
Panama.
Paraguay.
Persian Gulf Ports.
Peru.
Portugal.
Portuguese Colonies (except Timor).
Rhodesia, Northern.
Rhodesia, Southern.
Rio de Oro.
Salvador, El (ordinary).
Somalia.
South-West Africa.
Spanish Guinea.
Tanganyika Territory.
Trieste, (Free Territory).
Tripolitania.
Union of South Africa.
Union of Soviet Socialist Republics.
Uruguay.
Vatican City State.
Zanzibar and Pemba.

(g) Small packets will be accepted at the risk of the senders when addressed to those countries not mentioned in paragraphs (e) or (f) of this section.

§ 127.11 *Eight-ounce merchandise packages.* (Must not be sealed except as stated below.) Packages of merchandise weighing 8 ounces or less, for Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Morocco (Spanish Zone), Newfoundland, (including Labrador), Nicaragua, Panama, Paraguay, Peru, Rio de Oro, Salvador (El), Spain and Spanish possessions, Spanish Guinea, Uruguay, and Venezuela, 2 cents for each 2 ounces or fraction thereof, except that when the contents consist of seeds, scions, plants, cuttings, bulbs, and roots the rate is 1½ cents for each 2 ounces or fraction. (This is not parcel post, must not have customs declarations attached, and must not be sealed except when addressed for delivery in Canada in which case such packages may be sealed and should be marked "This may be opened for postal inspection if necessary." There is also an exception with respect to sealing in the case of c. o. d. 8-ounce merchandise packages for Mexico, which may be sealed.)

§ 127.12 *Combination packages.* (a) "Combination packages," that is, packages made up of two parts, firmly attached together, both addressed for delivery to the same addressee, and consisting of (1) a sealed envelope containing a written or printed communication, fully prepaid at the letter rate of postage, and (2) an unsealed container, with samples of merchandise or printed matter inclosed fully prepaid at the appropriate rate of postage, are accepted for dispatch to Austria, Bolivia, Brazil, British Guinea British Honduras, Bulgaria, Canada, Colombia, Denmark (including Faroe Islands and Greenland), Dominican Republic, Haiti, Honduras (Republic of), Iceland, Jamaica (including Cayman Islands), Mexico, Newfoundland (including Labrador), Nicaragua, Norway, Philippines (Republic of), Poland, Rumania, Salvador (El), Sweden, and Turks Island (including Caicos Islands).

(b) "Combination packages" destined for delivery in any of the above-mentioned countries are acceptable for transmission in the ordinary mails only, with the exception of the Dominican Republic and Honduras (Republic of). "Combination packages" addressed for delivery in the Dominican Republic may be dispatched in either the ordinary or registered mails, while those destined for delivery in Honduras (Republic of) may be forwarded only in the registered mails.

§ 127.13 *Articles grouped together.* (a) It is permissible to include in the same article, commercial papers, samples of merchandise, and prints other than impressions in relief for the use of the blind, with the reservation:

(1) That each article taken singly does not exceed the limits applicable to it in regard to weight and dimensions.

(2) That the total weight does not exceed 4 pounds 6 ounces per article.

(3) That the charge is at least the minimum charge for commercial papers if the article contains commercial papers, and at least the minimum charge for samples if it is composed of prints and samples.

(b) The provision for the transmission of composite packages or articles grouped together is applicable only to articles subject to the same rate of postage per unit of weight. When articles requiring different rates are detected, the entire package shall be charged with the rate of postage applicable to the class of articles contained therein for which the rate is highest. As an example, if a package contains printed matter and articles subject to the rate applicable to "small packets" the entire package will be subject to the higher rate of 3 cents for each 2 ounces, with a minimum charge of 15 cents, while if a package contains samples of merchandise together with papers constituting personal correspondence the entire package will be charged at the letter rate of postage to the country concerned.

§ 127.14 *International reply coupons.* (a) A "reply coupon" (price, 11 cents) may be purchased at any United States post office. Upon presentation at a post office in any of the countries of the Universal Postal Union, except Japan, Korea, and Nicaragua, the coupon will

entitle the person presenting it to receive (without charge) a postage stamp or stamps of that country of sufficient value to prepay an ordinary letter of the first unit of weight addressed for delivery in this country. By this arrangement a person in the United States can furnish his correspondent abroad with a postage stamp with which to prepay postage on a reply to his letter. When sold, reply coupons must be legibly postmarked in the circle at the left side of the front.

(b) International reply coupons issued by foreign postal administrations are exchangeable in postage stamps at the rate of 5 cents each, when presented at a United States post office. To be acceptable for exchange, foreign coupons must bear the postmark of the selling post office. Exchanged coupons must be immediately postmarked to show the date of exchange. The period of exchange is not restricted.

(c) Americo-Spanish reply coupons, which are printed in green ink and bear the caption "Cupon Respuesta Americo-español," are not sold in this Service. Those issued by other countries belonging to the American-Spanish Postal Union shall however, upon presentation, be exchanged for United States postage stamps at the rate of 3 cents each. Americo-Spanish coupons must be postmarked as set forth in paragraph (b) of this section.

§ 127.15 *Registration.* Unless indicated to the contrary under the country items commencing with § 127.201 Postal Union (regular) mail articles of all classifications (except air letter sheets) may be registered on payment of a fee of 25 cents in addition to the postage. Registry return receipt: 5 cents if requested at time of mailing, and 10 cents if requested after mailing. (For further information, see §§ 127.100 and 127.101.)

§ 127.16 *Certificates of mailing.* (a) Certificates of mailing may be issued on request at time of mailing for ordinary articles transmitted in the Postal Union (regular) mails (letters, post cards, commercial papers, printed matter, and samples of merchandise, as well as for small packets, and packages of merchandise weighing 8 ounces or less prepaid at the rate of 1½ or 2 cents for each 2 ounces or fraction thereof, when addressed to those countries in which they are acceptable), under the same conditions and subject to the same charge as apply to certificates of mailing issued for parcel-post packages addressed to foreign countries. (See § 127.78.)

(b) When issued for Postal Union (regular) mail articles, the present forms of certificates of mailing should be completed to show the exact designation of the articles for which issued, such as "letter," "post card," "printed matter," etc.

(c) Certificates of mailing may be issued as additional evidence of mailing for registered or insured articles subject to a charge of 1 cent for each article concerned.

§ 127.17 *Customs forms*—(a) *Green (customs) label.* (1) The green (customs) label, Form 2976 (C 1), is required to be affixed to each letter or letter package (surface or air) containing dutiable articles (merchandise), and to each small packet, when addressed for delivery in those countries which have expressed a willingness to accept such articles or when sent at the risk of the sender to those countries which have not advised whether or not they are willing to accept such articles. (See §§ 127.3 and 127.10.)

(2) The green (customs) label is not, under any circumstances, to be employed on parcel post packages.

(3) A facsimile of Form 2976 (C 1) is shown below:

CUSTOMS
(Douane)
May Be Officially Opened
(Peut être ouvert d'office)
2976 (C 1) 5-9110

(b) *Paper form of customs declaration.* (1) The paper form of customs declaration (Form 2976–A) properly completed by the sender must be employed in connection with the dispatch of dutiable articles (merchandise) in letters and letter packages (surface or air) and in small packets when addressed for delivery in those countries which have expressed a willingness to accept such articles or when sent at the risk of the sender to those countries which have not advised whether or not they are willing to accept such articles. (See §§ 127.3 and 127.10.)

(2) Form 2976–A is not, under any circumstances, to be used in mailing parcel-post packages. Information concerning the card (tag) form of customs declaration (Form 2966) to be used in connection with parcel-post packages will be found in § 127.72.

(3) Facsimile of Form 2976–A (paper form of customs declaration) is shown below:

Form 2976–A
Place of origin
Lieu d'expédition

C 2
Place of destination
Lieu de destination

UNITED STATES POST OFFICE
Administration des Postes des États-Unis d'Amerique

CUSTOMS DECLARATION
Declaration En Douane

M.....
(Name and address of addressee)
(Nom et adresse du destinataire)

Number of packages and description of outer packing (package, box, bag, etc.) *Envois*		Statement of contents *Designation du contenu*	VALUE with precise indication of the monetary unit employed *VALEUR avec indication précise de l'unité monetaire employée*	Weight *Poids*		Observations *Observations*
Number *Nombre*	Kind *Espèce*			Gross ounces *Brut onces*	Net ounces *Net onces*	
1	2	3	4	5	6	7

Country of origin or manufacture of the merchandise.
Pays d'origine ou de fabrication de la marchandise.

The Sender:
L'Expéditeur:

NOTE.—This form is to be *inclosed in* small packets and letter packages (not for parcel post) when a green customs label (Form 2976) is affixed to the wrapper.

§ 127.18 *Export declarations.* For information concerning postal export declarations which are required to be prepared on Department of Commerce Form 7525–V in connection with certain commercial shipments sent in the regular mails or by parcel post by one business concern to another business concern between continental United States, its noncontiguous possessions, and foreign countries, see § 127.85.

§ 127.19 *Special delivery (Exprès) service.* (a) Special-delivery (exprès) service is now in force with the following countries:

Argentina.
Australia.
Bahamas.
Belgium.
Brazil.
British Guiana.
British Honduras (Belize only).
Canada.
Chile.
China.
Corsica.
Costa Rica.
Cuba.
Cyprus.
Czechoslovakia.
Denmark.
Dominican Republic.
Ecuador.
Egypt.
Ethiopia.
Finland.
France.
Germany (American, British and French Zones only)
Gibraltar.
Gold Coast Colony.
Great Britain and Northern Ireland.
Guatemala.
Ireland.
Kenya and Uganda.
Luxemburg.
Mexico.
Morocco (Spanish Zone).
Netherlands.
Newfoundland (including Labrador).
Norway.
Nyasaland Protectorate.
Palestine.
Panama.
Philippines.
Poland.
Portugal.
St. Pierre and Miquelon.
Somalia.
Sweden.
Switzerland.
Trans-Jordan.
Union of South Africa.

(b) The special-delivery service applies to all Postal Union (regular) mail articles (ordinary and registered) addressed for delivery in the countries shown in the preceding list, except that in the case of Canada and Newfoundland (including Labrador) the special-delivery

service applies only to letters or articles prepaid at the letter rate (ordinary and registered). The special-delivery service does not apply to international parcel post.

(c) Delivery is effected in the various countries according to the special-delivery regulations in force in the country of destination. See country items for further information.

(d) After an unsuccessful attempt has been made to deliver a special-delivery article at the addressee's residence the office of original destination shall strike out the indication "exprès" (special delivery) by means of two heavy transverse lines.

(e) An article intended for special delivery in any of the countries mentioned above (except to Canada where the United States domestic fees apply) must be prepaid 20 cents, in addition to the regular postage, by United States special delivery or other stamps affixed to the cover. There should also be affixed to the cover an "Exprès (special delivery)" label (Form 2977), see facsimile of form below, or the cover must be marked boldly in red ink "Exprès" directly below but never on the stamps. The use of special delivery stamps on other than special delivery articles is not permissible.

EXPRÈS

Special Delivery

2977

(f) Insufficiently prepaid articles intended by the senders for special delivery in the said countries, posted in letter boxes and drops, should be marked by postmasters "Not in special-delivery mail" and dispatched onward to destination as ordinary mail matter whenever such articles can not be returned to the sender for the deficiency in fee without seriously delaying the dispatch thereof.

(g) Articles mailed in the said countries which are intended for special delivery in this service will be marked "Exprès" or have labels affixed bearing that word, and will be subject to the same conditions in their delivery as special-delivery articles in the domestic service, attention being invited especially in this connection to § 16.46 of this chapter, concerning the holding at the post office, to be called for by the addressee, of special-delivery mail which is registered and is believed to contain large sums of money or securities that cannot be delivered without unusual risk.

(h) An article mailed in a foreign country with which special-delivery (exprès) service is in operation, and which bears the United States special-delivery stamp or stamps, if treated by the office of origin as a special-delivery article, is considered in the country of origin to be short paid the amount of the special-delivery fee applicable in such country, and is subject to the collection from the addressee of double the amount of short payment. However, on receipt in this country, the delivering postmaster will allow credit for any United States special-delivery stamps affixed. If the article is not treated by the country of origin as a special-delivery article, it shall be delivered by the ordinary means.

(i) When an article mailed in a foreign country with which there is no special-delivery service bears a United States special-delivery stamp in addition to the regular postage, such article should be given special-delivery service in this country, although special-delivery service is not required to be given in the country of origin.

§ 127.20 *Air-mail service.* (a) In general, the limits of weight and dimensions and other conditions (but not postage rates) prescribed for surface mails apply also to regular mail articles to be dispatched by air mail. (See § 127.56 concerning conditions applicable to international air parcel post.)

(b) The rates (which include the postage and the fee for air service) are indicated under the various country headings.

(c) Post cards prepaid 4 cents each, letters and other articles prepaid 6 cents each ounce will be carried by air to and within Canada and Mexico when addressed for delivery in those countries.

(d) Articles for transmission by air to any foreign country should have affixed the blue "Par Avion/By Air Mail" label (Form 2978.)

(e) The use of air-mail stamps on other than air-mail articles is not permissible. Neither should envelopes bearing distinctive air mail markings be used unless the articles actually are intended to be carried by air.

(f) (1) Articles intended for dispatch by air to foreign countries must be fully prepaid. The office of mailing shall observe whether the articles are sufficiently prepaid. If an article is observed to be insufficiently prepaid and the return address is at the office of mailing, or if the article bears a return address other than at the office of mailing and it weighs 4 ounces or less, it shall be returned to the sender for the necessary additional postage. When articles returned for postage are again presented for mailing the postage stamps originally affixed will be accepted to the amount of their face value. If the article weighs over 4 ounces, or if it does not bear a return address (regardless of the weight), it shall be forwarded to the dispatching exchange office. Dispatching exchange offices will be governed by letters of instructions from the Deputy Second Assistant Postmaster General, International Postal Service, regarding the treatment to be accorded short-paid air mail articles for foreign countries.

(2) The weight of the card prepared as the return receipt of a registered air-mail article shall not be included with the weight of the article in determining the amount of air-mail postage required.

(3) See § 127.80 regarding the treatment to be accorded unpaid and insufficiently prepaid parcel-post packages (surface or air).

(g) Packages containing dutiable articles (merchandise), prepaid at the regular air mail rate and weighing up to the limit prescribed for letters, will be accepted for dispatch by air, provided the country concerned has indicated a willingness to accept such articles and they are prepared for mailing in accordance with the provisions of § 127.3.

(h) Other articles in the Postal Union (regular) mails (that is, post cards, samples of merchandise, printed matter and small packets, as well as 8-ounce merchandise packages, combination packages and articles grouped together) will also be accepted for dispatch by air provided they are prepared for mailing as prescribed for the class of article involved, as set forth in §§ 127.5 to 127.13, and are prepaid at the regular air mail letter rate applicable to the country concerned.

§ 127.20a *Air-letter sheets.* (a) A service of air letters is available to all foreign countries at a uniform postage rate of ten cents each. Air-letter sheets which can be folded into the form of an envelope with printed postage stamp and air-mail markings, are sold for ten cents each at all post offices. Messages are to be written on the inner side of the sheets. No enclosures are permitted; if anything is enclosed the article will be sent by surface means.

Air letters are given all available air service to the countries of destination, but air letters may not be sent under registration. Air-letter sheets may be sent as special-delivery articles to the countries listed in § 127.19 (a), provided they are prepaid the fee of twenty cents (in addition to the postage of ten cents) and bear the label or marking prescribed for designating special-delivery articles in the international mails.

(b) Privately manufactured air-letter sheets, if approved by the Department under paragraph (c) of this section, will be accepted for mailing provided postage has been paid in the amount of ten cents.

(c) Air-letter sheets may be manufactured by private individuals or firms for sale to the public without postage under the following conditions:

(1) Air-letter sheets must average a minimum of 150 sheets to the pound. It is recommended that the size be approximately 12 by 8½ inches unfolded including the flap and 5¾ by 3¾ inches folded. The quality and strength of the paper must be sufficient to guard against the likelihood of damage in the course of postmarking and handling, and to assure that the writing on the inner side will not interfere with the legibility of the address and return card. The portion of the sheet which forms the front of the envelope when folded shall bear the words, "Air Letter" and "Via Air Mail—Par Avion" and the edges shall bear the distinctive design generally used to identify air-mail letters.

(2) Manufacturers shall submit 10 samples of proposed air-letter sheets to the Second Assistant Postmaster General, International Postal Service, Washington 25, D. C., for approval before engaging in the production of the sheets for sale.

(d) Firms permitted to manufacture air-letter sheets are authorized to print the words "Authorized for mailing as air mail—Post Office Permit No. ____" on each sheet. (Sec. 32. 20 Stat. 362; 39 U. S. C. 358)

PROHIBITIONS AND RESTRICTIONS

§ 127.21 *General list of prohibited articles.* The following general prohibitions and restrictions apply to all foreign countries:

(a) Any article without address or incorrectly, insufficiently, or illegibly addressed that it cannot be transmitted to its destination.

(b) Any article addressed to go around the world or with the front ruled into several spaces intended for successive addresses.

(c) Any article which is insufficiently prepaid to entitle it to be dispatched or which does not conform to the weight limits and conditions applicable thereto. (See §§ 127.28 and 127.29.)

(d) Articles so damaged in transit that they cannot be forwarded to their destination and articles recovered after depredations in the mails, which shall be forwarded to the department for disposition.

(e) Poisons, including narcotics (opium, morphine, cocaine, etc.), explosive and inflammable articles, and all other articles excluded from the domestic mails which, either from their nature or packing, are liable to soil or damage the mails or are injurious to health, life, or property: Certain articles, however, which from their nature or form, are liable in themselves to destroy, deface, or injure the contents of the mail bags or the persons of those engaged in the Postal Service may be transmitted in the mails to foreign countries, if they are bona fide trade samples and exchangeable in the mails with said countries when enclosed in the form prescribed for such articles in domestic mails.

(f) Matches, including safety matches.

(g) Live or dead animals, except: (1) Live bees, leeches, and silkworms, (2) dead insects or reptiles when thoroughly dried, and (3) parasites and predators of injurious insects intended for the control of such insects and exchanged between officially recognized agencies.

(h) Obsence, indecent, immoral, and libelous matter.

(i) Lottery matter and advertisements of any lottery.

(j) Fraudulent matter.

(k) Treasonable matter.

(l) Publications which violate copyrights granted by the United States.

(m) Intoxicating liquors.

(n) Tobacco seed and plants, except by permit granted by the Secretary of Agriculture. (See § 127.53.)

(o) Pistols, revolvers, and other firearms capable of being concealed on the person, with certain exceptions. (See Part 7 of this chapter; also see § 127.57.)

(p) Samples, the number of which mailed to one addressee by the same sender shows the evident intention of avoiding the collection of customs duties due to the country of destination. Samples may not contain any article having a salable value, or sent as a gift or in execution of an order.

(q) Dutiable articles are prohibited except (1) they may be sent at the letter rate of postage to the countries mentioned in § 127.3 (f) and (h), and in small packets to the countries mentioned in § 127.10 (f) and (h); also (2) duitable printed matter may be sent in the prints mails, unless specially prohibited by the country of destination as shown under the country items.

(r) "Small packets," addressed to those countries which have expressed an unwillingness to accept them. (See § 127.10 (g).)

(s) Articles, other than letters and post cards, which contain writing of the nature of personal correspondence unless they are fully prepaid at the rate of postage applicable to letters for the foreign country of destination.

(t) Coins, bank notes, paper money, or any values payables to bearer; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry stones, jewelry or other precious articles are prohibited unless sent in the registered letter mail. However, these articles are absolutely prohibited even in the registered letter mail to some countries as shown under the special prohibitions of certain country items.

(u) If not specially prohibited by the country of destination, postage stamps, or forms of prepayment of postage, canceled or uncanceled, or any paper representing a value may be sent under the rate and conditions applicable to letters, or under the rates and conditions applicable to 8-ounce merchandise packages to the countries mentioned in § 127.11; otherwise they are prohibited.

(v) The right is reserved to the Government of every country to refuse to convey over its territory, or to deliver, articles admitted at reduced rates in regard to which the laws, ordinances, or decrees which regulate the conditions of their publication or circulation in that country have not been complied with, or correspondence of any kind bearing conspicuously inscriptions, designs, etc., forbidden by the legal enactments or regulations in force in the country concerned.

§ 127.22 *Gold and gold certificates.* (a) Except as indicated in paragraph (b) of this section with respect to fabricated gold, the following shall not be accepted for mailing unless the exportation thereof has been licensed by the Treasury Department or an agency thereof and the postmaster at the place where offered for mailing has received specific instructions from the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C., regarding the procedure to be followed in accepting the gold or gold certificates for mailing:

(1) When offered for mailing from the continental United States (that is, the states of the United States, the District of Columbia, and the Territory of Alaska):

Gold certificates or gold in any form.

(2) When offered for mailing from a place outside the continental United States but which is subject to the jurisdiction of the United States:

Gold certificates or United States gold coin;

Gold in any other form than United States gold coin, if such gold is held or owned by a person who is a resident of, or who is domiciled in, the continental United States.

(b) Fabricated gold, as defined in paragraph (c) of this section, may be accepted for mailing without being licensed by the Treasury Department and without specific instructions from the Deputy Second Assistant Postmaster General, International Postal Service. However, before such fabricated gold is accepted for mailing postmasters must satisfy themselves that the fabricated gold is not being mailed for the purpose of holding or disposing of such article primarily for its gold content. If satisfied of this fact the postmaster shall require the sender to endorse the wrapper of the package with the words "Fabricated Gold."

(c) Fabricated gold is defined by the Treasury Department as being gold which has in good faith and not for the purpose of evading, or enabling others to evade, the provisions of the Gold Reserve Act or of the regulations of the Treasury Department, been processed or manufactured for some one or more specific and customary industrial, professional, or artistic uses: *Provided*, That not more than eighty per cent of the total domestic value of the processed or manufactured gold is attributable to the gold content thereof; but the term fabricated gold does not include gold coin or scrap gold. (Fabricated gold is to be distinguished from semi-processed gold. The latter may be exported only pursuant to Treasury license. As noted above, fabricated gold includes only gold articles of which not more than eighty per cent of the total value is attributable to the gold content thereof; semi-processed gold is defined to include only gold articles of which more than eighty per cent of the total value is attributable to the gold content thereof.)

(d) The acceptance in the regular mails or parcel post for any foreign country of any consignment of gold coin, gold bullion, or gold dust, having a value in excess of $100.00 is prohibited.

(e) Prospective senders may obtain the forms on which to apply for licenses to export gold from the Bureau of the Mints, Treasury Department, Washington 25, D. C.

§ 127.23 *Fountain pens.* Under the prohibition against gold, silver, and other precious articles appearing in connection with the regular (letter) mail service, and the parcel-post service to certain foreign countries, fountain pens with gold nibs or points, or fountain pens with gold nibs or points and gold bands, or fountain pens with gold nibs or points mounted with gold plate, will be regarded as not included in such prohibition, but will be accepted, at the senders' risk, for dispatch to such foreign countries until such time as the postal administrations concerned give notice that fountain pens with gold nibs or points are included in the category of gold, silver, and other precious articles.

§ 127.24 *"Window" envelopes.* Envelopes which are entirely transparent or open-panel envelopes are unmailable. The window need not form an integral part of the envelope.

The panel shall lie parallel to the longest dimension, so that the address of the addressee appears in the same direction and the application of the date stamp is not hindered. The transparency of the panel shall assure perfect legibility of the

address, even by artificial light, and shall not interfere with the application of a written note. Panel envelopes whose vitrified part allows reflection of artificial light are excluded.

Only the name and address of the addressee may appear through the panel, and the contents of the envelope must be folded in such a way that the address cannot be covered, even partly, as a result of slipping. The address shall be indicated legibly, in ink, in typewriting, or by printing in dark colored letters. Addresses written in ordinary or indelible pencil are not permitted.

§ 127.25 *Nonpostage stamps.* (a) "Christmas" stamps or other adhesive stamps or labels in aid of charitable objects must not be affixed to the address side of mail articles. However, there is no objection to such stamps being affixed to the reverse side of letters or other mail matter.

(b) Unless the foregoing condition is complied with, articles bearing nonpostage stamps will not be dispatched from this country, but will be returned to the senders, if known; otherwise they will be sent to the proper dead letter branch.

ARTICLES FOR FOREIGN COUNTRIES

§ 127.26 *Address, etc.* (a) The address of mail articles should be in legible Roman letters placed lengthwise on the envelope in such a way as to leave the necessary space for service labels and notations (postmark, etc.). The name and address of the addressee should be precise and complete, with the names of the locality and country of destination shown in capital letters. Also, in the case of articles for cities or towns, the house number and street address should be shown.

(b) Senders should be cautioned that in order to insure prompt and safe transmission to destination of articles addressed to foreign countries they should (1) make the address legible and complete as above (2) fully and properly prepay postage thereon; postage stamps or postage-paid impressions should be placed in the upper right-hand corner of the address side (3) use envelopes of substantial paper and of not less than 4 inches in length by 2¾ inches in width (4) on articles sent at reduced rates, indicate the class to which they belong by annotations such as "Commercial papers (papiers d'affaires)", "Prints (imprimés)", "Samples (échantillon)", "Small packet (petit paquet)", etc., (5) avoid using sealing wax on the covers, as letters so sealed often adhere to each other, and the addresses of some of the articles are destroyed by the tearing of the covers in the attempt to separate the articles (6) see that postage stamps affixed to the covers of articles of printed matter do not adhere also to the articles themselves, thus virtually sealing the packages and thereby subjecting them to additional postage at the letter rate on delivery.

(c) Address in foreign languages: The distribution of mail for foreign destinations requires on the part of postal employees at United States exchange offices a definite knowledge of the addresses of such mail, and articles addressed in German, Russian, Greek, Turkish, Hebrew, Japanese, or Chinese characters are not sufficiently addressed even though the country of destination is written in English. Articles addressed in the foreign languages mentioned or other foreign languages should bear an interlined translation of the names of the post office, province, and country of destination in English, or in lieu thereof (if the English form of the names is not known) the foreign spelling of such names should be shown in Roman or English characters, print, or script.

(d) Unless, however, the postmaster at the office of mailing is certain that an article of mail is not sufficiently addressed to permit of its correct distribution at the United States exchange post office, he will not transmit the article to the dead letter branch or return it to the sender, but will dispatch the article to the appropriate United States exchange post office, provided the name of the country of destination may be read, leaving to the employees of the exchange post office the question of the sufficiency of the address.

§ 127.27 *Return card of senders.* It is important that the return card of senders (name, street address, city, and State) be shown in the upper left-hand corner of the address side of articles for foreign countries since many countries confiscate certain ordinary (unregistered) articles if they cannot be delivered as addressed unless they bear the sender's return card.

§ 127.28 *Method of prepayment.* (a) Postage can be prepaid upon articles (other than the reply half of double post cards) only by means of postage stamps of the country in which the articles are mailed or postage can be prepaid in money. In this latter case, the indication of the amount paid must be shown by an impression of a stamping machine. Registration fees and insurance fees, as well as the postage, may be prepaid by means of stamping machines or by means of printed indicia in appropriate cases. Such impressions must be bright red in color and indicate the country of origin when the mail is for foreign countries in general. However, to Canada and Newfoundland (including Labrador), articles of mail matter bearing any stamped impression acceptable under the domestic regulations are likewise accepted when addressed for delivery in any of said countries. No mailings to any foreign country shall be accepted under § 34.66 of this chapter.

(b) In addition to allowing prepayment of postage to be made by means of stamping machines, prepayment in money of postage on printed matter may be indicated by means of impressions, printed or otherwise obtained.

(c) In the case of prepayment of postage on printed matter, which is shown by means of printed indicia, the indication of the country of origin may be replaced by the name of the office of origin. These printed indicia on printed matter, which must show the amount of postage paid, may be black or any other color.

(d) Postage upon articles mailed on board vessels on the high seas must be prepaid by means of postage stamps of the country under whose flag the vessel sails (such articles are subject to the postage rates and conditions of that country). Postage upon articles mailed on board a steamship while the steamship is in a port of any country can be prepaid only by means of postage stamps of that country (such articles are subject to the postage rates and conditions of that country).

(e) The use of air-mail or special-delivery stamps on other than air-mail or special-delivery articles is not permissible.

§ 127.29 *Optional and compulsory prepayment.* (a) Except as noted below, the sender must fully prepay postage on all articles in the regular mails, including letter packages and "business" letters evidently not being exchanged between branches of the same firm or corporation and also both halves of reply-paid post cards.

Exceptions: Excluding, as above stated, "business" letters evidently not being exchanged between branches of the same firm or corporation, prepayment of postage is optional with the sender on unregistered letters in their usual and ordinary form and unregistered post cards (single). However, when a large number of letters or single post cards are mailed unprepaid or insufficiently prepaid by the same sender, they shall not be dispatched. (See § 127.45 of this chapter concerning postage chargeable on certain reforwarded articles, which postage need not be prepaid.)

(b) All articles which are required to be fully prepaid before dispatch from this country but which are not so prepaid, must be returned to the sender unless the name and address of the sender is not indicated, when they must be sent to the proper dead letter branch for appropriate disposal. (See § 114.2 of this chapter.)

(c) When a short-paid or unpaid registered article in the regular mails (except when it has been forwarded as provided in § 114.22 of this title) is received at an exchange office for dispatch to a foreign country, the postmaster at such exchange office shall attach ordinary postage stamps sufficient to cover the deficiency, forward the article to its destination, and notify the postmaster at the mailing office on Form 2863 of the amount of such deficiency. Upon the receipt of such notice the mailing office shall immediately collect the amount of the deficiency from the sender and remit this amount, in uncancelled ordinary postage stamps, to the postmaster at the exchange office, with the return of the notice. If the postmaster at the mailing office fails to make such remittance, the postmaster at the exchange office shall report the matter to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C.

§ 127.30 *Matter entitled to admission in the international mails free of postage.* (a) Official correspondence relative to the postal service exchanged between postal administrations, between these administrations and the International Bureau, Universal Postal Union, Berne, Switzerland; the International Office, Postal Union of Americas and Spain, Montevideo, Uruguay; and the

International Transfer Office, in the Republic of Panama; between post offices of Union countries, and between post offices and postal administrations.

(b) (1) Correspondence (this is held to include all articles in the mails, except parcel post packages, which articles are subject to the weight limits shown in Table No. 2, § 127.1) of members of the diplomatic corps of Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, Salvador (El), Spain, Uruguay, and Venezuela, mailed in any of the said countries and addressed for delivery in the United States, and vice versa, as well as official correspondence of the consulates of those countries, when mailed in this country and addressed for delivery in the country represented or to a consulate of any of the said countries in any of such countries, or when mailed in any of the countries mentioned and addressed for delivery to a consulate in this country or any of such countries. The correspondence of the members of the diplomatic corps of this country accredited to the said countries and the official correspondence of the consulates of this country in those countries, are granted a similar franking privilege.

(2) Also, the official correspondence of the consulates of Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, Salvador (El), Uruguay, and Venezuela in this country addressed to their respective embassies or legations in one or another of the said countries, as the case may be. (This franking privilege is extended reciprocally to the official correspondence of the consulates of the United States in those countries.) (See § 37.8 of this chapter, relative to freedom of postage granted in the United States domestic service to the correspondence of members of the diplomatic corps and consuls of countries (see subparagraph (1) of this paragraph) of the Postal Union of the Americas and Spain.) See § 127.101 (b) (2) concerning free registration of diplomatic and consular mail.

(c) The envelopes, labels, etc., to be used by members of the diplomatic corps of the said countries for mailing correspondence free of postage must show in the upper left-hand corner of the address side the name of the ambassador or minister or the name of the embassy or legation, as the case may be, together with the post-office address, and in the upper right-hand corner the words "diplomatic mail" over the word "Free." The envelopes, labels, etc., to be used by consulates of the said countries for mailing official correspondence free of postage must show in the upper left-hand corner of the address side over the words "Official correspondence" the name and address of the consul or consulate, as the case may be, as well as the name of the country represented, and in the upper right-hand corner the words "Consular mail" over the word "Free."

(d) The reply half of a double postal card bearing a postage stamp of the country which issued the double card is to be considered as prepaid.

(e) Completed return receipts for registered or insured mail, as well as for certain ordinary parcels, shall be returned in the ordinary mail, without cover, and free of postage, to the sender.

(f) Articles mailed in Bolivia, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Newfoundland (including Labrador), Nicaragua, Panama, Paraguay, Peru, Salvador (El), Uruguay, and Venezuela which are entitled to pass in the domestic mails of any of those countries free of postage are likewise entitled to transmission free of postage to the United States. Also, articles entitled to pass free of postage in the domestic mails of the United States are likewise entitled to pass free of postage to any of the countries mentioned in this paragraph.

(g) The freedom of postage referred to in the foregoing is not allowed for articles addressed to foreign countries intended for transmission by air even though the articles must be forwarded over part of the route by the ordinary means of transportation. In other words, these articles when intended for transmission by air are subject to payment of the air mail rates.

(h) Pan American Union mail: Mail matter originating at the Pan American Union, bearing the card of the Union and weighing not more than 4 pounds 6 ounces when addressed to Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Morocco (Spanish Zone), Nicaragua, Panama, Paraguay, Peru, Rio de Oro, Salvador (El), Spain and Spanish possessions, Spanish Guinea, Uruguay, and Venezuela is admitted to the mails free of postage.

(i) Prisoners of war and detained or interned civilian mail:

(1) Regular mail articles addressed to prisoners of war and to detained or interned civilians or mailed by them are exempt from all postal charges, not only in the countries of origin and destination, but also in intermediate countries. The same is true of correspondence concerning prisoners of war or interned civilians sent or received either directly or as intermediary by the information offices which may be established on behalf of such persons in belligerent countries or in neutral countries which have received belligerents on their territory. Belligerents received and interned in a neutral country are assimilated to prisoners of war properly so called, insofar as the application of the above provisions is concerned. Articles free from postage are not entitled to registration or air-mail service. If air-mail service is desired, appropriate postage must be paid.

(2) The address of correspondence to prisoners of war and detained or interned civilians generally should contain (i) rank (in the case of a prisoner from the armed forces) and complete name (including the middle initial or middle name), (ii) prisoner of war or internee number (if known), (iii) name of the armed forces with which a military individual was serving or nationality of a civilian internee, (iv) the place of internment or camp number (when known), (v) country in which camp or place is located, and (vi) the words "Via New York, N. Y."

(3) The addresses on letters for prisoners of war or civilian internees should be typewritten if possible or handprinted. In the upper left corner of the envelope should be shown the words "Prisoner of War Mail" or "Civilian Internee Mail" and in the upper right corner, the words "Postage Free." In those cases where air mail postage is prepaid the postage stamps will be placed in the upper right corner of the envelope instead of the words "Postage Free." The sender's name and address should always be placed on the back of the envelope. In addressing, sufficient space should be left on the envelope for the inclusion of any necessary forwarding address. Also, the address should be placed as near the lower edge of the envelope as possible so the postmark at the top will not obscure or obliterate it.

(4) Articles for foreign destinations mailed in the United States by prisoners of war or interned or detained civilians, should bear the name of the prisoner followed by "Prisoner of War, Postage Free," or "Interned Civilian Entitled to Free Postage," or "Detained Civilian Entitled to Free Postage."

(5) These instructions apply only to international mails. For parcel post see § 127.65 (b).

§ 127.31 *Postmarking and canceling.* (a) All Postal Union articles addressed for delivery in foreign countries are required to bear a legible impression of the postmarking stamp of the mailing office, except second-class matter, mailed by publishers or registered news agents to countries to which the domestic regulations apply, matter mailed with pre-canceled stamps, and matter mailed under permit without stamps affixed, as provided in § 35.4 of this chapter. However, the application of the postmarking stamp is not obligatory for unregistered articles prepaid by means of impressions of stamping machines, provided the indication of the place and date of mailing appears in such impressions. Also unregistered articles other than letters and postcards need not be postmarked if the place of origin appears on the articles. Registered articles shall be postmarked as required by § 59.12 of this chapter. All valid postage stamps shall be canceled.

(b) The impression of the date stamp of the office at which they arrive through error shall be placed on the back of missent letters (registered or not) and on the front of missent postcards. In the case of forwarded articles, the redispatching office applies its date stamp on the front of articles in the form of cards; on the back of letters and all other classes of mail at the time of forwarding. Postmasters should cause care to be taken not to deface by their own postmark, nor cover with postage-due stamps, any postmark already on the article.

§ 127.32 *Rating and marking of short-paid articles.* (a) The ascertainment and rating of deficient postage on correspondence for and from foreign countries, and the marking on the correspondence of the proper indications of such

deficiency, is the work of the exchange post offices and not of the mailing or delivering post offices unless the latter are also exchange post offices. However, in case of obvious error on the part of the exchange office, the rating may be made at the delivery office and a report of the facts made to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C. The envelopes or wrappers of the articles involved are to be obtained where practicable and submitted with the report.

(b) Rating: (1) Unpaid and insufficiently prepaid registered articles in the regular mails exchanged with all foreign countries are subject to the collection of only the amount of the deficient postage. However, double the deficient postage is to be collected on unpaid and insufficiently prepaid ordinary (unregistered) articles in the regular mails exchanged with all foreign countries, except as provided in § 127.45 (b) for certain classes of redirected articles.

(2) Articles, other than letters and post cards, which contain written communications are treated as letters and double the amount of deficient postage (at the rate for letters from the country of origin) is collected upon delivery.

(3) Packages of printed matter received from foreign countries, having articles of merchandise concealed therein, and packages mailed in foreign countries as "samples," when found to contain gifts or articles having a salable value other than that necessary in their character as bona fide samples of merchandise (see § 127.9), are treated as "small packets" when received from those countries listed in § 127.10 (e). Otherwise they are subject to the letter rate (from the country of origin, see § 127.55) and postage due is collected accordingly.

(4) In the case of unpaid or short-paid articles returned to senders as undeliverable, the senders are charged with the amount of deficient postage which would have been collected from the addressees if the articles had been delivered. (See § 127.47 (b).)

(c) Marking: (1) The dispatching exchange office of the country which dispatches to another an article which is unpaid or short-paid is required to mark upon the address side of its cover, in the upper right-hand corner, the capital letter "T" (indicating "tax" or postage due) and the amount of postage due in francs and centimes, for instance "T/6" or "T/6 ctms", meaning 6 centimes postage due, or "T/115", meaning 1 franc 15 centimes postage due.

(2) The United States exchange office which first receives a short-paid article from a foreign country stamps it "Postage due — cents" and with the initials —for instance, "NY", "SF", "NO", etc., as the case may be, or with the full name of the exchange office which so stamps it. The amount so indicated (except in case of obvious error) must be collected by the postmaster at the office where the article is delivered and postage-due stamps of the same amount must be affixed to the article canceled.

(3) When postage stamps or postage-paid impressions are used which are not valid for the prepayment of postage in the country of mailing, that fact is indicated by a zero (0) marked alongside them and a line in pencil drawn around them.

(4) Charges for postage due are in addition to any customs charges.

§ 127.33 *Return; for correct or complete address.* Any article returned to sender for rectification or completion of its address is not considered when mailed with a corrected or completed address as forwarded matter but as newly mailed, and consequently becomes liable to a new charge for postage.

§ 127.34 *Recall and change of address.* (a) The sender of any mail article addressed for delivery in a foreign country may cause it to be withdrawn from the Postal Service, or have its address changed, (1) provided the article has not been dispatched from the United States, or (2) in case it has been dispatched from the United States and not delivered to the addressee, that (i) the legislation of the country of destination of the article allows such withdrawal or change of address, (ii) the article does not contain prohibited articles, and (iii) the customs examination does not reveal any irregularity. In the case of the countries listed in Table No. 2 of § 127.1, excluding Canada, Newfoundland (including Labrador), and the Philippines, requests for return or change of address will not be complied with if on receipt of the requests in the country of destination of the articles involved, the articles have already been turned over to the Customs for examination.

(b) If the article has not been dispatched from the mailing post office the sender must apply to the postmaster, who will be governed by § 10.9 or § 16.17 of this chapter.

(c) If the article has been dispatched from the mailing office, but has not been dispatched from the United States, and can be intercepted at the United States exchange post office, it may, if unregistered, be returned to the sender upon compliance by him with requirements of § 10.10; or, if registered, upon compliance with the requirements of § 16.17 of this chapter. To facilitate identification and return, the exchange office concerned should be furnished available particulars, including description of the article, date of mailing, registration number, if registered, as well as means of transmission (by surface or air) from mailing office.

(d) If the article has been actually dispatched from the United States, the sender must apply at the post office at which the article was mailed, where he must identify himself and deposit with the postmaster a sum sufficient to cover all expenses to be incurred; and, in addition, the sender must furnish a facsimile of the address of the article, and must pay (by means of postage stamps affixed to his application, and canceled by the postmaster) a fee of 15 cents. If the request is to be sent by air mail or telegraph or cable, the sender must pay, in addition, the air-mail rate or telegraph or cable charges; in this case the application should be accompanied by postage in an amount sufficient to prepay the air-mail rate or by a remittance to cover the telegraph or cable charges at the usual rate. When these formalities have been complied with, the postmaster at the mailing office is required to forward the application, together with particulars of dispatch (including the name of the United States exchange office to which the article was sent), accompanied by the facsimile of the address, to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C., who will request the foreign postal administration interested to comply with the sender's directions.

(e) A single form of application may be used for several articles (Postal Union or parcel post) mailed at the same time, at the same office, by the same sender, and to the same addressee, in which case the sender is required to pay only one fee or one fee plus the air mail or telegraph or cable charge, as the case may be.

(f) The legislation of Aden, Australia, Barbados, British Honduras, Brunei, Burma, Canada, Cyprus, Gambia, Gibraltar, Gilbert and Ellice Islands, Great Britain and Northern Ireland, India, Ireland, Malaya, Morocco (British), Nauru Island, New Zealand, Nigeria, Palestine, Rhodesia (Northern), Rhodesia (Southern), Sarawak, Seychelles, Sierra Leone, Solomon Islands, South-West Africa, Straits Settlements, Trinidad and Tobago, Union of South Africa, and the Windward Islands does not allow senders of articles to withdraw them from the mails or to change their address; consequently, senders cannot prevent the delivery to the original addressees of articles already dispatched from the United States to any of the countries named, nor from these countries when addressed for delivery in the United States. See § 127.82 for list of countries whose legislation does not permit senders to recall or change the address of parcel post packages.

(g) Except as herein provided for, postmasters are not authorized without permission from the department to return or change the address of articles for or from foreign countries; but they may, upon request, forward an article to the same addressee at another post office. Requests from foreign postal administrations or foreign postal officials to return articles to the sender or to change the address on articles, ordinary or registered, should be referred to the department, and the articles should be held until instructions concerning them are received from the department. Such requests from private citizens in a foreign country or in the United States shall be replied to by postmasters with the information that the requests cannot be considered nor the articles held and the senders shall be advised to submit their applications to the postmaster at the mailing post office in the foreign country or in the United States, according to the place of mailing. However, a request for a simple correction of address (without changing the name or the title of the addressee) may be made of the office of destination directly by the sender and should be complied with by delivering offices in this country without the formalities otherwise herein required.

§ 127.35 *Reforwarding.* See § 127.45.

§ 127.36 *Inquiries.* See § 127.83 concerning ordinary mail and § 127.100 (b), concerning registered or insured mail.

§ 127.37 *Liability to customs duty.* (a) The department has not been advised what articles are liable to customs duty in foreign countries.

The question of whether or not an article sent by mail from one country to another is subject to customs duty in the country of destination can be decided only by the country to which the article is sent, and is not affected by any postal convention between said countries.

(b) This department is not authorized to question the decision of foreign officials in such matters any more than foreign officials would be authorized to question the decision of United States officials respecting the liability to United States customs duty of an article received here in the mail from abroad.

(c) It is suggested that senders avail themselves of the facilities of the Office of International Trade, Department of Commerce, Washington 25, D. C., in order to obtain information concerning the customs regulations of foreign countries.

§ 127.38 *Prepayment of customs duties.* (a) Customs duties can be prepaid by mailers on advertising matter sent to Australia, Canada, Newfoundland (including Labrador) and the Union of South Africa. In the case of Newfoundland (including Labrador) prepayment of the customs duty on such advertising matter is compulsory. For further information see Regular Mail "Observations" under the country headings of the above named countries.

(b) There is no arrangement whereby customs duties can be prepaid through the United States Post Office Department by the senders of other dutiable articles addressed for delivery abroad.

§ 127.39 *General foreign separating scheme—(a) Articles in the regular mails for countries or places not listed in the scheme should be sent to the exchange post office at New York, N. Y.*

NOTE: Packages or sacks of mixed Postal Union mail, that is, mail containing articles for different foreign countries, should be labeled as follows:

N. Y.—New York—Foreign; N. O.—New Orleans—Foreign; Boston—Boston—Foreign; T. P.—Trans-Pacific—Foreign; S. F.—San Francisco—Foreign, etc.

(1) Packages or sacks containing articles, all of which are destined for delivery in the same country, should be labeled to show only the country or Territory of destination. For example: (1) China or other destination, (2) Hawaii, (3) Honolulu, Hawaii.

(2) It is understood, of course, that mailing post offices, unless also dispatching exchange offices, are not authorized to dispatch closed mails to foreign countries, and that the contents of United States domestic sacks made up by mailing offices (not dispatching exchange offices, for the country of destination concerned) are to be included in the closed mails made up in foreign sacks by United States exchange offices authorized to dispatch closed mails to the appropriate foreign exchange offices.

New York is not the exchange office for Mexico (overland).

(b) *International parcel-post packages.* Parcel-post packages should not be dispatched in accordance with this scheme, but should be dispatched to or in the direction of the appropriate exchange office, in accordance with current instructions issued through the Railway Mail Service. See § 127.55 (g), concerning the labeling of sacks of parcel post to exchange offices.

(c) *Commercial papers.* In dispatching packages of "commercial papers" post offices and railway post offices must inclose them in the pouches containing letters.

(d) *Daily newspapers.* Daily newspapers mailed by publishers or registered news agents should be included in separate sacks labeled "New York—Foreign (Daily newspapers)" and be given the same dispatch as letter mail.

(e) *New York "Bureau Separation" of letters and post cards and of newspaper (prints) mail.* In post offices and railway post offices, where the space available for distribution is limited, or if the quantity of letters and post cards or of newspapers (prints) addressed to foreign countries is too small to warrant the assorting of them into separate sacks for each country, packages of letters and post cards or sacks of newspapers (prints) for foreign countries which are dispatched through the New York exchange post office should be made up in accordance with the following bureau system of distribution as employed at the New York post office:

Bureau 1a:
- England.
- South Wales.
- Wales.

Bureau 1b:
- Eire.
- Northern Ireland.
- Scotland.

Bureau 2:
- Germany.

Bureau 3a:
- Denmark.
- Finland.
- Norway.
- Sweden.

Bureau 3b:
- Estonia.
- Latvia.
- Lithuania.
- U. S. S. R.

Bureau 4:
- France.
- Switzerland.

Bureau 5:
- Greece.
- Lebanon.
- Palestine.
- Portugal.
- Spain.
- Syria.
- Turkey.

Bureau 6:
- Albania.
- Italy.
- Sicily.

Bureau 7a:
- Bulgaria.
- Czechoslovakia.
- Hungary.
- Rumania.
- Yugoslavia.

Bureau 7b:
- Belgium.
- Netherlands.
- Poland (incl. Danzig).

Bureau 8a:
- All of Africa.
- Madeira.

Bureau 8b:
- Azores.
- Iceland.
- India.
- Iran (Persia).
- Iraq.

Bureau 9a:
- Canal Zone.
- Central America.
- Panama.

Bureau 9b:
- Bolivia.
- Chile.
- Ecuador.
- Peru.

Bureau 10a:
- Argentina.
- Brazil.
- Paraguay.
- Uruguay.

Bureau 10b:
- Colombia.
- Guianas (British and French).
- Surinam.
- Venezuela.

Bureau 11:
- West Indies except Cuba and Puerto Rico.

Puerto Rico:
- Puerto Rico. Directs should also be made up when warranted.

New York Foreign:
- All other destinations by sea from New York. Also any bureau for which there are less than 10 letters and post cards combined or less than 25 pieces of newspaper (prints) mail.

[Articles in the regular mails for countries or places not listed in this scheme should be sent to the Exchange Post Office at New York, N. Y.]

Country	Slip or label
Admiralty Island	T. P.
Annam	T. P.
Australia	T. P.
Austral Island	S. F.
Bahamas	Miami, Fla.
Bay Islands	N. O.
Bay of Islands	T. P.
Bolivia	N. Y., N. O.
British Honduras	N. O.
British New Guinea	T. P.
Cambodia	T. P.
Canada [1]	
Canal Zone	N. Y., N. O.
Canton Island	T. P.
Caroline Islands	T. P.
Chatham Islands	T. P.
Chile	N. Y., N. O.
China	T. P.
Chosen (Korea)	T. P.
Cochin-China	T. P.
Cook Islands	T. P.
Costa Rica	N. Y., N. O.
Cuba	Miami, N. O.
Danger Island	T. P.
Ecuador	N. Y., N. O.
Ellice Island	T. P.
Fanning Island	T. P.
Fiji Islands	T. P.
Formosa (Taiwan)	T. P.
Friendly (Tonga) Islands	T. P.
Gambier Islands	S. F.
Gilbert Islands	T. P.
Guam [2]	T. P.
Guatemala	N. O.
Hawaii [2]	T. P.
Hebrides (New)	T. P.
Honduras, Rep. of	N. O.
Honolulu	T. P.
Hong Kong	T. P.
Indo-China (French)	T. P.
Japan	T. P.
Korea (Chosen)	T. P.
Labrador	{Boston, N. Y., and Sault Sainte Marie
Ladrone Islands	T. P.
Laos	T. P.
Lord Howe Island	T. P.
Low (Tuamotou) Islands	S. F.
Loyalty Islands	T. P.
Manahiki Islands	T. P.
Manchuria	T. P.
Marianne Islands	T. P.
Marquesas Islands	S. F.
Marshall Islands	T. P.
Mexico [3]	T. P.
Midway Islands	{Boston, N. Y., and Sault Sainte Marie.
Miquelon	S. F.
Navigators Island	{Boston, N. Y., and Sault Sainte Marie.
Newfoundland	T. P.
New Britain Island	T. P.
New Caledonia Island	T. P.
New Guinea (Brit.)	T. P.
New Hebrides Islands	T. P.
New Ireland Island	T. P.
New South Wales	T. P.
New Zealand	N. O.
Nicaragua	T. P.
Norfolk Island	S. F.
Pago Pago	T. P.
Palmerston Island	N. Y., N. O.
Panama	S. F.
Papeete	T. P.
Penrhyn Islands	N. Y., N. O.
Peru	T. P.
Philippines	See Cuba.
Pines, Isle of (Cuba)	T. P.
Pines, Isle of (Pacific)	T. P.
Pitcairn Island	N. Y.
Portuguese East Indies (Dilly, Timor, etc)	T. P.
Pukapuka Island	T. P.
Queensland	T. P.
Rakaanga	

[1] Canada: Mail for Canada should be dispatched according to special instructions issued to cover designated post offices or those in a particular State. Mail for Canada must not be dispatched to New York in pouches or sacks bearing labels reading "New York—Foreign." Sacks containing printed matter and newspapers labeled to Canadian points will not exceed 66 pounds gross weight, the maximum weight of sacks of mail fixed by the present Postal Union Convention.

[2] Heavy official mail, both registered and ordinary, addressed to Hawaii and Guam shall be forwarded to San Francisco, Calif. It has been arranged with the executive departments at Washington that in any instance where there may be special reason for the expeditious transmission of a particular dispatch the mail will bear a notice in a conspicuous manner requesting dispatch to be made so as to assure earliest arrival at destination. In such special cases the dispatch shall be made via the quickest available route.

[3] Mexico: Mail for Mexico should be dispatched according to special instructions covering designated post offices.

[Articles in the regular mails for countries or places not listed in this scheme should be sent to the Exchange Post Office at New York, N. Y.]

Country	Slip or label
Salvador	N. O.
Samoan Islands	S. F.
Santa Cruz Island or Saint Croix Island (Virgin Islands of the United States)	N. Y.
Santa Cruz Island	T. P.
Savage Island	T. P.
Society Islands	S. F.
Solomon Islands	T. P.
South Australia	T. P.
Stewart Island	T. P.
St. Pierre and Miquelon	Boston, N. Y., and Sault Sainte Marie.
Suwarrow Island	T. P.
Swan Islands	Tampa.
Tahiti Island	S. F.
Taiwan (Formosa)	T. P.
Tannu Tuva	N. Y.
Tasmania	T. P.
Thursday Island	T. P.
Tonga (Friendly) Island	T. P.
Tonkin	T. P.
Tutuila	S. F.
Van Diemens Land	T. P.
Victoria	T. P.
Wallis Islands	T. P.
West Australia	T. P.

ARTICLES FROM FOREIGN COUNTRIES

§ 127.40 *Customs clearance charge (letters or letter packages).* (a) There shall be collected from the addressee of every letter or letter package (surface or air) received from abroad bearing the green (customs) label, or with the cover endorsed to indicate that the article may be opened for customs inspection, and also from the addressee of every letter or letter package (surface or air) which is subject to customs inspection even though not labeled or endorsed as indicated above, a charge of 10 cents for each piece to cover customs clearance service.

(b) The customs clearance charge is collected whether or not the article proves, after customs inspection, to be dutiable, except when the letter or letter package is found to contain only written communications, canceled or uncanceled postage stamps, orders for merchandise, clippings from newspapers or periodicals, bank checks, bank notes, bills of exchange, values payable to the bearer, or any similar items that in the usual course of business would be enclosed in letters addressed to banking institutions, "commercial papers" (including shipping documents and nondutiable patent papers), photographs, calendars, Christmas or other greeting cards (when such clippings, photographs, calendars, and greeting cards are not sent for commercial purposes).

(c) Endorsements for the collection of the charge concerned by the office of delivery will be placed on such letters or letter packages by the exchange office of first receipt. Postage due stamps in the above-mentioned amount (10 cents) must be affixed to each letter or letter package subject to the customs clearance fee and canceled before delivery. This charge is canceled when the articles are forwarded to another country or returned to origin.

(d) If the addressee protests against the payment of the customs clearance fee, the post office of delivery is authorized to allow the opening by the addressee (or agent) in the presence of a postal employee, of letters or letter packages which have been subjected to customs treatment, for the purpose of ascertaining whether or not the letter or letter package contains only articles, as listed above, which are not subject to the collection of the customs clearance fee.

§ 127.41 *Delivery fee and customs clearance charge (small packets).* There shall be collected from the addressee of every small packet received from abroad a charge of 15 cents. Postage-due stamps in the above-mentioned amount (15 cents) must be affixed to each small packet and canceled before delivery. This charge represents a fee of 5 cents for the delivery of small packets and a fee of 10 cents for the customs clearance of small packets, authorized by the Universal Postal Union Convention. Indorsements for the collection of the charge mentioned by the office of delivery will be placed on the small packets by the exchange office of first receipt, with indication by name or initials, of the exchange office. The charge will be canceled in the event that the articles are forwarded to another country or returned to origin.

§ 127.42 *Articles bearing fraudulent or previously used postage stamps.* (a) An article of foreign origin bearing fraudulent or previously used postage stamps, counterfeit impressions of stamping machines or printed indicia, and accompanied by form C 14 is not to be delivered unless the addressee or his representative pays the postage due and agrees to disclose the name and address of the sender and surrenders the envelope or cover concerned.

(b) The article should be rated up in accordance with the instructions set forth in § 127.32. If delivery is effected postage-due stamps should be attached and canceled, after which the envelope or cover should be transmitted, with the name and address of the sender, to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C.

(c) If the addressee refuses to comply with these demands, the article should be forwarded intact to the Deputy Second Assistant Postmaster General, International Postal Service, with a complete report in the matter.

§ 127.43 *Rating and marking of short-paid articles.* See § 127.32.

§ 127.44 *Recall and change of address.* See § 127.34.

§ 127.45 *Reforwarding.* (a) Postal Union (regular) mail articles addressed to persons who have filed a change of address are duly forwarded except in those cases where the envelope or wrapper bears a notation (in the language of the country of destination) prohibiting such action.

(b) Reforwarded articles are not subject to additional postage therefor, or if registered to additional registry fee, except that articles originating in a foreign country which has adopted in its reciprocal relations a lower rate than the ordinary Postal Union rate and which, on being reforwarded, enter the service of a country which has a higher postage rate, are chargeable (but need not be prepaid on redirection) with the same postage, less the sum prepaid, as would have been charged had the articles been addressed originally to the post office of ultimate delivery. (The rating and marking of such articles is the duty of the exchange post offices. See § 127.32.) See § 34.63 of this chapter concerning second-class matter mailed in Canada by publishers or registered news agents.

(c) Ordinary articles mailed in and addressed for delivery in the United States, which are redirected to a foreign country are chargeable (but need not be prepaid) on redirection with the same postage, less the sum prepaid, as would have been charged had the articles been addressed originally to the post office of ultimate delivery.

(d) Registered articles mailed in and addressed for delivery in the United States shall not be forwarded to a foreign country in compliance with requests from senders or addressees, or in those cases where the addressee has left a forwarding address to a foreign country. If such registered articles can not be delivered at the United States post office of destination, they shall be marked with the reason for their nondelivery and treated as undeliverable registered matter.

(e) At the time of forwarding, the redispatching office applies its date stamp on the front of articles in the form of cards; on the back of letters and all other classes of mail.

(f) For information regarding the forwarding of parcel-post packages see § 127.95.

§ 127.46 *Undeliverable articles, treatment and marking of.* Undeliverable ordinary (unregistered) prints without value are not returned to origin unless the sender has requested their return by a notation placed on the article in a language known in the country of destination. Other ordinary articles and all registered articles must always be returned.

For detailed instructions regarding the treatment and marking of undeliverable articles, see § 114.26 of this chapter.

§ 127.47 *Undeliverable articles, charges.* (a) Letters received from foreign countries to be returned to writers through the dead letter branch are subject to a fee of 5 cents for the return of letters to writers, and the amount to be charged will be indicated on official or penalty envelopes before dispatch to post offices from the dead letter branch.

(b) Upon any unpaid or short-paid article returned as undeliverable, the sender will be required to pay the sum which would have been collectible from the addressee if the article had been delivered, and in addition, when returned through the dead letter branch, the sender will be required to pay the fee of 5 cents for the return of letters to the writers, all of which charges shall be indicated on official or penalty envelopes before dispatch to post offices from the dead letter branch.

(c) There is no charge for return postage on undeliverable fully prepaid articles in the regular mails except that packages weighing 8 ounces or less and prepaid at the rate of 1½ cents for each 2 ounces or fraction thereof and those containing merchandise which are pre-

paid at the rate of 2 cents for each 2 ounces addressed for delivery in the countries named in § 127.11 and returned as undeliverable, upon which return postage has not been prepaid, will be subject on delivery to the senders to a postage charge equal to the amount of postage originally prepaid on the packages; and United States publications of the second class mailed by publishers and registered news agents at the rates prescribed in § 34.40 of this chapter, which are returned from Canada as undeliverable will be subject on delivery to the senders to a charge at the rate of 1 cent for each 2 ounces or fraction of 2 ounces. There is also an exception made with respect to articles addressed to the countries herein referred to (except Newfoundland, including Labrador), mailed under the provisions of § 34.64 of this chapter, and returned as undeliverable upon which return postage has not been prepaid. Upon return as undeliverable, a charge of 1 cent for each 2 ounces or fraction thereof will be collected from the sender.

(d) The special fee of 5 cents for the delivery of "small packets" and the customs clearance fee of 10 cents applicable to letter packages and "small packets" are canceled by the country of original address when the articles are forwarded to another country or returned to origin.

(e) See § 127.97 concerning charges collected on parcel-post packages returned from foreign countries.

§ 127.48 *Inquiries.* See § 127.83 concerning ordinary mail and § 127.100 (b) concerning registered or insured mail.

§ 127.49 *Customs treatment accorded articles from foreign countries.* (a) Dutiable or supposed dutiable articles received in the mails from foreign countries are subject to the treatment prescribed by Part 116 of this chapter. Articles not subject to customs duty shall be stamped "Passed free of duty," or "Not dutiable" by the customs officer. Customs officers will issue mail entries to cover each dutiable shipment, sealed or unsealed, examined by them. When delivery is effected and duties collected, the remittance, with the mail entry and customs receipt Form 3437 in duplicate, shall be transmitted to the Collector of Customs. The customs receipt form (3437) should be obtained direct from the Division of Supplies, Section of Books and Blanks, Treasury Department, Washington 25, D. C. The use of this form obviates the necessity of writing a letter of transmittal. (See § 116.17 (a), (b) and (c) of this chapter.)

(b) If, however, delivery is not effected, the mail entry forms accompanying undelivered dutiable articles, when the articles are disposed of by sending to the United States exchange post offices for return to the countries of origin or forwarding to another country, shall be marked with a statement of the facts and returned to the issuing collector of customs. (See § 116.17 (e) and (f) of this chapter.)

(c) Pursuant to an agreement between the Treasury and Post Office Departments, in cases where it is deemed desirable to submit to the Customs Information Exchange, 201 Varick St., New York 14, N. Y., articles imported in the regular mails or by parcel post, for the purpose of advisory appraisement, the entire contents of the package or packages will be turned over to the postmaster, who will allow the extraction of a sample of the contents for forwarding by his office as official mail to the postmaster at New York for submission to the Customs Information Exchange, the sample from registered packages to be forwarded under official registration from the postmaster and the sample from sealed packages to be sealed and forwarded after they are receipted for and opened by the addressee or an authorized representative in the presence of the customs officer. At the same time the customs officer will notify the Customs Information Exchange that the samples from the package or packages have been turned over to the postmaster for that purpose.

(d) The postmaster at the office where a sample is removed from an ordinary or a registered package should maintain such record as will fully show the particulars in case of inquiry or investigation.

§ 127.50 *Customs regulations applicable to articles from abroad.* (a) All articles (except letters in their usual and ordinary form and post cards) received in the mails from abroad, whether dutiable or nondutiable, must be submitted to customs officers as required by the Joint Departmental Regulations. (Part 116 of this chapter, and 19 CFR, Part 9.)

(b) No provision is made for the prepayment abroad of customs duty on mail shipments addressed for delivery in the United States.

(c) All sealed articles (other than sealed parcel post packages), and "small packets" containing merchandise, shall on arrival in the United States bear an indorsement "May be opened for customs purposes prior to delivery to addressee" or words of similar purport, or the green adhesive label, C 1 (equivalent to our Form 2976), required by the Universal Postal Convention. If known to be dutiable, they should also be marked "dutiable." Articles not so endorsed or labeled, which are found to contain merchandise free of internal-revenue tax and free of duty either because unconditionally free or because the aggregate value of the shipment is not more than $1 and the expense and inconvenience of collecting the duty accruing thereon would be disproportionate to the amount of such duty, may be delivered to the addressee without the collection of any fine. Except as provided in the preceding sentence, if the article is found to contain merchandise subject to duty (including conditionally free merchandise) or subject to internal-revenue tax the merchandise is subject to seizure and forfeiture as having been imported contrary to law. Such forfeiture may be mitigated to an amount equal to 10 percent of the loss of revenue which was or might have been sustained, provided there is no evidence indicating that failure to label or endorse the article was due to willful negligence or to an intent to defraud the revenue.

(d) Commercial shipments by parcel post must be accompanied by commercial invoice in addition to the postal form of customs declaration. There shall be inclosed in other packages, and in sealed articles containing merchandise, an invoice or statement giving accurately the value of the contents for customs purposes. If impracticable to inclose such invoice or statement, it must be securely attached to the article.

(e) When the aggregate value of a single shipment, regardless of the number of packages exceeds $100, a certified consular invoice (except as provided by 19 CFR 8.15) must be procured by the sender (for other exceptions see paragraph (f) of this section). When the certified consular invoice is sent with the mail shipment, no other form of invoice or statement is required. Customs entry will be facilitated by sending the consular invoice with the mail shipment. This is not obligatory, however, as the American consul who certifies the invoice will forward a copy to the consignee, provided he is so requested by the sender and is furnished with an addressed envelope on which the postage is fully paid.

(f) Certified consular invoices are not required for mail shipments from the Republic of the Philippines, the Virgin Islands of the United States, American Samoa, Wake Island, Midway Islands, Kingman Reef, and the island of Guam. Shipments of dutiable merchandise exceeding $100 in value from the foregoing places must be accompanied by an invoice certified by the customs authorities at the place of mailing, except that when the merchandise is covered by a certificate of origin showing the same to be the growth or product of those islands or of actual importation into Guam, Wake Island, Midway Islands, Kingman Reef, or American Samoa, no certified invoice will be required. Shipments from the Republic of the Philippines, the Virgin Islands, American Samoa, Wake Island, Midway Islands, Kingman Reef, and Guam, valued at over $10, in order to be accorded free entry, must be accompanied by certificate of origin. In the case of shipments claimed to be actual importations into Guam, Wake Island, Midway Islands, Kingman Reef, and American Samoa, the proper certificate of such importation is required as a condition to free entry regardless of the value of the shipment. Importations from the Canal Zone are treated in all respects as are importations from foreign countries. Importations may enter the area (land or water) of the Guantanamo Bay Naval Station without the payment of duty. Such importations are, however, subject to duty upon their subsequent entry into the United States. (T. D. 43302.)

(g) The following classes of articles which are frequently imported in the mails are unconditionally free of duty: Newspapers and periodicals (the term "periodicals" is to be understood to include only unbound or paper covered publications issued within six months of the time of entry, devoted to current literature of the day or containing current literature as a predominant feature, and issued regularly at stated periods as weekly, monthly, or quarterly, and bearing the date of issue), books, engravings,

photographs, etchings (bound or unbound), maps, and charts imported for the use of the United States, and addressed to any department, bureau, or division of the Government; publications issued for their subscribers or exchanges by scientific or literary associations or academies, publications of individuals for gratuitous private circulation, not advertising matter; public documents issued by foreign governments; books, maps, music, engravings, photographs, etchings, lithographic prints (bound or unbound) and charts which have been printed more than 20 years at the time of importation and not rebound wholly or in part in leather within such period; books and pamphlets printed wholly or chiefly in languages other than English, and books and music in raised print used exclusively by or for the blind.

(h) There is no provision of law or regulation whereby imported merchandise exceeding one dollar in value, whether sent as a gift or for other purposes, may be admitted free of duty if the merchandise falls within the dutiable schedules of the tariff act; furthermore, there is no authority for the free entry of samples generally, except that samples imported solely for use in taking orders for merchandise or for examination with a view to reproduction, and not intended for sale or for sale on approval, may be entered under bond for their exportation within 6 months from the date of importation, and this period may, upon application, be extended for a further period not to exceed 6 months (sec. 308 (3), Tariff Act of 1930).

(i) In accordance with the decision of the Secretary of the Treasury, effective June 1, 1917, unsealed packages, registered or unregistered, containing trade samples, whether dutiable or not, intended solely for use in soliciting orders for merchandise, may be imported in the regular mails from foreign countries, subject to all customs duties and customs regulations in the same manner as though imported by parcel post, express, or freight. Packages containing trade samples must be plainly marked abroad with the words "trade samples" and, if sealed, they must also be marked or labeled in accordance with the foregoing instructions (paragraph (c) of this section) relating to sealed articles generally.

(j) Articles sent abroad to be repaired or altered are subject to duty at their full value when returned to the United States unless certain customs regulations are complied with. These regulations include a requirement that the articles be submitted to customs officers for the issuance of a certificate or registration prior to shipment abroad. It is not sufficient that the articles be registered with the Postal Service.

(k) No cigars or cheroots weighing more than 3 pounds per thousand shall be imported unless packed in boxes of 3, 5, 7, 10, 12, 13, 20, 25, 50, 100, 200, 250, or 500; nor cigarettes or small cigars weighing not more than 3 pounds per thousand unless in packages containing 5, 8, 10, 12, 15, 16, 20, 24, 40, 50, 80, or 100. Cigars, cheroots and cigarettes not contained in such packages at the time of importation may be repacked therein under customs supervision at the expense of the importer. (19 CFR 11.1 (d).) At the option of the sender and upon compliance with 19 CFR 9.8 (c), customs duty and internal-revenue tax may be prepaid at Tampa or Miami, Fla., on mail shipments of cigars from Cuba not exceeding $100 in value.

(l) Refund of duties paid will be made if merchandise covered by a mail entry representing 5 percent or more of the total value of all of the merchandise of the same class or kind entered in the invoice in which the item appears is abandoned and delivered within 30 days after the date of entry to the collector of customs where the entry was made.

(m) Therefore, in cases in which addressees request refund of duty, or any portion thereof, postmasters are directed to suggest to the addressee in each instance that the Collector of Customs at the port of entry involved be communicated with, transmitting the damaged article, or articles, as the case may be, together with the request for refund, and stating that it is the intention to abandon the damaged contents.

(n) Postmasters are also directed to caution all concerned against including requests for refund of customs duties paid, or any portion thereof, in claims for indemnity instituted on account of damage or rifling.

(o) Refund of duties paid less 1 per centum will also be made if merchandise covered by a mail entry and found not to conform to sample or specification is, within 30 days from the date of delivery, returned to customs custody for exportation. The postal charges incident to returning the merchandise to the sender must be borne by the addressee. (Sec. 313 (c), Tariff Act of 1930.)

(p) Inquiries relative to customs duties: Documents containing general information as to the rates of import duty and customs procedure may be consulted at any United States Customhouse; a copy of a publication entitled "United States Import Duties," setting forth the rates of duty, may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C. Inquiries relating to specific entries (identified by mail entry number and date of issue) should be addressed to the collector at the port where the merchandise was examined. If it is not practicable to obtain the desired information in one of the ways suggested, inquiry should be addressed to the Commissioner of Customs, Washington 25, D. C.

§ 127.51 *Articles the importation of which in the mails is prohibited or restricted.* (a) Adulterated or misbranded drugs, foods, and other articles; articles capable of being marked, which are not marked with name of country of origin, as required by section 304 of the Tariff Act of 1930, as amended, or which are marked in a manner calculated to indicate a false belief as to their origin, within the meaning of section 27 of the Trade Mark Act of 1905, and articles not marked in accordance with the provisions of paragraphs 354, 355, 357, 358, 359, 360, 361, 367, 368, and 1553 of the Tariff Act, and the regulations pursuant thereto; firearms capable of being concealed on the person; any matter urging treason or insurrection against the United States or forcible resistance to any law of the United States, or containing any threat to take the life of or inflict bodily harm upon any person in the United States; obscene articles, books, photographs, or printed matter, and all other obscene or immoral articles; articles and information for the prevention of conception or for causing unlawful abortion; matter relating to a lottery or gift enterprise (including tickets and advertising matter); marihuana; narcotic drugs including opium, coca leaves, cocaine, isonipecaine, or derivatives thereof; intoxicating liquors or alcoholic preparations or compounds fit for use for beverage purposes (wines or beer having not more than 3.2 percent of alcohol by weight may be imported); articles from a country discriminating against the commerce of the United States; articles imported and sold through unfair competition; convict-made articles; counterfeits of coins, postage stamps, and other Government securities; dangerous, caustic, or corrosive substances; dangerous or injurious articles; illustrations of foreign postage stamps, or canceled and uncanceled United States postage stamps, and of foreign revenue stamps, unless printed in black and white for philatelic purposes, and unless the illustrations of United States postage stamps (including postage stamps impressed upon stamped envelopes and postal cards) are less than three-fourths of the size or more than one and one-half times the size, in linear dimension of such stamp, and in the case of foreign revenue stamps unless the illustrations are from plates so defaced as to indicate that the illustrations are not adapted or intended for use as stamps; living disease organisms and vectors; honey bees (except from Canada); eggs of certain game birds, gold and silver falsely stamped; hay or straw; hides; insect pests; white phosphorous matches; meat unfit for human consumption; merchandise bearing a mark or name copying or simulating a recorded trade-mark or trade name; milk and cream; migratory birds; noxious animals and birds; oleomargarine; pepper shells; skins of fur seal and sea otter; wild animals and birds and parts thereof the exportation of which is prohibited from the foreign country; piratical copies of articles copyrighted in the United States; articles bearing false notices of copyright and copies of any books copyrighted in the United States which are not printed from type set or plates made in the United States or copies of American copyrighted books which are not printed and bound in the United States.

Impure tea: Tea is free of duty, but is subject to customs examination as to its purity, quality, and fitness for consumption. Examination is not required, however, of samples of tea imported by mail from countries of production up to 2 pounds for use in soliciting orders and not for sale.

(b) Birds of paradise, aigrettes, egret plumes, or so-called osprey plumes, and the feathers, quills, heads, wings, tails, skins or parts of skins of wild birds, either raw or manufactured and not for

scientific or educational purposes. The prohibition does not apply to the feathers or plumes of ostriches or to the feathers or plumes of domestic fowls of any kind. It does apply to the plumage of all wild birds except live wild birds, whether imported separately or upon the bird itself. As the plumage of the following species may be obtained from either wild or domestic birds, such plumage may be admitted upon the presentation of a consular certificate or other satisfactory evidence that it was in fact taken from domesticated birds: Ringnecked pheasant, the so-called Mongolian pheasant; mallard duck, muscovy duck (and the rhea). Articles manufactured from prohibited plumage (except artificial flies used for fishing) are prohibited importation. (T. D. 46255.)

(c) Plants and plant products, including seeds and bulbs of all kinds, for or capable of propagation, may be imported into the United States only under the conditions set forth in the plant quarantine act, amendments thereto, and regulations thereunder. (See § 127.53.)

(d) Viruses, serums, toxins, and other biological products covered by the act of July 1, 1902, may be imported only in accordance with the provisions of the act and the regulations thereunder.

(e) Gold, except as otherwise permitted by regulations issued pursuant to the Gold Reserve Act of 1934.

(f) The transportation in the regular mails or parcel post from any foreign country into the United States of any consignment of gold coin, gold bullion, or gold dust, having a value in excess of $50, is prohibited.

(g) Mail shipments of admissible arms, implements of war, and other nonexplosive munitions of war designated in the President's Proclamation No. 2237 of May 1, 1937, referred to in section 12 (i) of the Neutrality Act of 1939 (Public, No. 54, 76th Congress), or in any proclamation of the President hereafter made under the authority of said section 12 (i), shall be detained by customs until an import license from the Secretary of State has been submitted. Likewise, firearms, as that term is defined in the National Firearms Act (U. S. C. Title 26, sec. 2733), as amended, shall be detained by customs until an import permit from the Commissioner of Internal Revenue has been submitted by the addressee. (T. D. 50061.)

§ 127.52 *Offices at which customs officials are stationed.*

Alabama:
- Birmingham.
- Mobile.

Alaska:
- Craig.
- Eagle.
- Fairbanks
- Hyder.
- Juneau.
- Ketchikan.
- Petersburg.
- Sitka.
- Skagway.
- Wrangell.

Arizona:
- Douglas.
- Naco.
- Nogales.
- San Luis.
- Sasabe.
- Sonoita.

California:
- Andrade.
- Calexico.
- Eureka.
- Los Angeles.
- Oakland.
- Port San Luis.
- San Diego.
- San Francisco.
- San Ysidro.
- Tecate.

Colorado:
- Denver.

Connecticut:
- Bridgeport.
- Hartford.
- New Haven.
- New London.

Delaware:
- Lewes.
- Wilmington.

District of Columbia:
- Washington.

Florida:
- Apalachicola.
- Boca Grande.
- Carrabelle.
- Fernandina.
- Jacksonville.
- Key West.
- Miami.
- Panama City.
- Pensacola.
- Port St. Joe.
- Port Everglades.
- St. Augustine.
- St. Petersburg.
- Tampa.
- West Palm Beach.

Georgia:
- Atlanta.
- Brunswick.
- Savannah.

Hawaii:
- Honolulu.
- Hilo.
- Kahului.
- Port Allen.

Idaho:
- Eastport.
- Porthill.

Illinois:
- Chicago.
- Peoria.

Indiana:
- Evansville.
- Indianapolis.
- Lawrenceburg.

Kentucky:
- Louisville.

Louisiana:
- Baton Rouge.
- New Orleans.
- Lake Charles.

Maine:
- Bangor.
- Bar Harbor.
- Bath.
- Belfast.
- Bridgewater.
- Calais.
- Eastport.
- Fort Fairfield.
- Fort Kent.
- Houlton.
- Jackman (Holeb-Jackman).
- Jonesport.
- Limestone.
- Madawaska.
- Portland.
- Rockland.
- Van Buren.
- Vanceboro.

Maryland:
- Annapolis.
- Baltimore.
- Cambridge.
- Crisfield.

Massachusetts:
- Boston.
- Fall River.
- Gloucester.
- Lawrence.
- New Bedford.
- Plymouth.
- Provincetown.
- Salem.
- Springfield.
- Worcester.

Michigan:
- Bay City.
- Cheboygan.
- Detroit.
- Muskegon.
- Port Huron.
- Saginaw.
- Sault Ste. Marie.
- South Haven.

Minnesota:
- Baudette.
- Duluth.
- International Falls.

Minnesota—Con.
- Minneapolis.
- Noyes.
- Pigeon River Bridge.
- Pinecreek.
- Ranier.
- Roseau.
- St. Paul.
- Warroad.

Mississippi:
- Gulfport.
- Pascagoula.

Missouri:
- Kansas City.
- St. Joseph.
- St. Louis.

Montana:
- Del Bonita.
- Great Falls.
- Morgan.
- Opheim.
- Piegan.
- Raymond.
- Rooseville.
- Scobey.
- Sweetgrass.
- Turner.
- Whitetail.
- Whitlash.

Nebraska:
- Omaha.

New Hampshire:
- Portsmouth.

New Jersey:
- Newark.
- Perth Amboy.

New Mexico:
- Columbus.

New York:
- Albany.
- Alexandria Bay.
- Buffalo.
- Cape Vincent.
- Champlain.
- Chateaugay.
- Clayton.
- Fort Covington.
- Malone.
- Mooers.
- Morristown.
- New York.
- Niagara Falls.
- Ogdensburg.
- Oswego.
- Rochester.
- Rooseveltown.
- Rouses Point.
- Sodus Point.
- Syracuse.
- Utica.
- Waddington.

North Carolina:
- Beaufort.
- Durham.
- Elizabeth City.
- Morehead City.
- Reidsville.
- Wilmington.
- Winston-Salem.

North Dakota:
- Ambrose.
- Antler.
- Carbury.
- Crosby.
- Dunseith.
- Fortuna.
- Hannah.
- Hansboro.
- Maida.
- Neche.
- Noonan.
- Northgate.
- Pembina.
- Portal.
- Sarles.
- Sherwood.
- St. John.
- Walhalla.
- Westhope.

Ohio:
- Akron.
- Ashtabula.
- Cincinnati.
- Cleveland.
- Columbus.
- Conneaut.
- Dayton.
- Sandusky.
- Toledo.

Oregon:
- Astoria.
- Coos Bay.
- Newport.
- Portland.

Pennsylvania:
- Chester.
- Erie.
- Philadelphia.
- Pittsburgh.

Puerto Rico:
- Aguadilla.
- Arecibo.
- Arroyo.
- Fajardo.
- Guanica.
- Guayanilla.
- Humacao.
- Jobos.
- Mayaguez.
- Ponce.
- San Juan.

Rhode Island:
- Newport.
- Providence.

South Carolina:
- Charleston.
- Georgetown.

Tennessee:
- Chattanooga.
- Memphis.
- Nashville.

Texas:
- Beaumont.
- Brownsville.
- Corpus Christi.
- Dallas.
- Del Rio.
- Eagle Pass.
- El Paso.
- Fabens.
- Freeport.
- Galveston.
- Hidalgo.
- Houston.
- Laredo.
- Orange.
- Port Arthur.
- Presidio.
- Rio Grande City.
- Roma.
- Sabine.

Texas—Continued
- San Antonio.
- Ysleta.

Vermont:
- Alburg.
- Beecher Falls.
- Burlington.
- Derby Line.
- Highgate Springs.
- Island Pond.
- Newport.
- North Troy.
- Richford.
- St. Albans.

Virginia:
- Alexandria.
- Cape Charles City
- Newport News.
- Norfolk.
- Petersburg.
- Reedville.
- Richmond.

Virgin Islands:
- Charlotte Amalie.
- Christainsted.
- Coral Bay.
- Cruz Bay.
- Frederiksted.

Washington:
- Aberdeen.
- Anacortes.
- Bellingham.
- Blaine.
- Danville.
- Everett.
- Ferry.
- Friday Harbor.
- Laurier.
- Longview.
- Lynden.
- Metaline Falls.
- Nighthawk.
- North Port.
- Olympia.
- Oroville.
- Port Angeles.
- Port Townsend.
- Seattle.
- South Bend.
- Spokane.
- Sumas.
- Tacoma.

Wisconsin:
- Ashland.
- Green Bay.
- Manitowoc.
- Marinette.
- Milwaukee.
- Racine.
- Sheboygan.
- Superior.

§ 127.53 *Importation of plants and plant products by mail, as such, or as packing materials; also exportation of tobacco seed and plants and cotton products*—(a) *Importation of plants and plant products permitted without restriction.* Plants and plant products ordered by, intended for, and addressed to the Bureau of Entomology and Plant Quarantine, or the Division of Plant Exploration and Introduction, Bureau of Plant Industry, of the United States Department of Agriculture, Washington 25, D. C.

From all countries: Except as covered by special quarantines, field, vegetable, and flower seeds, when free from soil; cut flowers incapable of propagation; dried, cured, or processed fruits and vegetables, including cured figs, dates, and raisins, etc., dry beans, peas, etc., nuts, except green or unprocessed acorns and chestnuts; dried herbs and herbarium specimens of plants and plant products.

From the Dominion of Canada and Newfoundland, including its mainland

territory of Labrador: Fresh fruits, vegetables, including onions, onion sets, unprocessed acorns and chestnuts, and cut flowers capable of propagation, produced in and mailed from these countries, and all materials enterable without restriction from all countries.

(b) *Importation of plants and plant products permitted under restriction.* (1) Parcels of plants and plant products not prohibited by quarantine when accompanied by official green and yellow special mail shipping tags addressed to the United States Department of Agriculture, Bureau of Entomology and Plant Quarantine. These tags will bear the address of that Bureau at one of the following stations: Hoboken, N. J., Washington, D. C., San Francisco, Calif., Seattle, Wash., Laredo, Tex., San Juan, P. R., or Honolulu, Hawaii. Because the tag constitutes the correct and necessary address it should be affixed securely to the face of the parcel, and the name and address of the ultimate addressee should not appear on the outside but should be enclosed within the parcel. The tag also bears the number of the permit which has been issued for the entry of the shipment concerned. Upon arrival of such parcels in the United States they will be promptly dispatched to the designated office of the Bureau of Entomology and Plant Quarantine for inspection. If the contents are enterable under the corresponding import permit and are found to be, or can be rendered, apparently free from injurious insects and diseases, the parcel, after any necessary treatment of the contents, will be readdressed and forwarded under the original postage to the permittee.

(2) Parcels of plants or plant products which do not bear official mailing tags will be submitted to a plant quarantine inspector.

(3) Collectors of customs will permit plant quarantine inspectors to remove and destroy immediately plants and plant products deemed injurious to plant life. They will also permit plant quarantine inspectors to remove and destroy objectionable plants and plant products which constitute a portion of the contents of a parcel; subsequently the parcel will be forwarded to the addressee if, in the judgment of the plant quarantine inspector, no pest risk will attend this movement. When destruction is necessary the plant quarantine inspector will furnish the addressee with a memorandum describing the material seized and destroyed and giving the reasons therefor.

(4) Importation is authorized as samples of merchandise, small packets, and by parcel post of samples of shelled corn, Job's tears, and seeds of teosinte from countries other than those of southeastern Asia (including India, Siam, Indo-China, and China), Malayan Archipelago, Australia, New Zealand, Oceania, Republic of the Philippines, Taiwan (Formosa), Japan, and adjacent islands; broomcorn, and seeds of broomcorn, sweet and grain sorghum, Sudan grass, Johnson grass, sugarcane (true seeds), pearl millet, and napier grass from all countries and localities, and dried corn husks from the provinces of Canada, west of and including Manitoba, and from Mexico, Central America, South America, the West Indies, the Bahamas, and Bermuda. No special mail shipping tags are necessary for these shipments and upon arrival in the United States they will be referred to the nearest plant quarantine inspector for examination and if necessary, treatment. To facilitate prompt handling each such parcel should be endorsed "For plant quarantine examination."

(5) The importation is authorized as samples of merchandise, small packets, and by parcel post of samples of raw or unmanufactured ginned cotton, including all forms of cotton-mill waste, and cottonseed meal and cottonseed cake, when the parcels are securely wrapped to prevent leakage, and are conspicuously addressed to the United States Department of Agriculture, Bureau of Entomology and Plant Quarantine, at Hoboken, N. J., San Francisco, Calif., or Seattle, Wash., and, if from Mexico, at Nogales, Ariz., El Paso, Laredo, or Brownsville, Tex., with the name and address of the ultimate addressee indicated in the lower left-hand corner of the wrapper of the parcel. Parcels of these materials from Mexico observed at border exchange offices, if not addressed as indicated should be forwarded to the United States Department of Agriculture, Bureau of Entomology and Plant Quarantine, as follows: West of Nogales, Ariz., to Nogales, Ariz.; west of El Paso, Tex., to El Paso, Tex.; west of Laredo, Tex., to Laredo, Tex.; west of Brownsville, Tex., to Brownsville, Tex. Upon receipt of the parcels at the designated inspection offices of the Bureau of Entomology and Plant Quarantine they will be examined and disinfected, and forwarded to the ultimate addressee.

(c) *Importation prohibited* — (1) *Plants and plant products.* Except as indicated under the subheadings "Importation of plants and plant products permitted without restriction" and "importation of plants and plant products permitted under restriction," importation by mail is prohibited from all countries and localities, of all plants, including cuttings, buds, scions, bulbs, roots, tubers, seeds, etc.: fruits and vegetables in the raw or unprocessed state; and other plant products.

(2) *Plants and plant products as packing materials.* Except in special cases where preparation processing, or manufacturing are judged by an inspector of the United States Department of Agriculture to eliminate a risk of carrying injurious insects and diseases, the importation as packing material is prohibited by rice, straw, hulls and chaff; cotton and cotton products; sugarcane, including bagasse; bamboo leaves and small shoots; leaves of plants; forest litter; soil with an appreciable admixture of vegetable matter not therein provided for by regulation; and all parts of corn and allied plants, except from Mexico and the countries of Central America, the West Indies, and South America.

(d) *Mail shipments of cotton products addressed for delivery in foreign countries.* (1) The Secretary of Agriculture of the United States, pursuant to the provisions of section 32, Public Law No. 320, Seventy-fourth Congress, as amended, and subject to the following conditions, will make payments to exporters in connection with the exportation of cotton products made from lint cotton grown and processed in the United States.

(2) "Cotton product," as used herein, means any article or product which contains not less than 50 percent by weight of cotton fiber and is processed or manufactured from lint cotton, card strips, or comber waste, including products processed or manufactured from any processed form thereof. The term, as used herein, includes such cotton products when exported as merchandise but does not include such products when used as containers, wrappers, packing, protective coverings, or for similar purposes for any product or commodity exported.

(3) When the above-mentioned product is exported by mail, an endorsement must be written or stamped on each package by the sender waiving any right to withdraw it from the mails. The endorsement must be properly completed and signed by the exporter or his authorized representative over his title. The package must also be stamped "cotton products." The exporter must also prepare a certificate of mailing in the following form:

CERTIFICATE OF MAILING BY PARCEL POST

I hereby certify that there has (have) been posted at this post office today by ------ parcels, weighing ------ (net) lbs., containing cotton products exclusively, who has waived the right to withdraw same from the mail or have it (them) returned.

Parcels addressed to:
[Office stamp] ----------

---------- (Postmaster)
(Date) By ----------

(4) The above-mentioned certificate must be properly completed as to the number of packages, the exporter's name, and the name of the addressee; and is to be presented at the time of mailing of the packages and postmarked at the mailing office and signed by the postmaster concerned or his authorized representative. The certificate when properly executed is to be returned to the sender for filing with the voucher to which it relates.

(5) Postmasters are directed to cause due notice to be taken of the foregoing and those concerned at their offices to be instructed accordingly. It is pointed out that strict compliance therewith is necessary only in those cases where the certificate is presented.

(6) A charge of 1 cent will be made for each certificate of mailing issued to the sender, and for each parcel represented if a single certificate covers more than one parcel; that is, if a certificate of mailing is issued for 10 parcels, even though identical, the charge will be 10 cents.

(7) Postage stamps to cover the charge for certificates of mailing shall be affixed to the certificates and canceled by the postmark of the office of mailing.

(e) *Exportation of tobacco seed and plants except for experimental purposes.* (1) Pursuant to the provisions of the Tobacco Seed and Plant Exportation Act (Public, No. 543, 76th Cong.) it is unlawful to export any tobacco seed

and/or live tobacco plants from the United States or any territory subject to the jurisdiction thereof to any foreign country, port, or place, unless such exportation and/or transportation is in pursuance of a written permit granted by the Secretary of Agriculture. Such permit shall be granted by the Secretary only upon application therefor and after proof satisfactory to him that such seeds or plants are to be used for experimental purposes only.

(2) The package or parcel must be marked "Tobacco seed and plant export permit No. _____." The permit is to be presented at the time of mailing of the package or parcel and postmarked at the mailing office and signed by the postmaster concerned or his authorized representative. The permit, after being properly executed, is to be retained by the postmaster and forwarded to the Tobacco Branch, Production and Marketing Administration, Department of Agriculture, Washington 25, D. C.

(3) A charge of 1 cent will be made for each permit presented by the sender and for each package or parcel represented if a single permit covers more than one parcel; that is, if a permit is issued for 10 parcels even though identical, the charge will be 10 cents. Postage stamps to cover the charge shall be affixed to the permit and canceled by the postmark of the office of mailing.

SUBPART B—INTERNATIONAL PARCEL POST

CROSS REFERENCE: For Postal Union (regular) mails see Subpart A of this part.

NOTE: International parcel-post service is maintained by direct or indirect service, that is, parcels are dispatched from the United States by steamers which land the parcel post mails at a port in the country of destination, or at a port in an intermediate country for onward dispatch from such intermediate country to the country of destination. In the latter case the parcels are subject to transit charges.

§ 127.55. *General information* — (a) *Surface parcel post.* Surface parcels may be sent by parcel post to the countries, colonies, and islands shown in Subpart D of this part, unless otherwise indicated. (See subheading "Parcel post" under each country.) Parcels addressed to any other foreign destination must not be dispatched from the United States, but returned to the sender.

(b) *Air parcel post.* (1) Parcels may be sent by air to those countries, colonies, and islands shown in Subpart D of this part if air parcel post rates are listed under the caption "Parcel post" of the country concerned.

(2) Unless otherwise indicated under the parcel post captions of the relative country headings, air parcels are subject to the same limitations as to size and other conditions (but not postage rates) as are applicable to surface parcels.

(3) The same postal forms (customs declarations, dispatch note, international parcel-post sticker, etc.) as are required for surface parcels must be prepared in connection with air parcels, and in addition the blue par avion label (Form 2978) must be affixed to the address side of the package, and to the dispatch note if the country of destination requires a dispatch note.

(4) The parcels will be forwarded by international air-mail service to the countries of destination. After arrival in the countries of destination the parcels will be handled by surface transportation unless otherwise indicated under the caption "Parcel post", subcaption "Observations" of the relative country headings.

(c) *Limits of weight.* (1) The weight limit of parcels varies to the different foreign countries, as shown in the parcel-post table under each country item in Subpart D of this part.

(2) Interior post offices making up sacks of international parcel post labeled to United States dispatching exchange offices must not include more than 100 pounds of parcels in such sacks.

(3) The weight limit for sacks of parcel post made up at exchange offices for foreign countries is 40 kilograms (88 pounds) gross, except that to Belgium, Czechoslovakia, Portuguese East Africa (Mozambique), and Switzerland it is 50 kilograms (110 pounds) gross and to Barbados, British Guiana, Fiji, Palestine, and Germany it is 36 kilograms (80 pounds) gross.

(d) *Dimensions.* (1) General dimensions: Greatest length, 3½ feet; greatest length and girth combined, 6 feet.

(2) In measuring a parcel the greatest distance in a straight line between its ends, but not around the parcel lengthwise, shall be taken as the length, while the distance around it at its thickest part shall be taken as the girth.

(3) Under the above maximum dimensions, a parcel not more than 3 feet 6 inches in length may measure as much as 2 feet 6 inches in girth, or around its thickest part. A shorter parcel may be thicker; thus, if it measures no more than 3 feet in length may measure as much as 3 feet in girth, or around its thickest part. The most convenient mode of measuring is by means of a tape line 6 feet long, so much of the tape as is not used in measuring the length being the maximum girth permissible.

(4) Exceptional dimensions: To some countries other dimensions than the general dimensions above mentioned are applicable. As a parcel must not exceed the maximum dimensions allowed to the country to which it is addressed, the individual country item in Subpart D of this part should be consulted.

(e) *Postage rates and fees.* (1) The international parcel-post rates for surface parcels and for air parcels, where the latter service is available, are shown in tables under the various country items. The rates for surface parcels are indicated on the basis of each pound, a fraction of a pound being charged as a full pound. The air parcel rates are indicated on the basis of each 4 ounces, a fraction of 4 ounces being charged as a full 4 ounces.

(2) The weight of the customs declarations and other postal forms will not be included with that of the parcel in determining the amount of postage required.

(3) The rates indicated in the parcel-post tables and, when applicable, the registration, insurance, c. o. d., and special-handling fees, must be fully prepaid at the time of mailing by postage stamps affixed or by means of impressions of postage-stamping machines.

(4) Parcels for foreign countries which are mailed on rural routes do not benefit by the 3-cent reduction per parcel allowed on domestic fourth-class matter mailed on rural routes.

(5) For information concerning the postage rate applicable to parcel-post packages addressed to Alaska, Canal Zone, and other possessions of the United States, see Part 5 of this chapter. See § 127.85 for export declarations.

(f) *Registration and insurance.* Parcel-post packages (surface or air) may be registered, insured, or sent c. o. d. if such services are in operation to the country concerned. See "Parcel post" heading under the various country items in Subpart D. Also, see §§ 127.100, 127.101, 127.102 and 127.103.

(g) *Exchange offices.* (1) Parcels should be sent from the office of mailing to or in the general direction of the appropriate exchange office, in accordance with current instructions issued through the Railway Mail Service.

(2) When there are five or more surface parcels for one country, the parcels should be placed in a separate sack bearing labels reading "New York—Foreign—Parcel Post" followed by the name of the country, "France," "Switzerland," etc., or "San Francisco — Foreign — Parcel Post—Australia," etc. Only parcels with customs declarations attached should be placed in the parcel-post sacks.

(h) *Observations.* Under the subheading "Observations" of each country item in Subpart D of this part are shown the special restrictions and conditions applicable to the country concerned.

(i) *Supplies and needed information.* Postmasters' requisitions for the necessary blank forms and other supplies should be addressed to their designated supply office. Requests for information concerning the international parcel-post service should be addressed to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C.

PROHIBITIONS AND RESTRICTIONS

§ 127.56 *General list of prohibited articles.* The following articles are prohibited transmission in the parcel-post mails to all foreign countries. (For special prohibitions regarding each country, see country item concerned in Subpart D of this part.)

(a) Articles which are excluded from the domestic mails of the United States. Although safety matches are admitted in the domestic mails, they are prohibited transmission in the international mails.

(b) Written communications of the nature of personal correspondence. (See § 127.63.)

(c) Enclosures which bear an address different from that appearing on the parcel itself. (See § 127.64.)

(d) Pistols, revolvers, and other firearms capable of being concealed on the person, with certain exceptions. (See Part 7 of this chapter; also see § 127.57.)

(e) Live or dead animals, except live bees, leeches and silkworms, and dead insects or reptiles when thoroughly dried.

(f) Fruits and vegetables which easily decompose, and substances which exhale a bad odor.

(g) Lottery tickets or advertisements

(h) All obscene or immoral articles.

(i) Poisons, including opium, mor-

(j) Explosive and inflammable articles and articles which, in any way, may damage or destroy the mails or injure the persons handling them. This includes inflammable liquids having a flash point by the closed cup test of 80 degrees F. or lower; inflammable solids which are liable, under conditions incident to transportation, to cause fires through friction, through absorption of moisture, or through spontaneous chemical changes; oxidizing materials such as chlorates, permanganates, peroxides or nitrates, which yield oxygen readily to stimulate the combustion of organic matter; and poisonous articles or substances.

(k) Treasonable matter.

(l) Intoxicating liquors.

(m) Tobacco seed and plants, except by permit granted by the Secretary of Agriculture. (See § 127.53.)

§ 127.57 *Licenses covering shipments of firearms or parts thereof, implements of war and other nonexplosive munitions of war.* (a) Section 12 of the joint resolution approved by the President on November 4, 1939, provides that it shall be unlawful for any person to export, or attempt to export, from the United States to a foreign country, certain arms, ammunition, or implements of war without first having obtained a license therefor. Such licenses are issued by the Department of State (Munitions Division).

(b) Postmasters will refuse to accept for mailing to any foreign country parcels containing pistols, revolvers, or other firearms capable of being concealed on the person, which are admissible to the mails under the provisions of § 36.12 (i) of this chapter, or those containing other firearms or parts thereof, implements of war, or other nonexplosive munitions of war, not otherwise prohibited in the mails and which are designated in the President's proclamation of April 9, 1942, unless such parcels are accompanied by a license from the above-mentioned Munitions Division.

(c) The licenses accompanying parcel-post shipments of mailable firearms or parts thereof, implements of war, or other nonexplosive munitions of war shall be detached by postmasters at offices of mailing and returned to the Secretary of State at the end of the month during which the last article of the shipment described therein was exported, or during which notice has been given that the remaining balance will be not shipped, or during which the license has been revoked or has expired. When the entire shipment has been exported, the license should be marked "Completed"; otherwise the returned license should bear a notation stating the reason for its return and the quantity and value of the articles actually shipped. The parcels in each case are to be endorsed by the office of mailing to show that the licenses have been detached and forwarded to the Secretary of State.

§ 127.58 *Gold and gold certificates.* See § 127.22.

§ 127.59 *Fountain pens.* See § 127.23.

§ 127.60 *Combustible liquids.* Combustible liquids having a flash point by the closed cup test of 150° F. or lower but above 80° F. may be sent to foreign countries generally in quantities not exceeding one quart in any one parcel, except that paints, varnishes, turpentine and similar substances may be sent in quantities of less than one gallon in any one parcel.

Before accepting a parcel containing a combustible liquid for a foreign country, postmasters shall exercise particular care to see that it is packed as prescribed in § 127.70, and that the country of destination does not prohibit liquids of the flash point concerned.

The wrapper of any parcel containing a combustible liquid must be endorsed by the sender to indicate that the flash point is above 80° F.

§ 127.61 *Eggs.* Parcels containing eggs destined for foreign countries will be accepted for transmission in the parcel-post mails when properly packed and conspicuously indorsed so as to assure their reaching destination without causing damage, in case of breakage, to accompanying parcels, except to such countries as prohibit the importation of eggs. See § 127.70 for packing requirements.

§ 127.62 *Motion-picture films.* (a) Unless otherwise indicated under the various country items, packages of motion-picture films will be accepted for dispatch to foreign countries by parcel post, even though ocean steamship transportation is involved, provided the films are packed in accordance with the regulations governing their transmission in the domestic mails (see § 35.16 of this chapter), and are within the limit of weight applicable to parcels for the country concerned.

(b) Interior United States exchange post offices preparing and dispatching parcel-post mails to foreign countries will not inclose parcels of films in the sacks labeled abroad but will send the parcels to the appropriate border or coast exchange post office for sacking, sack labeling, and delivery or dispatch at such border or coast offices.

§ 127.63 *Letters must not accompany parcels.* (a) A communication of the nature of personal correspondence must not accompany or be written on any parcel. However a parcel may contain an open invoice, confined to the particulars which constitute an invoice, and also a simple copy of the address of the parcel, with mention of the address of the sender. If a written communication in the nature of personal correspondence be found in the parcel it shall be placed in the mails if separable, and if not separably attached the entire parcel must be rejected. (See § 127.32 as to rating and marking of short-paid articles.) In the event any such parcels are inadvertently forwarded to destination, the country of destination will collect upon the accompanying communication or communications double the letter rate of postage.

(b) If a parcel of foreign origin is found to contain a written communication, such communication is to be left in the parcel and the parcel forwarded to destination after the wrapper has been marked with the words "Written communication enclosed." The delivering post office will collect a charge equal to double the postage to which the letter would have been liable had it been mailed separately. The office which first discovers the irregularity is to forward a report thereof to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C.

(c) In the case of parcel post packages for Canada, however, a letter, and for Switzerland a letter or card, fully prepaid and bearing the same address as that of the parcel, may be tied or otherwise securely attached to the outside of the parcel in such manner as will prevent its separation therefrom or its interference with the address of the parcel. Stamps to cover postage on the parcel must be affixed to the wrapper of the parcel; stamps to pay postage on the letter must be affixed to the envelope thereof. Parcels to which such letters are attached are treated as parcel post. Senders in Canada and Switzerland are accorded the same privilege with respect to parcels addressed for delivery in the United States.

§ 127.64 *Parcels must not contain separately addressed packages.* A parcel must not contain packages addressed for delivery at an address different from that shown on the cover of the parcel. If any such enclosed packages be detected, they must be sent forward singly charged with new and distinct parcel-post rates.

PARCELS FOR FOREIGN COUNTRIES

§ 127.65 *Mailing of parcels.* (a) A parcel must not be posted in a letter box, but must be taken into the post office and handed to the postmaster or other postal official in charge. Letters must not accompany parcels. (See § 127.63.) Parcels must not contain separately addressed packages. (See § 127.64.)

(b) Prisoners of war and detained or interned civilian parcels: Parcel-post packages addressed to specific individual prisoners of war, detained or interned civilians, either directly or through the intermediary of authorized information offices, shall be exempt from all postal charges, both in the countries of origin and destination and in the intermediary countries. Such parcels shall not be subjected to special services and fees, such as registration or insurance. If the mailer desires, however, certificates of mailing may be given in the usual way and at the usual charge.

See Subpart D of this part for instructions concerning limits of weight, dimensions, and other conditions of mailing.

§ 127.66 *Address, etc.* The name and address of the sender and of the addressee must be legibly and correctly written in every case when possible on the parcel itself or on a label gummed

thereto, and should also be written on a separate slip, which slip must be enclosed in the parcel. Parcels must not be accepted when addressed to a "care" in one country and the addressee (or person for whom intended) in another country or when addressed to or sent by initials, unless the initials are the adopted trade name of the senders or addressees. Addresses in ordinary pencil are not allowed, but copying ink or indelible pencil on a surface previously dampened may be used.

§ 127.67 *Dimensions.* For information regarding the dimensions of parcel-post packages for foreign countries see § 127.55 (c); also each individual country heading.

§ 127.68 *Measurement.* For method of measuring a parcel, see § 127.55 (c).

§ 127.69 *Postmarking.* Parcel-post packages shall be postmarked under the same conditions, so far as applicable, as are prescribed for articles in the regular mails. See § 127.31.

§ 127.70 *Packing.* (a) Every parcel shall be securely and substantially packed, regard being had to the nature of the contents and climatic conditions, the length of the journey, and the numerous handlings and risks of concussion to which parcels for foreign destinations are unavoidably subjected en route. Packages should be packed in canvas or similar material, double-faced corrugated cardboard boxes, solid fiber boxes or cases, thick cardboard boxes, or strong wooden boxes made of material at least a half inch thick. Ordinary pasteboard containers are wholly inadequate. While it is permissible to use heavy wrapping paper or waterproof paper as the outside covering, for instance, of a carton, it may not be used as the only covering of the contents. Boxes with lids screwed or nailed on and bags closed by means of sewing may be used provided they conform to other conditions prescribed. (See country items appearing in Subpart D of this part regarding special packing requirements to certain countries.)

(b) Articles of china, crockery, or glass, and hats, radios, or other articles of a fragile or easily breakable nature should be packed in a strong (preferably wooden) box, strong double-faced corrugated cardboard boxes enclosed in strong wooden crates are also preferred, especially in the case of overseas destinations. There should be a space of at least 1½ inches between the article and the top, bottom, and sides of the box. This space may be utilized with excelsior or other effective cushioning material, or, with air-cushioned corrugated riders.

(c) Umbrellas, canes, golf clubs, fishing rods or sections thereof, and similar articles should be packed in strong boxes made of wood at least three-eighths of an inch thick and a liberal supply of cushioning material used if the handle of the article is brittle or fragile.

(d) (1) All mailable liquids and substances which easily liquefy must be packed in two receptacles. Between the first (bottle, flask, etc.) and the second (box of metal, strong wood, strong corrugated cardboard, strong fiberboard, or receptacle of equal strength) there shall be left a space to be filled with sawdust, bran, or other absorbent material in sufficient quantity to absorb all the liquid contents in the case of breakage. It is not considered that excelsior possesses the necessary absorbent quality to meet the special requirements cited for internal packing. In the case of Great Britain and Northern Ireland and those countries receiving parcels via Great Britain, Ireland, Leeward Islands, Malaya, and Windward Islands, the outer receptacle should be of strong wood or metal.

(2) Metal containers closed with a screw-top cover must have sufficient screw threads to require at least one and one-half complete turns before the cover will come off and be provided with a washer so as to prevent possible leakage of the contents. Compression or friction top metal containers must be soldered in four different places, equally spaced. These metal containers must be enclosed in outer receptacles with absorbent material as indicated in paragraph (a) of this section.

(e) Mailable powders and dyes in powder form must be packed in metal containers securely sealed so that none of the contents will sift out and enclosed in substantial outer containers of double-faced corrugated cardboard, thick cardboard, fiber-board, or strong wood at least a half inch thick.

(f) (1) Eggs addressed for delivery in all foreign countries (except Canada and hatching eggs for Cuba) must be placed in a metal egg container, and each egg in the square pockets must be surrounded with paper, cotton, excelsior, straw, or other similar material, which metal egg container in turn must be inclosed in an outer container of wood with sufficient excelsior, straw, or similar material provided in the space between the inner and outer containers.

(2) Eggs destined for delivery in Canada may be packed either in the manner prescribed above or in wooden, pâpier-maché, or other box of a rigid material with a well-fitting tightly adjusted lid. Each egg should be wrapped in newspaper or other protecting material and placed on end, the vacant space in the box to be filled with newspaper or other packing material so as to prevent the eggs from striking together or against the sides, top, or bottom of the box.

(3) Eggs destined for delivery in Cuba, intended for hatching purposes, may be transmitted outside of mail sacks when each egg is wrapped separately and surrounded with excelsior, wood-wool, or other similar material and packed in a basket (preferably with a handle) or other suitable container, lined with paper, fiberboard, or corrugated pasteboard. Such parcels shall be marked "Eggs for hatching," "Keep from heat or cold," "Please handle with care," or other suitable words.

(4) Eggs addressed for delivery in Cuba, not intended for hatching purposes, should be packed in the manner indicated in the preceding paragraph for transmission inside of mail sacks in regular course.

(g) Accepting employees may be held financially responsible for any loss occasioned by their failure to make appropriate inquiry as to the method of packing employed so as to assure that the special packing requirements mentioned in this section for specific articles are complied with .

(h) No indemnity is paid for damage due primarily to inadequate packing or to the inherent nature of the contents of insured, registered, c. o. d., or ordinary parcels addressed to foreign countries, which from their nature, cannot reasonably be expected to travel safely in the mails.

§ 127.71 *Sealing.* (a) Parcels addressed for delivery in the following countries must be sealed with wax, lead seals, or otherwise:

Albania.
Andorra (Republic of).
Argentina.
Azores (registered or insured).
Bahamas (insured).
Barbados (insured).
Belgian Congo.
Bolivia.
Brazil.
British Guiana (insured).
Bulgaria.
Cape Verde Islands (registered or insured).
Ceylon.
Chile.
Colombia.
Costa Rica.
Cuba.
Denmark (insured).
Dominican Republic.
Ecuador.
Estonia.
Finland (insured).
French Cameroons.
French Equatorial Africa.
French Guiana.
French Indo-China.
Great Britain and Northern Ireland (insured).
Guatemala.
Haiti.
Honduras (Republic of).
Iceland (insured).
Iran.
Iraq.
Ireland.
Italy.
Latvia.
Lebanon.
Leeward Islands (insured).
Lithuania.
Madeira Islands (registered or insured).
Mexico.
Morocco (French).
Morocco (Spanish Zone).
New Zealand (insured).
Nicaragua.
Niger.
Norway (insured).
Panama.
Paraguay.
Peru.
Portugal (registered or insured).
Portuguese East Africa (Mozambique) (insured).
Portuguese India.
Portuguese Timor.
Portuguese West Africa (registered or insured).
Reunion (Bourbon) Island.
Salvador, El.
Spain and possessions.
Spanish Guinea.
Surinam (insured).
Sweden (insured).
Switzerland (insured).
Syria.
Union of Soviet Socialist Republics.
Uruguay.
Venezuela.
Western Samoa (British) (insured).
Windward Islands (insured).

(b) Parcels for those countries not mentioned in paragraph (a) of this section may be sealed with wax, lead seals, or otherwise, at the option of the senders.

(c) Parcels closed by means of nails, screws, wire, gummed paper tape, or sewing, are considered sealed provided they are secured in such a manner that it can be readily ascertained if the parcels have been tampered with or if any of the contents have been removed or lost en route. Sealing is to be such so as not to hinder examination in the country of destination.

§ 127.72 *Customs declarations.* (a) Customs declarations (Form 2966) in the required number (as shown in the parcel post table of each country) must be completed by the sender and affixed to parcels for all foreign destinations.

(b) All customs declarations should be prepared in ink or on the typewriter. The use of pencil should be discouraged.

(c) The contents of parcels must be accurately described in the English language, although an interlineation in another language is permitted if desired, and in some cases is required, as shown under the various country headings.

(d) The particulars given on customs declarations must be full and precise in all details. In the case of parcels containing more than one article, or articles of different kinds, the exact quantity and value of each kind of article must be stated. Indication of the net weight of the contents and gross weight of the parcels must also be shown. It is not sufficient that customs declarations bear simply the words "coats", or "stockings", but the materials of which the articles are composed should be shown, as "fur coats", "silk stockings." Also, for instance, in the case of dried fruits the particular kinds, such as "figs", "raisins", "currants", etc., should be shown. General terms such as "worn clothing", "groceries", "presents", "merchandise", "samples", and the like, will not suffice.

(e) In case the customs declaration does not furnish enough space on which to give all the details necessary, there will be no objection to such details being placed on the wrapper of the parcel when reference to that fact is made on the declaration itself, or an additional customs declaration may be used for the purpose.

All customs declarations must be postmarked by the office of mailing.

(f) It is not sufficient that the tags be tied to the parcel and allowed to hang loose. In addition to being tied by means of a cord passed through the eyelets, the tag should be bound to the parcel so that it lies flat thereon and cannot be used as a handle to lift the parcel while in transit.

(g) Accepting clerks are to use extreme care in seeing that these documents are properly completed before forwarding the parcels on to dispatching exchange offices.

(h) (1) Facsimile of Form 2966 is shown in § 127.85a.

(2) See § 127.76 concerning the preparation of customs declarations for parcels forwarded under the "group shipment" arrangement.

(3) See § 127.75 regarding instructions which must be given by senders at time of mailing concerning the alternative disposition to be made of the parcels in the event of nondelivery.

(4) See §§ 127.102 (b) (6) and 127.103 (a) (11) with respect to special information required to be shown on the customs declarations and/or dispatch notes relating to insured or c. o. d. parcels, respective, for certain countries.

(5) See § 127.17 (b) regarding the paper form of customs declaration (Form 2976–A) required to be enclosed in small packets and packages of dutiable articles prepaid at the letter rate of postage.

(i) Postmasters will also see to it that the use of the tag form of customs declaration is restricted to parcel-post packages exclusively.

§ 127.73 *Dispatch notes.* (a) Postmasters will cause a dispatch note (Form 2972), properly filled out by the sender, to be attached to each parcel-post package (except in the case of group shipments, when one copy of this form is sufficient for a group), mailed at their offices, addressed for delivery in the following countries:

Afghanistan.
Algeria.
Andorra.
Anglo-Egyptian Sudan.
Argentina.
Austria.
Barbados.
Belgian Congo.
Belgium.
Brazil.
British Guiana.
Burma.
Cape Verde Islands.
Ceylon.
Colombia.
Corsica.
Cyrenaica.
Dodecanese Islands.
Egypt.
Eritrea.
Estonia.
France.
French Indo China.
Germany.
Greece.
Hungary.
India.
Iran.
Iraq.
Italy.
Latvia.
Lebanon.
Lithuania.
Luxemburg.
Madeira Islands.
Morocco (Spanish Zone).
Netherlands.
Pakistan.
Paraguay.
Portuguese East Africa (Mozambique).
Portuguese India.
Portuguese Timor.
Portuguese West Africa.
Reunion.
Rumania.
Salvador (El).
Saudi Arabia (Kingdom of).
Spain and possessions.
Spanish Guinea.
Switzerland.
Syria.
Trans-Jordan.
Tunisia.
Turkey.
Union of Soviet Socialist Republics.
Uruguay.
Venezuela.

(b) Dispatch notes should be prepared in ink or on the typewriter.

(c) Accepting clerks are to use extreme care in seeing that these documents are properly completed before forwarding the parcels on to dispatching exchange offices.

(d) A facsimile of Form 2972 (dispatch note) is shown in § 127.85a.

(e) See §§ 127.102 (b) (6) and 127.103 (a) (11) with respect to special information required to be shown on the dispatch notes and/or customs declarations relating to insured or c. o. d. parcels, respectively, for certain countries.

§ 127.74 *Parcel-post sticker.* (a) The buff-colored "International Parcel Post" sticker (Form 2922) must be affixed by the sender to each parcel-post package (except gift parcels) addressed for delivery in a foreign country, whether the parcel is forwarded under the "group shipment" arrangement with other parcels or as a single shipment. The sender must complete and sign the "Instructions Given by Sender" as set forth in § 127.75.

The accepting clerk will complete the column at the right hand side of the sticker by filling in both the postage and the weight, and for identification purposes will initial the sticker in the space provided. The rate of postage charged on the parcel, which is to be indicated in the space marked "Postage," does not include registry, insurance, c. o. d. or special-handling fees.

(b) If the shape or size of the parcel makes it impracticable to affix the international parcel-post sticker to the wrapper thereof the sticker may be affixed to a tag which should in turn be securely attached to the parcel.

(c) This sticker should not be affixed to parcel-post packages addressed for delivery in the United States possessions.

Postmasters will also see to it that the use of these stickers is restricted to parcel-post packages exclusively.

(d) Facsimile of the international parcel-post sticker is shown below:

If parcel is to be delivered to another address in country of destination, sender must complete section "A" and strike out all of sections "B" and "C"; if it is to be abandoned, strike out all of sections "A" and "C"; or if return is desired, strike out all of sections "A" and "B."

INTERNATIONAL PARCEL POST

Colis Postal International

INSTRUCTIONS GIVEN BY SENDER

Dispositions de l'Expéditeur

If undeliverable as addressed:
Au cas de nonlivraison;
(a) Deliver to. (*Le colis doit être livré à*):

(b) Abandon. (*Abandon du colis.*)
(c) Return to sender. Return charges guaranteed.

Le colis doit être renvoyé à l'expéditeur, qui s'engage à payer les frais de retour.

(Sender's signature—*Signature de l'expéditeur*)

(To be filled out by accepting clerk)

Weight

_____ lbs.

_____ ozs.

Postage

$ _____

Clerk's Initials

_____

Form 2922

§ 127.75 *Alternative disposition.* (a) The sender of a parcel-post package for any foreign country must give instructions at time of mailing that the parcel, if undeliverable as originally addressed, is to be either (1) tendered for delivery to a second addressee in the country of destination, (2) treated as abandoned, or (3) returned to the sender.

(b) The alternative disposition instructions must be given by means of endorsements on the customs declaration (Form 2966) and on the international parcel-post sticker (Form 2922). Appropriate endorsement must also be made by the sender on the dispatch note (Form 2972) in the case of a parcel for a country which requires the dispatch note in addition to the customs declaration.

Postmasters will see to it that such of the printed instructions (a), (b), or (c), appearing on the forms mentioned, as are not employed in indicating the alternative disposition to be made of the parcel are obliterated by the mailer.

(c) Parcels dispatched from the mailing office which are not marked to indicate the alternative disposition to be made of them will, as an exceptional measure, be sent onward to the country of destination and in the event of nondelivery they will be returned to the senders at their expense.

See §§ 127.94, 127.95 and 127.96 regarding the treatment to be accorded parcel-post packages received from foreign countries which prove to be undeliverable.

§ 127.76 *Group shipments.* (a) The "group shipment" of parcel-post packages is an arrangement by which senders of parcel-post packages for certain foreign countries have the option of attaching a single customs declaration (Form 2966) (or a single set when more than one customs declaration is required) to only one parcel of a consignment mailed simultaneously by the same sender to the same addressee at one address. In those cases where a dispatch note is required, a single copy of this form is sufficient for a group. See country items in subpart D of this part.

(b) The following is a list of the countries, colonies, or islands to which group shipments may be sent:

Afghanistan (limited to 3 parcels).
Anglo-Egyptian Sudan (limited to 3 parcels).
Argentina (limited to 3 ordinary parcels).
Bahamas.
Barbados (ordinary).
Belgium.
Bermuda.
British Cameroons.
British Guiana (limited to 3 ordinary parcels).
British Honduras.
British Somaliland.
Bulgaria.
Cape Verde Islands (limited to 3 parcels).
Ceylon (limited to 3 parcels).
Chile.
Colombia (limited to 3 parcels).
Curacao.
Denmark (including Faroe Islands and Greenland).
Dominican Republic.
Ecuador.
Egypt (limited to 3 ordinary parcels).
Fiji Islands.
French Guiana.
Gibraltar.
Great Britain and Northern Ireland (ordinary).
Guadeloupe.
Guatemala (limited to ordinary parcels).
Hong Kong.
Iceland.
Iran (limited to 3 parcels).
Iraq (limited to 3 parcels).
Luxemburg.
Madeira Islands (limited to 3 parcels).
Malaya.
Malta.
Mexico.
Netherlands.
Netherlands Indies (limited to 3 parcels).
New Zealand (ordinary).
Nigeria.
North Borneo (State of).
Nyasaland Protectorate.
Paraguay.
Portuguese East Africa (Mozambique).
Portuguese India (limited to 3 parcels).
Portuguese Timor (limited to 3 parcels).
Portuguese West Africa (limited to 3 parcels).
Rumania (limited to 3 parcels).
St. Pierre and Miquelon.
Salvador (El).
Saudi Arabia (Kingdom of) (limited to 3 parcels).
Siam.
Surinam.
Switzerland (limited to 3 ordinary parcels).
Trans-Jordan (limited to 3 parcels).
Trinidad and Tobago.
Turkey (limited to 3 parcels).
Uruguay.
Venezuela (limited to 3 parcels).
Western Samoa (British) (ordinary).
Windward Islands (ordinary).
Yugoslavia.

(c) It will be noted that the "group shipment" arrangement does not apply to insured parcels when addressed to Argentina, Barbados, British Guiana, Great Britain and Northern Ireland, Guatemala, New Zealand, Palestine, Switzerland, Western Samoa (British), and Windward Islands.

(d) Under the group shipment arrangement, each parcel must be clearly marked with a fractional number, the numerator of which will indicate, in Arabic figures, the number of the parcel, and the denominator the number of parcels comprising the shipment. For example, if a single shipment were composed of 12 parcels, each would be numbered, respectively, 1/12, 2/12, 3/12, etc.

(e) While a group shipment to certain countries is limited to 3 parcels, there may be any number of 3-parcel groups provided that in addition to the identification numbers 1/3, 2/3, and 3/3 each group is indicated by a letter A, B, C, etc. For example, when there are two groups of three parcels each, the parcels should be marked "A–1/3," "A–2/3," "A–3/3", "B–1/3," "B–2/3" and "B–3/3."

(f) The customs declaration (or set of declarations, where a set is required) must be securely attached to one of the parcels (preferably to parcel No. 1 of the group), in order to prevent its becoming lost while the parcel is en route.

(g) The total number of parcels comprised in a shipment must invariably be indicated on the customs declaration. On parcels for Guadeloupe and Mexico the customs declaration must also show, separately, the contents of each parcel opposite the proper reference. For example, for a shipment composed of five parcels: Contents of 1/5 -------- ————. Contents of 2/5 -------- ————, etc.

(h) The "group shipment" arrangement must not be used for mixed shipments. The parcels of a "group shipment" must be all ordinary, all registered, all insured, or all c. o. d. and the appropriate registry or insurance fee collected on each individual parcel.

(i) In the case of a "group shipment" consisting of all c. o. d. parcels, the c. o. d. charges on the parcels can not be added together and only one c. o. d. fee collected on the entire "group shipment"; instead, an appropriate c. o. d. fee must be collected on each individual c. o. d. parcel. Also, the wrapper of each c. o. d. parcel must be indorsed to show the c. o. d. fee paid.

§ 127.77 *Special handling of parcel-post packages for foreign countries.* (a) The attention of all postmasters is invited to the fact that the "special-handling" service for domestic parcel post is available also for parcel post addressed to foreign countries.

(b) All "special-handling" parcel-post packages for foreign countries must bear the words "Special handling" written or printed upon the wrappers, be sacked separately from other mails, and be given the same dispatch and handling through the United States as is provided for "special-handling" domestic parcel-post packages.

(c) Sacks in the domestic service containing parcel-post packages for foreign countries which are to be specially handled must bear the distinctive "special-handling" tags so that they may be readily recognized and give proper treatment.

(d) Care should be given by the United States exchange offices to see that parcels received under the "special-handling" tags are forwarded by the same vessel carrying letter mails for the countries concerned when practicable and are not withheld for dispatch on those ships which are, in some instances, given preference in the dispatch of parcel-post mails.

(e) Special-handling parcels destined for foreign countries received at exchange offices will not be forwarded as letter mail, but will, when practicable, be transmitted as parcel post by the same dispatch as letter mails for the countries concerned.

(f) Parcels given special handling treatment are subject to the following fees, which are in addition to postage charges:

	Cents
Up to 2 pounds	15
Over 2 pounds and up to 10 pounds	20
Over 10 pounds	25

§ 127.78 *Certificates of mailing.* (a) Postmasters are instructed on request, at time of mailing, to issue for an ordinary parcel-post package a certificate of mailing (Form 2965 or 3817), or a receipt from a firm mailing book (Form 3877–A, 3881–A, or 3882–A). If desired by the mailer one certificate of mailing may be issued to cover one or more parcels sent at one time to one addressee. A charge of 1 cent will be made for each certificate of mailing issued to the sender, and for each parcel represented if a single certificate covers more than one parcel; that is, if a certificate of mail-

ing is issued for 10 parcels, even though identical, the charge will be 10 cents.

(b) Certificates of mailing will also be furnished on request on the application for inspection, P. T. Form 27–A, or on the entry for exportation, P. T. Form 26 (furnished by the Treasury Department) certifying that the sender has waived the right to withdraw the parcels from the mails. Such certificates of mailing are likewise subject to a charge of 1 cent for each parcel represented.

Additional certificates of mailing, whether produced by carbon or written separately, are subject to a charge of 1 cent for each parcel concerned.

(c) Certificates of mailing may be issued as additional evidence of mailing for registered and insured parcels subject to a charge of 1 cent for each parcel concerned.

(d) The payment of a fee for a certificate of mailing does not indicate that any liability attaches to the Postmaster General with respect to the parcel described in such certificate, and no receipt is obtained from the addressee on delivery.

(e) Postage stamps to cover the charge for certificates of mailing shall be affixed to the certificates and canceled by the postmark of the office of mailing.

(f) Certificates of mailing are also issued for articles transmitted in the Postal Union (regular) mails. See § 127.16.

§ 127.79 *Consular invoices, etc.* (a) Postmasters should direct the attention of mailers to the necessity for the preparation of consular invoices or other legalized documents required in connection with parcel-post packages addressed for delivery in Argentina, Bolivia, Chile, Colombia, Cuba, Ecuador, France, Guatemala, Macao, Nicaragua, Peru, Philippines, Portugal, Portuguese East Africa (Mozambique), Portuguese India, Portuguese Timor, Portuguese West Africa, Salvador (El), and Uruguay.

(b) Further information respecting the preparation of these documents will be found under each of the individual country items referred to in paragraph (a) of this section.

§ 127.80 *Unpaid and insufficiently prepaid parcel-post packages*—(a) *Treatment at offices of mailing.* When a parcel (ordinary, registered, insured, or collect-on-delivery), whether intended to be transported by surface means or by air, is observed at the office of mailing to be unpaid or insufficiently prepaid and the return address on the parcel is at the office of mailing, the parcel shall be promptly returned to the sender for the affixing of the necessary additional postage. When parcels returned for additional postage are again presented for mailing the postage stamps originally affixed shall be accepted to the amount of their face value. If the parcel bears a return address other than at the office of mailing it shall not be returned to the sender but shall be forwarded to the appropriate dispatching exchange office.

(b) *Treatment at exchange offices.* When an unpaid or insufficiently prepaid parcel (surface or air) is received at an exchange office for dispatch to a foreign country, the postmaster at such exchange office shall forward the parcel to its destination in the same manner as though fully prepaid (without affixing additional postage) and send to the postmaster at the office of mailing (or to the postmaster at the office where the sender is located if it is not the same as the office of mailing) a card notice on Form 2918, appropriately completed, containing instructions to the effect that the amount of the deficiency is to be collected from the sender and postage due stamps to cover the short payment affixed to the back of the card and canceled, and that the card be then returned by the postmaster making the collection to the exchange office from which it was received.

§ 127.81 *Postmasters to use discretion in reporting short payment.* Postmasters at exchange offices will use discretion in reporting cases of short payment in those instances where short-paid or unpaid parcels bear evidence, either by the presence of mucilage on the wrappers or blank spaces in the impressions of the canceling stamps, that the postage stamps might have become detached while the packages were in transit to the exchange offices.

§ 127.82 *Recall and change of address.* The conditions outlined in § 127.34, with the exception of paragraph (f), concerning the recall and change of address of articles in the regular mails likewise apply to international parcel-post packages.

Parcels for Aden, Australia, Barbados, British Honduras, Brunei, Burma, Canada, Cyprus, Gambia, Gilbert and Ellice Islands, Great Britain and Northern Ireland, India, Ireland, Malaya, Nauru, Nigeria, North Borneo, Palestine, Rhodesia (Northern), Rhodesia (Southern), Sarawak, Seychelles, Solomon Islands, Trinidad and Tobago, and Windward Islands can not be recalled after they have left this service nor can the addresses be changed, unless the parcels are undeliverable at the original address.

§ 127.83 *Inquiries or complaints concerning ordinary articles (Postal Union and parcel post).* (a) A charge of 5 cents shall be made for an inquiry or complaint concerning any ordinary Postal Union (regular) mail article or parcel-post package addressed for delivery in a foreign country, unless the sender is able to show, as prescribed, prima facie loss or other irregularity through fault of the Postal Service.

(b) Inquiries should be accepted by postmasters even though the articles were mailed in a foreign country. The fee and the general procedure are the same as that concerning articles mailed in this country.

(c) The instructions regarding the acceptance of inquiries or complaints concerning registered or insured mail set forth in § 127.100 (b), are also applicable to inquiries or complaints in connection with ordinary mail.

§ 127.84 *Prepayment of customs duties.* Customs duties cannot be prepaid through the Post Office Department by the senders of dutiable parcels; they will be collected from addressees when the parcels are delivered.

§ 127.85 *Export declarations.* (a) In order to enable the Department of Commerce to compile statistics of commercial exports by regular mail (surface or air) or parcel post, postmasters at first-, second-, and third-class offices will require business concerns sending merchandise valued at $25 and over to other business concerns:

(1) From continental United States or its noncontiguous territories or possessions[1] (except Johnston, Midway, Palmyra, and Wake Islands, or Guantanamo Bay, Cuba) to any foreign country and to the Canal Zone;

(2) From continental United States to its noncontiguous territories or possessions[1] except the Canal Zone, Alaska, and Hawaii; and

(3) From noncontiguous territories or possessions[1] of the United States except Wake Island, Midway Island, Alaska, Hawaii, and the Canal Zone to continental United States;

to fill out a shipper's export declaration on Department of Commerce Form 7525–V. (Commerce Form 7525–V must also be filed for shipments of all articles requiring an individual export control license from the Office of International Trade, Department of Commerce, Washington 25, D. C., regardless of value or whether the sender or addressee is a business concern.) The shipper's export declaration is only required for goods mailed for commercial purposes and not for goods which involve no commercial consideration. The declaration need not be furnished for catalogs, instruction books (except technical data), and other advertising matter, nor for magazines, newspapers, and periodicals, which are not regarded as merchandise.

(b) The following are the only items on the shipper's export declaration (Commerce Form 7525–V) which are required to be filled in by the sender of a postal shipment:

Name of post office where shipment is being mailed. (Insert in space on the form reading "From (U. S. port of export).")

Name and address of sender (exporter). (If the shipment is being mailed by an agent, the name and address of the principal or seller must also be shown.)

Name and address of addressee (consignee).

Place and country of ultimate destination.

Number of packages being mailed.

Description of merchandise and export license number.

Schedule B commodity number.

Net quantity of merchandise, in Schedule B units.

Value of the merchandise.

(c) The shipper's export declaration is to be prepared in duplicate for shipments originating in continental United States or in its territories or possessions for any foreign country except Canada. A single declaration or set of declarations may include any number of packages

[1] Noncontiguous territories and possessions: Alaska, Puerto Rico, Virgin Islands of the United States, Hawaii, Guam, Samoa, Canton and Enderbury Islands, Johnston, Midway, Palmyra, and Wake Islands.

mailed by one sender on the same day to the same country. It is not necessary that the declarations be notarized.

(d) The description of contents and units of quantities must be in the detail required by Schedule B, Statistical Classification of Domestic and Foreign Commodities Exported from the United States. Shippers may obtain copies of Schedule B (Part I, Alphabetical Index) from the Superintendent of Documents, Government Printing Office (Washington 25, D. C., from Collectors of Customs, or from Department of Commerce Field Offices, at a cost of $2.50 per copy. Responsibility for correctly describing merchandise in conformity with Schedule B rests with the sender.

(e) Completed declarations should be postmarked in the lower left portion of the form at the office of mailing and the original and duplicate declarations disposed of as follows:

Original—send to
Section of Customs Statistics,
Foreign Trade Division,
Bureau of the Census,
Room 434, Customhouse,
New York 4, New York.

Duplicate—send to
Office of International Trade,
Department of Commerce,
Washington 25, D. C.

Declarations should be mailed daily from first-class post offices, and from second- and third-class offices whenever there are enough accumulated to fill an envelope but in any case not less frequently than once a week.

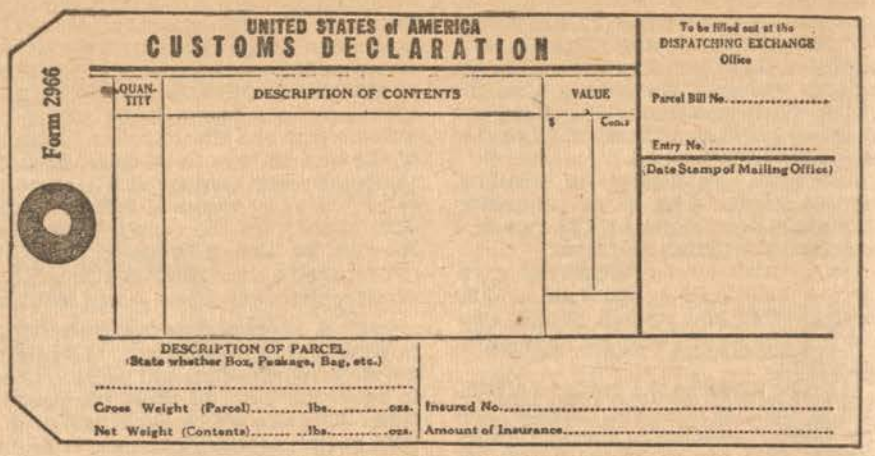
(f) Postmasters may obtain a free supply of Form 7525–V, for limited distribution to occasional shippers only, from the Foreign Trade Division, Bureau of the Census, Washington 25, D. C. Requests by mailers for this form from postmasters would be limited in accordance with the provision stated above. Regular exporters may obtain copies of the shipper's export declaration from the Superintendent of Documents, Government Printing Office, Washington 25, D. C., from Collectors of Customs, or from Commerce Department Field Offices, at a cost of 50 cents per pad of 100. They may be printed by private parties provided they conform to the official form in size, wording, color, and arrangement.

(g) Questions relating to shipper's export declarations and export classification may be submitted by exporters directly to the Foreign Trade Division, Bureau of the Census, Washington 25, D. C., for decision; those by postmasters concerning international mails are to be addressed to the Deputy Second Assistant Postmaster General, International Postal Service and those concerning domestic mails to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

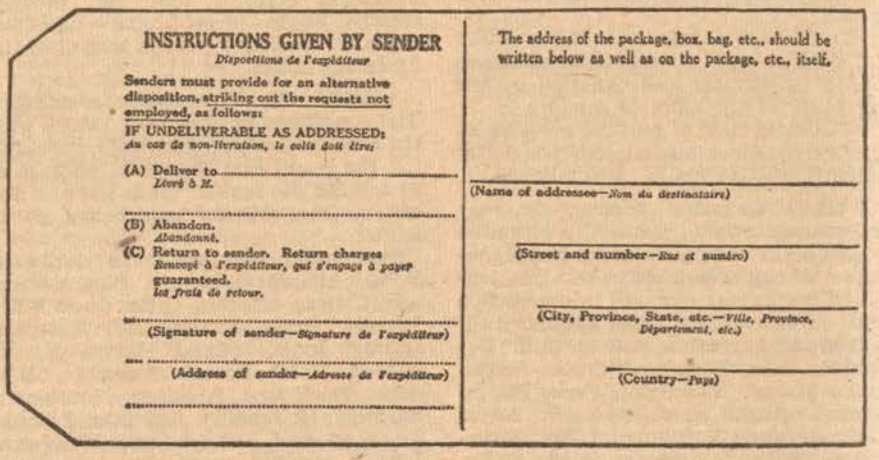
§ 127.85a *Customs Forms 2966 and 2972.* Facsimiles of Forms 2966 and 2972 are shown as follows:

(a) *Customs declaration.*

[Front side]

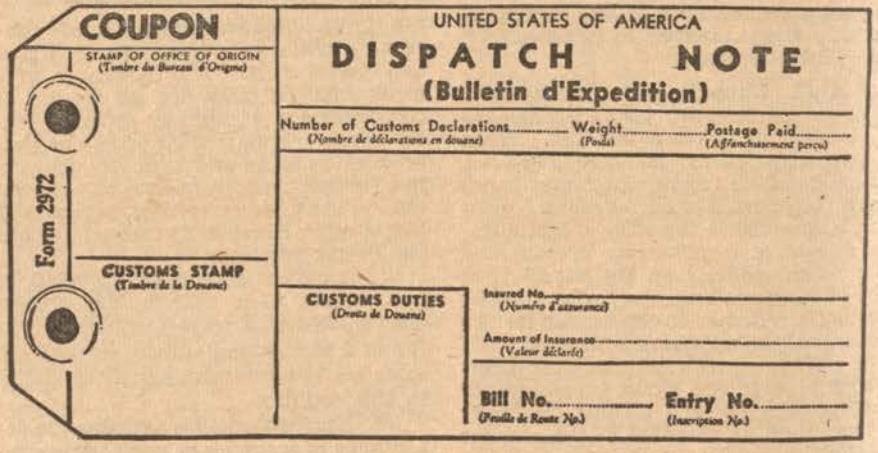


[Reverse side]

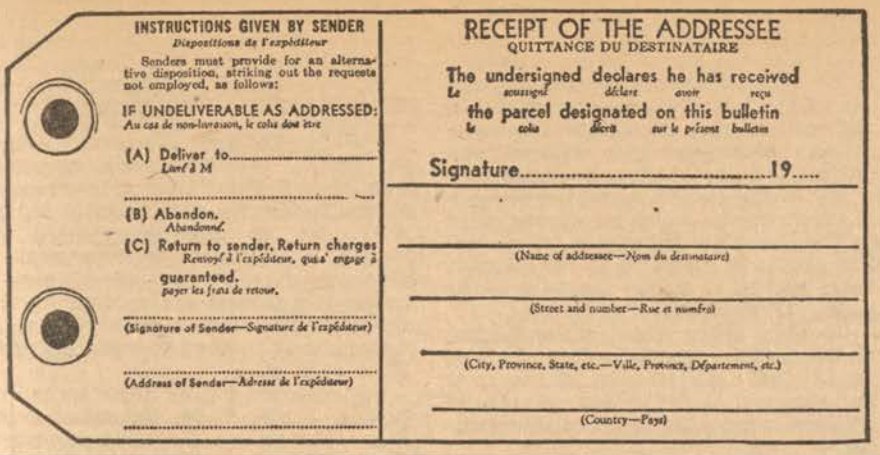


(b) *Dispatch note.*

[Front side]



[Reverse side]



INSTRUCTIONS GIVEN BY SENDER
Dispositions de l'expéditeur

Senders must provide for an alternative disposition, striking out the requests not employed, as follows:

IF UNDELIVERABLE AS ADDRESSED:
Au cas de non-livraison, le colis doit être

(A) Deliver to.....
Livré à M

(B) Abandon.
Abandonné.

(C) Return to sender. Return charges guaranteed.
Renvoyé à l'expéditeur, qui s'engage à payer les frais de retour.

(Signature of Sender—Signature de l'expéditeur)

(Address of Sender—Adresse de l'expéditeur)

RECEIPT OF THE ADDRESSEE
QUITTANCE DU DESTINATAIRE

The undersigned declares he has received
Le soussigné déclare avoir reçu
the parcel designated on this bulletin
le colis décrit sur le présent bulletin

Signature.....19.....

(Name of addressee—Nom du destinataire)

(Street and number—Rue et numéro)

(City, Province, State, etc.—Ville, Province, Département, etc.)

(Country—Pays)

PARCELS FROM FOREIGN COUNTRIES

§ 127.86 *Customs duties.* Liable or supposed liable to customs duty articles received in the international parcel post mails shall be treated in strict accordance with the provisions of the "Joint Regulations Adopted by the Secretary of the Treasury and the Postmaster General Governing the Treatment of Mail Matter Received from Foreign Countries Involving the Customs Revenue," appearing in Part 22 of this chapter. Postmasters should read and comply strictly with the requirements of that part. Also see §§ 127.49 and 127.50 All foreign mails should be carefully examined to the end that any customs duty chargeable may be collected. Whenever the failure of any postmaster to treat dutiable matter properly results in the loss of customs revenue, he will be held liable under his official bond for the loss. Dutiable mail for appraisal is to be addressed to postmasters at places where customs officials are located (see § 127.52) and not direct to the customs officials. Parcels received at city-delivery offices from foreign countries on which there are no customs charges should be delivered in the same manner as domestic parcel post.

§ 127.87 *Notices to addressees of dutiable parcels.* (a) Dutiable mail shall, so far as possible, be delivered by city, village, or rural carriers, who shall collect the duty upon delivery. If delivery cannot be made by carriers, after the first attempt, delivery notices on Form 2921 shall be immediately mailed to addressees.

§ 127.88 *Delivery at residence or place of business at request of addressees after payment of customs duty at the Post Office.* In connection with requests of addressees for delivery of parcel-post packages at the residence or place of business of the addressees after the customs duty thereon has been paid at the post office, attention is called to the circumstance that the Treasury Department has declined to refund the duty in such cases when the goods become lost between the post office and the addressee's residence or place of business, and that if there should be any loss there is no appropriation available from which the Post Office Department could make reimbursement for the amount of duty paid. This circumstance should invariably be brought to the attention of addressees or their representatives when request is made that parcels be delivered in this manner.

Parcel-post packages delivered as indicated above should be marked to show that the customs duty has been paid thereon.

§ 127.89 *Parcels to be considered as fully prepaid.* As parcel-post packages received from a number of foreign countries are unaccompanied by postage stamps, the postage having been prepaid by means of cash, all parcels received from abroad will be considered as fully prepaid unless definite information is known to the contrary.

§ 127.90 *Delivery of parcels addressed in care of banks or other organizations.* In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

§ 127.91 *Delivery fee.* (a) Except as stated in paragraph (b) of this section, a delivery fee of 5 cents for each parcel from a foreign country is collectible on delivery to the addressee, either at the post office or his residence. The delivery fee is in addition to the postage prepaid and is intended to partly cover the cost for delivery of the parcel after its receipt in the United States. Postage-due stamps in the amount of 5 cents must be affixed to the parcel and canceled before delivery.

(b) Parcels addressed to members of the diplomatic and consular corps of Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, Salvador (El), Spain, Uruguay, and Venezuela will be exempt from payment of delivery fees, except in the case of parcels addressed to members of the consular corps of these countries which contain articles liable to the payment of customs duties. Also parcels from prisoners of war will be exempt from payment of the delivery fee.

(c) Indorsement for the collection of this fee by the office of delivery should be placed on parcels by the exchange office of first receipt.

(d) The delivery fee is in addition to the customs clearance charge mentioned in § 127.92.

§ 127.92 *Customs clearance charge.* (a) Except as stated in paragraph (b) of this section, there will be collected from the addressee of every parcel-post package received from abroad a charge of 10 cents to cover customs clearance. This charge is in addition to the delivery fee of 5 cents referred to in § 127.91, and is collected whether or not the parcel proves, after customs examination, to be dutiable.

(b) Parcels addressed to members of the diplomatic and consular corps of Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, Salvador (El), Spain, Uruguay, and Venezuela will be exempt from the payment of customs clearance charges except in the case of parcels addressed to members of the consular corps of these countries which contain articles liable to the payment of customs duties. Also parcels from prisoners of war will be exempt from payment of the customs clearance fee.

(c) As in the case of the delivery fee of 5 cents collectible from the addressee on parcel-post packages received from foreign countries, it shall be the duty of the exchange office of first receipt to indorse all parcels for the collection from the addressee by the post office of delivery of a charge of 10 cents for customs clearance. Postage-due stamps in the amount of 10 cents plus 5 cents for the delivery fee, or a total of 15 cents, must, before delivery, be affixed to the wrapper of the parcel and canceled.

(d) As stated, the exchange office of first receipt will indorse parcel-post packages for the collection of the customs clearance charge of 10 cents, and, except in case of obvious error, collection of such charges should be made only when the parcel is so endorsed.

§ 127.93 *Storage (demurrage) charge.* (a) A storage (demurrage) charge of 5 cents per day shall be imposed on each ordinary, registered, insured, and collect-on-delivery parcel-post package received from a foreign country, which the addressee fails to remove from the post office within 10 days (15 days in the case of collect-on-delivery parcels), after the first attempt to deliver or the first notice that the parcel is ready for delivery at the office of address, exclusive of the day delivery is first attempted or the issuance of the first notice that the parcel is ready for delivery, Sundays, holidays, and the actual day of delivery. When a collection is made of an amount due for storage the money received will be accounted for by the affixing of postage-due stamps to each parcel in the amount of the charge paid.

(b) Postmasters will use Form 2921 in giving notice to addressees with respect to parcels held, which form bears an announcement of the charge to be imposed

in case the parcels are not called for within the time specified.

(c) In the case of parcel-post packages returned as undeliverable or reforwarded to Anglo-Egyptian Sudan, Argentina, Barbados, Belgium, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cyrenaica, Denmark (including Faroe Islands and Greenland), Egypt, Eritrea, Estonia, Greece, Iceland, Italy, Latvia, Lithuania, Mexico, Morocco (Spanish Zone), Netherlands, Netherlands Indies, Palestine, Poland, Portugal, Portuguese East Africa (Mozambique), Rumania, Somalia, Spain and possessions, Spanish Guinea, Switzerland, Turkey, Union of Soviet Socialist Republics, Uruguay, and Yugoslavia, postmasters at offices of address will mark all such undeliverable parcels to show the amount of the storage charges, if any, which were due thereon from the addressees, in order that record thereof may be made at the United States exchange office which dispatches the undeliverable parcels in question to the country of origin. In case no storage charges have accumulated on an undeliverable parcel returned to one of these countries, the parcel should be marked before its return by the post office of address with the words "No storage charges due" or words of similar purport.

(d) Any storage charges imposed on undeliverable parcel-post packages which are returned from the countries mentioned in paragraph (c) of this section, will be collected from the senders in this country.

(e) The United States exchange offices dispatching the parcels to the countries of origin will enter these charges on the parcel bills accompanying the returned parcels. They will also submit to the department quarterly reports of the charges in question as the basis for the preparation of accounts against the aforementioned countries, which are the only countries requiring an accounting of the storage charges accumulated on undeliverable parcels returned to the United States.

(f) Storage (demurrage) charges, which have accrued on parcels from foreign countries at an office of address cannot be evaded by the forwarding of such parcels to any other office for delivery. The storage charges accumulating at one or more offices shall be rated up on forwarded parcels for collection at the office of delivery. Such forwarded parcels shall be endorsed "Collect ------ storage charge." In order to avoid confusion, postmasters who deliver parcels which have been forwarded from one post office to another in this country on which storage charges have accumulated will collect the amounts involved and notify the postmasters at the offices at which the charges accrued that the collections have been made.

§ 127.94 *Undeliverable parcels; return to foreign countries.* (a) Parcel-post packages which cannot be delivered and are not marked by the sender to be otherwise disposed of must be endorsed to show the cause of nondelivery, such as "Non-réclamé" (unclaimed), "Refusé" (refused), etc., and returned from the post office of destination to the United States exchange office from which they were received at the expiration of 30 days from the date of their receipt at the office of destination. Should such a parcel be refused by the addressee before the expiration of the period for its detention, or the fact is established that delivery cannot be effected as addressed, it should immediately upon such refusal, or nondelivery, be appropriately endorsed and returned to the country of origin.

(b) In the case of undeliverable parcels from abroad which are accompanied by dispatch notes the reason for nondelivery must be indicated on the dispatch notes, as well as on the wrappers of the parcels themselves.

(c) Mail entry forms accompanying undeliverable dutiable parcels shall be marked with a statement of the facts and returned to the issuing collector of customs. (See § 116.17 (e) of this chapter.)

§ 127.95 *Undeliverable parcels; forwarding.* (a) Parcel-post packages from foreign countries bearing request for delivery to a second addressee in the event of nondelivery as originally addressed should be held at the disposal of the first addressee for one-half the 30-day detention period, and at the disposal of the second addressee for the same length of time (15 days) when, if still undeliverable, the parcel should, if not also marked for abandonment, be appropriately endorsed and returned to origin. However, should the parcel be refused by the first addressee, it should immediately be tendered for delivery to the second addressee. If refused by the latter before the expiration of the period of detention, the parcel should, if not marked for abandonment, be appropriately endorsed and returned to the country of origin forthwith.

(b) Parcels which are forwarded from one post office to another in this country, are subject to an additional charge for postage in accordance with the rates applicable in the United States domestic service, such charge to be collected from the addressee, unless prepaid If the said charge is not prepaid, the parcels should be marked, when forwarded, "Collect ------ postage."

(c) In the case of a parcel-post package originating in a foreign country addressed for delivery in the United States which proves undeliverable owing to the addressee having removed to a third country or to the country of origin, the parcel should be held at the office of original address and instructions as to what further disposal should be made of it obtained from the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C., in specific cases. A description of the contents, the weight of the parcel, and whether ordinary, registered, insured, or c. o. d. should be stated.

(d) A parcel (fourth class) mailed in the United States for delivery at another post office in the United States, the addressee of which has removed to a foreign country, should not be forwarded on to the addressee abroad but should be considered as undeliverable and treated in the usual manner.

(e) The mail entry form covering a dutiable parcel which is redirected to another post office shall be enclosed in a properly readdressed penalty envelope and securely attached to the parcel involved. The postmaster at the forwarding office shall notify the customs officer who issued the entry of the action taken. (See § 116.17 (f) of this chapter.)

§ 127.96 *Undeliverable parcels; abandonment.* (a) Parcel-post packages from abroad which have been endorsed by the sender for abandonment if undeliverable as addressed should be treated as abandoned at the expiration of the prescribed 30-day retention period, unless the parcels are refused by the addressees, in which case they are to be treated as abandoned immediately upon being refused.

(b) However, parcels from Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Morocco (Spanish Zone), Nicaragua, Panama, Paraguay, Peru, Salvador (El), Spain (including Balearic and Canary Islands, and the Spanish Offices in Northern Africa), Spanish Guinea, Uruguay and Venezuela endorsed to be abandoned should be held for a period of 90 days before being so treated, unless it is clearly apparent before that time that a parcel is definitely undeliverable, in which case it should immediately be treated as abandoned.

(c) Abandoned parcels, if dutiable, should be sent to the collector of customs from whom they were received; if nondutiable, they should be sent to the proper dead parcel post branch for disposition. In either case the parcels should be endorsed "abandoned."

§ 127.97 *Undeliverable parcels; returned to United States.* (a) An undeliverable parcel returned to the United States with contents in good condition, upon which the return postage has not been prepaid, is subject on delivery to the sender to a postage charge equal to the amount of postage originally prepaid on the parcel; which amount should be marked on the parcel by the United States exchange post office which receives it back from abroad, and collected by the post office which delivers it to the sender—the necessary postage-due stamps should be affixed to the wrapper of the parcel and canceled.

(b) In the case of undelivered parcels returned from certain countries the senders must pay, in addition to the amount equal to the postage originally prepaid, storage, customs clearance, and other postal charges assessed in the country of destination, including in some cases a charge for repacking a parcel, if necessary.

(c) Returned parcels which are reforwarded from one post office to another in this country will be subject to charges for such reforwarding, in addition to the charges marked thereon by the exchange office, in accordance with the rates applicable in the United States domestic service.

(d) Returned parcels which are refused by the senders should be disposed of as dead parcel post.

(e) If the sender has removed to a foreign country, the parcel shall be held at the office of mailing and instructions as to the disposal to be made of it obtained

from the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C.

§ 127.98 *Dispatch notes accompanying parcel-post packages from foreign countries.* (a) Postmasters sometimes detach dispatch notes accompanying parcel-post packages received from foreign countries and return them to the countries of origin after signature by the addressees.

(b) It is evident that these forms are being confused with registry return receipts, and postmasters are hereby instructed not to detach dispatch notes (Bulletins d'expedition) from parcel-post packages of foreign origin.

(c) Dispatch notes should be permitted to remain with the parcels and delivered to the addressees, or, in case the parcels become undeliverable, should be indorsed to show the cause of nondelivery and disposed of in the same manner as the relative parcels.

§ 127.99 *Semiofficial or express service.* Some of the countries of Europe have an arrangement with international express companies whereby parcels which fail to conform to the regulations of the official parcel post are withdrawn from the mails and handed to the express companies to be brought to this country and by them delivered to addressees without the intervention of the United States Postal Service. Such arrangements are known as the semiofficial parcel post, and parcels so conveyed and delivered are somewhat delayed and at times give rise to additional charges to which official parcel-post packages are not subjected. In order to avoid these delays and charges, addressees in the United States should caution the senders in foreign countries to prepare their parcels so as to conform strictly to the regulations of the official parcel post and then to insist that they be so sent, marking the parcels to indicate unmistakably that the official service is to be used for their transmission.

SUBPART C—INTERNATIONAL REGISTRY INSURANCE, C. O. D., AND CERTAIN ORDINARY SERVICES

§ 127.100 *General information and instructions.*

NOTE: It is very important that the instructions and information in connection with Postal Union and international parcel-post mails be consulted before accepting for mailing articles addressed to foreign countries.

(a) *Packing.* (1) As a general rule, the responsibility of properly enclosing, packing, and sealing parcels for foreign countries rests with the sender and the postal service will not assume liability for loss, rifling, or damage arising from defects which may not be observed at the time of posting. If a parcel tendered for mailing does not in the opinion of the accepting employee fulfill the prescribed packing requirements, it shall be refused. (See § 127.70 for information relative to the packing of parcels for foreign countries; also see individual country items as regards sealing.)

(2) Postmasters and other postal employees shall not assist in the preparation of parcels or other mail matter addressed to foreign countries.

(b) *Inquiries or complaints concerning registered or insured mail and charges therefor.* (1) A charge of 10 cents shall be made for an inquiry or complaint in connection with registered or insured mail addressed to a foreign country unless the sender has failed to receive a return receipt for which he paid the required fee, or is able to show that a prima facie loss or other irregularity has occurred through fault of the Postal Service by (i) exhibiting a letter or other report from the addressee dated a reasonable time after the article involved would, in regular course, have been delivered, or (ii) satisfactorily accounting for the failure to exhibit such letter or report.

(2) The charge mentioned in subparagraph (1) of this paragraph is collected only once for inquiries or requests for information concerning several articles mailed simultaneously by the same sender addressed to the same addressee.

(3) If an inquiry or complaint is accepted without collection of a fee under the foregoing, but it is subsequently found that there was no mistreatment or unreasonable delay of the article chargeable to the Postal Service the prescribed fee shall be collected when the result of the trace is furnished the sender. However, no fee shall be collected in the event of loss due to war causes or inability to account for an article due to the same causes.

(4) The fee shall be affixed by means of postage stamps to the inquiry form or complaint and canceled.

(5) No charge shall be made for inquiries or complaints in connection with international c. o. d. mail.

(6) Inquiries are accepted only within the period of one year, counting from the day following that of mailing of the article. However, simple requests for information presented after that period are complied with regarding articles mailed less than 2 years previously.

(7) See § 127.83 regarding inquiries concerning ordinary articles addressed for delivery in foreign countries.

(c) *Claims for indemnity.* (1) Claims for indemnity on account of the loss, rifling, or damage of international registered (Postal Union or parcel post) or registered c. o. d. mail shall be filed on Form 565.

(2) Form 2855 shall be used in connection with complaints of the loss, rifling, or damage of international insured, insured c. o. d., or Americo-Spanish ordinary parcel post mail and for nonreceipt or shortage of c. o. d. charges borne by all international c. o. d. parcels. Instructions as to the disposition of the form will be found on page 2 thereof.

(3) The report from the addressee on which the claim is based should accompany the claim.

(d) *Proof of value.* In the event of the loss, rifling, or damage of registered, insured, c. o. d., and ordinary parcels, the burden of satisfactorily establishing the value of the contents at the time of mailing or that the amount claimed, particularly in the case of heirlooms or antiques, is not in excess of the ordinary market value of similar articles rests, in the absence of a complete description of the contents, with the claimant. Sentimental values arising from associations of articles cannot properly be allowed.

(e) *Duplicate claims.* Extreme care shall be exercised to prevent duplicate applications for indemnity which shall be executed and indorsed "Duplicate" only after it has been definitely established that the original has been lost or destroyed. The "Duplicate" shall also show the last-known disposition of the original, including the date.

(f) *Delivery of insured, registered, and c. o. d. mail and charge for restriction by addressee.* Such mail from foreign countries shall be delivered in accordance with the domestic registry delivery regulations; a receipt shall be taken and filed as a record of each transaction.

(g) *Restricted delivery.* The addressee in this country may restrict delivery to himself, or to his order, of registered, insured, and collect-on-delivery mail of foreign origin upon payment of the additional fee of 20 cents prescribed in § 58.6 (2) of this chapter.

Registered Postal Union articles from foreign countries which are accompanied by a return receipt and bear the notation (underlined in red) "Deliver to addressee only," or a similar notation, shall be delivered only to the addressee. Two attempts must be made to deliver such articles. If delivery cannot be effected by the second attempt, the articles should be returned to the sender as undeliverable.

(h) *Parcels erroneously accepted as registered, insured, or c. o. d. mail addressed to foreign countries.* Such parcels must be conspicuously indorsed "Returned, insured contrary to instructions", or "Returned, sent c. o. d. contrary to instructions," as may be proper, and returned to the mailing office. These irregularities shall be reported to the Deputy Second Assistant Postmaster General, International Postal Service Washington 25, D. C.

(i) *Recovery of lost mail.* Offices of mailing and address shall keep a record of all mail matter reported lost, and, in the case of registered, registered c. o. d., or ordinary mail, if the article is found, immediately notify the Inspector in Charge of the Division in which the office is located. In the case of insured or insured c. o. d. mail, however, notification shall be sent to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C.

(j) *Refund of postage.* Requests for refund of postage for which no service has been rendered may be submitted as outlined in § 150.1102 of this chapter.

(k) *Domestic regulations govern.* The regulations governing domestic mail matter shall govern in matters not herein or otherwise specifically provided for.

§ 127.101 *Special provisions applicable to international registry service*—(a) *Preparation for mailing.* Mail for registration intended for foreign countries may not be addressed in ordinary pencil, but must be addressed with ink, in typewriting, or by means of an indelible pencil. The use of indelible pencil is not, however, permitted in the case of registered articles transmitted in "window" envlopes. Postmasters shall reject any letters presented for registration which

bear traces of opening and resealing. Letters which are sealed with wax, paper strips, or seals may be accepted for registration if they are prepared in accordance with the requirements for domestic registered mail.

(b) *Matter admissible to international registered mails.* (1) Mailable Postal Union articles may be registered if postage is paid at proper rate in addition to the registry fee. (See information under the heading "General prohibitions and restrictions", §§ 127.21–127.25.)

(2) Diplomatic and consular mail, which is entitled to freedom of postage (see (§ 127.30), is also entitled to free registration but without the right to indemnity, except when transported by air, in which case the required registration fee and airmail postage must be prepaid (see subparagraph (4) of this paragraph).

(3) Parcel-post packages may be registered if so indicated in the parcel-post tables in Subpart D of this part.

(4) Mailable Postal Union articles for transmission by air will be accepted for registration upon prepayment of the required registration fee and airmail postage.

(c) *Registry fee.* (1) The registry fee on Postal Union registered mail is 25 cents for each article. The fee may be paid by means of postage stamps, stamping machine, or printed indicia. (See § 127.28.)

(2) The registry fee on parcel post packages is shown under the respective parcel post tables where applicable.

(d) *Registry receipt.* The usual registration receipt shall be issued for mail matter accepted for registration to foreign countries. In instances in which parcel post is presented for registration to foreign countries under the provisions of the Agreement relative to parcel post of the Postal Union of the Americas and Spain of Rio de Janeiro (see § 127.104), there must be a notation on the receipt showing the exact weight of the parcel and the total amount of postage paid (including transit charges and/or surcharges wherever applicable), in addition to the registration number, amount of fee paid, date of mailing, and the name and address of sender and addressee.

(e) *Class of articles to be designated in records.* (1) The class of each article accepted for registration shall be noted on the registry receipt and on the mailing-office record. The following abbreviations will be used in recording mail accepted for registration addressed to foreign countries.

Classification:	*Abbreviation*
Letters	L.
Post cards	P. C.
Commercial papers	Com. P.
Printed matter	Prints.
Samples of merchandise	Sample.
Small packets	S. P.
Parcel post	P. P.

(2) Registry records must especially distinguish registered international parcel-post mail from registered Postal Union (regular) mail articles.

(f) *Make-up and dispatch.* Registered mail shall be dispatched as directed by sections 59.24, 114.13, and 114.26 of this chapter. See also the "General foreign separating scheme," § 127.39.

(g) *Preparation for dispatch to the New York, N. Y., exchange office.* To permit expeditious handling, registered mail proper for dispatch to foreign countries (except Canada or Mexico) via New York, N. Y., shall, when the quantity warrants, be dispatched in a single inclosure (a registered jacket, sack, or pouch) addressed direct to "New York—Foreign."

(h) *Registry return receipts.* (1) Registry return receipts for Postal Union (regular) mail articles may be obtained upon payment of a fee of 5 cents if requested at time of mailing or 10 cents if requested after mailing. (See individual country items for return receipt fee, if any, for registered parcel post. Registered articles addressed to foreign countries for which the sender requests a return receipt shall bear, on the front, the conspicuous notation: "Avis de reception" (return receipt) or the imprint of a stamp: "A. R." In such cases, Form 2865 shall be made up and fastened securely to the outside of the article. Form 2865 shall be supplied by all first-, second-, and third-class post offices, but in case of fourth-class offices it will be supplied by the United States exchange office of dispatch, unless the mailing office has been specially authorized otherwise. The domestic return receipt (Form 3811) may be used for registered articles addressed for delivery in Canada (but not to other countries) when no Forms 2865 are available. (See paragraph (i) of this section.)

(2) Complaints with respect to the execution in foreign countries of return receipts for registered articles delivered in such countries are to be transmitted, together with the return receipts, to the Deputy Second Assistant Postmaster General, of International Postal Service, Washington 25, D. C.

(3) Care shall be exercised to see that return receipts from foreign countries are duly signed by the addressee with ink or indelible pencil, if practicable. When registered mail is signed for by an authorized agent of the addressee the name of both the addressee and agent shall appear on the card. After completion by the office of destination, the receipts shall be returned, in the ordinary mail, without cover and free of postage, to the address of the sender of the article.

(i) *Registry return receipts requested after mailing; complaints of failure to receive return receipts.* (1) Except in the case of Canada, Form 542 (at first- and second-class offices) or 1510 (at third- and fourth-class offices) shall be executed and forwarded to the Inspector in Charge of the division in which the office of origin is located. Form 2865 (endorsed at the top "Request for advice of delivery made after mailing" or "Duplicate advice of delivery" as may be appropriate) shall be forwarded with Form 542 or 1510 sent from first-, second-, and third-class offices. Form 1510 shall also be endorsed to show whether the receipt was requested at or after the time the article was mailed.

(2) In the case of Canada, Form 1510 shall be executed at all offices and endorsed as indicated above; also, Form 2865 shall be attached (if Form 2865 is not available, domestic form of return receipt, Form 3811, may be used) and sent to the postmaster at the office of address in Canada in the usual official penalty envelope endorsed to show the proper Canadian province.

(j) *Delivery in foreign countries.* Delivery of registered mail addressed to foreign countries is made according to the regulations of the country of destination.

(k) *Indemnity.* See §§ 127.105, 127.106, 127.107, and 127.110.

(l) *Further information.* For further information, see § 127.100 and individual country items in Subpart D of this part.

§ 127.102 *Special provisions applicable to international insurance service.* (a) Insured parcel-post service has been inaugurated between the United States and the following countries:

Anglo-Egyptian Sudan.[1]
Argentina.
Bahamas.
Barbados.
Belgium.[1]
British Guiana.
Brunei.[1]
Canada.
Cape Verde Islands.
Colombia.
Denmark.
Ecuador.
Egypt.[1]
Finland.
France (including Algeria and Corsica).[1]
French Indo-China.[1]
Germany.[1]
Great Britain and Northern Ireland.
Greece.[1]
Guatemala.
Hungary.[1]
Iceland.
Ireland.
Italy.[1]
Japan.[1]
Leeward Islands.
Macao.[1]
Malaya.[1]
Netherlands.[1]
Netherlands Indies.[1]
Newfoundland (including Labrador).
New Zealand.
North Borneo (State of).[1]
Norway.
Portugal (including Madeira and the Azores).
Portuguese East Africa (Mozambique).
Portuguese West Africa.
Rumania.[1]
Sarawak.[1]
Surinam.
Sweden.
Switzerland.[1]
Turkey.[1]
Western Samoa (British).
Windward Islands.
Yugoslavia.[1]

(b) In addition to the general provisions for the preparation of ordinary parcels for foreign countries (see §§ 127.55–127.85), the following special provisions are applicable to insured parcels:

(1) The labels or stamps on insured parcels must be so placed that they cannot serve to conceal injury to the cover. They must not be folded over two sides of the cover so as to hide the edge.

(2) The condition of each parcel at the time of receipt, or dispatch, shall be carefully noted and appropriate action taken if the article is not in good condition or if other irregularities are noted.

(3) The postmarking stamp of the office of mailing must appear at all breaks (cut or torn edges) of any gummed paper strips used in the sealing of insured parcels.

(4) Parcels containing fragile or perishable articles must be so marked, i. e., "Fragile," "Perishable," "Glass," or "Eggs," as may be appropriate.

(5) In the case of insured parcels for certain countries as shown under the individual country items, the exact amount of the insured value must be

[1] Insurance service suspended.

marked on the parcels, and, in some cases, on the customs declarations or dispatch notes, in arabic figures and roman letters spelled out in full (for instance, "$25.75, Twenty-five dollars and seventy-five cents"). In other words, the figures in the example just given are arabic and the letters are roman. The amount in letters is to be printed or typewritten (in roman letters) and is not to be written in ordinary script.

In some cases, as shown under the country items, the amount in United States currency must be converted into gold francs (on basis of 33 cents (approximately) equals one gold franc—the conversion may be made by multiplying the amount in United States currency by 3) and the amount in gold francs so converted must be written immediately below the first amount (for instance, amount mentioned in preceding paragraph would, when converted into gold francs, be written "77.25 francs, seventy-seven francs and twenty-five centimes").

(6) Each insured parcel must be marked or labeled or stamped "Insured" in a conspicuous place on the address side at the time of mailing. For this purpose the insurance stamp used in the domestic service shall be used as far as practicable. The customs declaration and the dispatch note, when a dispatch note is required, must also be marked or labeled or stamped "Insured." Parcels marked "Insured" by other than the Postal Service, but not actually insured by the Postal Service, are not mailable.

(7) The insurance number shall be legibly written immediately below the endorsement "Insured." Insured parcels may be numbered in the same series and recorded in the same Form 3813–a (sender's receipt for insured mail) as domestic insured mail. However, where advisable, a separate series of numbers may be used for insured parcels for foreign countries (or for each foreign country to which insured parcel-post service is in effect) and they may be recorded on a separate Form 3813, or a firm mailing book.

(8) For regulations applicable to particular countries only, see information appearing under the country item concerned in Subpart D of this part.

(c) *Forwarding or return of insured parcels.* (1) If desired, senders may endorse insured parcels "Do not forward to a third country." In that event the parcels are not to be forwarded to another country.

(2) Unless insured parcels are endorsed that they are not to be forwarded to a third country, they may be forwarded to the addressee in a third country, in regular course, or they may be returned to the sender in a third country, in accordance with a return address on the parcels, if they can be forwarded or returned as insured mail.

(3) In the case of an insured parcel forwarded or returned to a third country, the rightful claimant shall be entitled to only such indemnity, if any, for any loss, rifling, or damage, which occurs subsequent to the redispatch of the parcel in the country of original address, as the country in which the loss, rifling, or damage occurred is willing or obligated to pay under any agreement in force between the countries involved.

(d) *Return receipts for insured parcels.* The receipts will be furnished under the same conditions as apply to registry return receipts. (See § 127.101 (l).) Such return receipts shall be stamped or marked "Insured." No return receipts are furnished in the case of insured parcels for Canada.

(e) *Further information.* For further information, see § 127.100 and individual country items in Subpart D of this part.

(f) *Indemnity.* See §§ 127.108, 127.110 and paragraph (c) (3) of this section.

§ 127.103 *Special provisions applicable to international c. o. d. service.* (a) (1) While c. o. d. service has been inaugurated between the United States and Belgium, Colombia, Denmark (including Faroe Islands and Greenland), Finland, Lithuania, Mexico, Norway, and Sweden, see subparagraph (3) of this paragraph as to suspension of service.

(2) The c. o. d. service with Colombia applies to insured parcels, whereas, the c. o. d. service with Mexico applies to registered parcels. Also, the c. o. d. service with Mexico includes printed matter, 8-ounce packages of merchandise, and small packets.

(3) The c. o. d. service with Belgium, Denmark (including Faroe Islands and Greenland), Finland, Lithuania, Norway, and Sweden is suspended.

(4) When the c. o. d. charges are less than the value, the sender may pay a higher fee in order to obtain indemnity for loss, rifling, or damage within the limit of indemnity allowable for the fee paid.

(5) No c. o. d. tag shall be attached to c. o. d. parcels for foreign countries.

(6) Each c. o. d. parcel for a foreign country must be given only one original number, which shall be the registration number or the insurance number, as the case may be. Where advisable, a separate series of numbers may be assigned for registered c. o. d. parcels or insured c. o. d. parcels, as the case may be, for each country with which such service is in force, and separate registration records or insurance records may be maintained for such parcels. When the quantity of c. o. d. mail is limited, it may be numbered in the same series and recorded on the same forms as other registered parcels or insured parcels for the country concerned.

(7) The usual registration receipt will be issued for c. o. d. registered parcels for foreign countries. In addition to the data ordinarily placed upon such receipts, there must be added a notation showing the amount of charges to be collected and the amount of the c. o. d. fee paid, exclusive of postage. The mailing office record must also show such charges and fee. From mailing records may be used when desired.

(8) A receipt on Form 3813 or 3813–a or on a firm mailing sheet shall be issued to the sender of an insured c. o. d. parcel. When the individual receipts (Forms 3813 and 3813–a) are used, the c. o. d. fee paid should be entered in the line beginning "Insurance fee ____" and on the back of both the stub and receipt should be shown the c. o. d. charges to be collected. Also, the name and address of the sender should be entered on the back of the stub.

(9) Returned receipts will be furnished for c. o. d. parcels (except c. o. d. parcels for Mexico) under the same conditions as apply to registry return receipts. (See § 127.101 (h).) Such return receipts shall be stamped or marked "c. o. d."

(10) The postmarking stamp of the office of mailing must appear at all breaks (cut or torn edges) of any gummed paper strips used in the sealing of c. o. d. articles.

(11) Each c. o. d. parcel for a foreign country must bear on the address side and on the relative dispatch note or customs declaration the conspicuous impression of an official rubber stamp reading "c. o. d." In close proximity to such impression there must appear the number (only one original number which shall be the registration or insurance number, as the case may be) given the parcel and after it must be shown in arabic figures and in roman letters, the exact amount of collect-on-delivery charges (for instance, "$25.75, Twenty-five dollars and seventy-five cents"), in other words, the amount in letters is to be "printed" or typewritten and not written in the ordinary script. The amount of collect-on-delivery charges must be expressed in dollars and cents (see exception under Mexico, § 127.304 (b) (7) (iii)), and it shall not include the additional money-order fee that will be collected in the country making delivery of the parcel for making the remittance to the sender in the country of mailing.

C. o. d. parcels mailed in foreign countries are stamped "Remboursement" except that c. o. d. parcels mailed in Colombia and Mexico are stamped "Reembolso."

(12) C. o. d. parcels for foreign countries are, except in the case of Mexico, to be sent to New York for inclusion in the c. o. d. mails there made up.

(13) Except as may otherwise be provided, c. o. d. insured parcels and c. o. d. registered parcels for and from foreign countries shall be recorded (in the case of registered c. o. d. parcels) and dispatched and handled in transit between the offices of mailing or destination and New York (or, in the case of Mexico, other authorized exchange offices) in the same manner as other insured or registered parcels, as the case may be, exchanged with the country concerned. It is to be noted that c. o. d. insured parcels are not to be recorded or receipted for in transit between such offices.

(14) When the quantity or bulk of registered c. o. d. parcels for foreign countries available for dispatch from any United States post office or railway post office to the United States exchange office from which they are due to be dispatched abroad is sufficient to warrant the use of a separate registry pouch or jacket, the bill would be headed to indicate that the articles described therein are c. o. d. pieces. When c. o. d. registered parcels are dispatched with other registered mail, the endorsement "c. o. d." should appear opposite the entry of each c. o. d. registered parcel.

(15) C. o. d. parcels may not be forwarded to a third country. They may be forwarded within the country of origin or destination. Otherwise senders may provide in case they are undeliverable as

originally addressed for other disposition. (See § 127.76.)

(16) Record must be kept at the post office from which any c. o. d. parcel is forwarded or returned.

(17) No increase in the c. o. d. charges is permissible, except in the case of c. o. d. parcels for Mexico.

(18) Requests for an increase (applies to Mexico only) or reduction or cancellation of the c. o. d. charges must be made by senders, in writing, to their local postmasters, a complete description of the particular c. o. d. parcel involved being given. In each instance the postmaster at the office of mailing shall make out a Form 3818 or a letter indicating the nature of the alteration of the c. o. d. charges, filling in all necessary particulars, and then transmit the Form 3818 or letter direct to the postmaster at New York. (See exception under Mexico (§ 127.304 (b) (7) (vi).) Postage stamps in the amount chargeable on a single-rate registered letter to the country concerned must be affixed to the Form 3818 or letter and cancelled by the postmaster. The letter of authorization from the senders should be filed by the postmaster at the office of mailing, with the mailing-office record.

(19) The fee chargeable for a single request for an increase in (applies to Mexico only) or for total or partial cancellation of the c. o. d. charges on several c. o. d. parcels to foreign countries mailed simultaneously at the same office, by the same sender, and addressed to the same addressee shall be the charge applicable to one single-rate registered letter to the particular foreign country involved. If request is to be made by telegraph or cable, as the case may be, an amount sufficient to prepay the telegram or cablegram at the usual rate should accompany the request.

(20) Requests for an increase in (applies to Mexico only) or for a reduction or cancellation of the c. o. d. charges on parcels from foreign countries will be sent through the New York office. (See exception under Mexico (§ 127.304 (b) (7) (viii)).) Postmasters receiving requests from the postmaster at New York for a reduction or cancellation of the amounts of the c. o. d. charges on c. o. d. parcels will promptly comply with such requests. If such requests are received direct from the foreign country, they should be referred to the postmaster at New York to have them verified. The c. o. d. parcels involved should in the meantime be held for reply from New York.

(21) Insured collect-on-delivery parcels from foreign countries shall be delivered and recorded at the post offices of address in the United States in the same manner and on the same records, so far as practicable, as domestic c. o. d. parcels, such records to show the date of receipt, c. o. d. number, office of mailing, including the name of the province, county, or district, as the case may be, if available, the amount of the c. o. d. charges to be collected on delivery, which may be indicated on the delivery office record in the following manner: "c. o. d., $_____," and disposition (including number and date of money order, if delivered, or date and to whom forwarded or returned).

(22) Collect-on-delivery registered parcels from foreign countries shall be delivered and recorded at the post office of address in the same manner and on the same records, in so far as practicable, as other registered parcels from the country concerned. Such records shall show the date of receipt, c. o. d. (registration) number, post office of mailing, including the name of the State, province, county, or district, if available, the amount of c. o. d. charges to be collected on delivery and disposition (including number and date of money order, if delivered, or date and to whom forwarded or returned).

(23) Extreme care shall be exercised to see that the correct amount of c. o. d. charges is recorded in the office record before a c. o. d. parcel is sent out for delivery, as the Postal Administration of the United States will be responsible for any error in failing to collect the correct amount of c. o. d. charges as stated on the parcel. Collection may be made from the employee responsible for error in failure to collect the amount stated on the parcel, if such collection is not made on delivery and subsequently cannot be made from the addressee.

(24) Examination of the contents of a c. o. d. parcel by the addressee is prohibited until proper receipt therefor is obtained (on Form 3849b) and the c. o. d. charges and any other charges that may be due thereon have been collected even though the sender or addressee may make request that such action be permitted. The receipt shall be filed as a record of the transaction for future reference. Any postal employee permitting such preliminary examination by the addressee may be held personally responsible in case of financial loss to the sender resulting from such action.

(25) The delivering post office shall collect from the addressee of a collect-on-delivery parcel the full amount of the collect-on-delivery charges shown on the parcel, plus appropriate money-order fee. The full amount of the collect-on-delivery charges, without any deduction for any charges of any kind, shall be remitted to the sender by means of an international money order.

(26) In the event of the receipt of a c. o. d. parcel from a country with which money order service is in effect, but c. o. d. service has not been inaugurated, the money order, drawn in favor of sender as usual, covering the c. o. d. charges borne by the parcel, shall be transmitted to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C., advising the full particulars of mailing of the parcel.

In a case, however, in which both the money order, as well as the c. o. d., service has been suspended, postmasters shall deposit the collected c. o. d. charges, plus appropriate money order fee, in their official checking account, draw a check in favor of the Deputy Second Assistant Postmaster General for the amount deposited and dispose of as indicated in the preceding paragraph.

(27) When c. o. d. parcels from foreign countries are returned by carriers undelivered or when they are delivered and the c. o. d. charges turned in by the carriers, the office record of the parcels must be checked in the carrier's presence and the entries so checked must be initialed by the post-office employee who accepts and assumes custody of the c. o. d. charges or of the undelivered c. o. d. parcels.

(28) C. o. d. parcels from foreign countries are subject to delivery fees and customs clearance charges (see §§ 127.91 and 127.92) and storage or demurrage charges (see § 127.93).

(29) C. o. d. parcels that bear an endorsement that they are to be delivered at another post office, if they are undeliverable as originally addressed, will be subject to the payment of additional postage when they are reforwarded. (See § 127.95.)

(30) Undeliverable c. o. d. parcels for or from foreign countries are subject to the same conditions as are other undeliverable parcels for or from such countries.

(31) Dutiable or supposed dutiable c. o. d. parcels are subject to the treatment prescribed by the joint regulations governing the treatment of mail matter received from foreign countries involving the customs revenue, appearing in Part 116 of this chapter.

(32) Inquiries and suggestions and other correspondence concerning the c. o. d. service with foreign countries and the payment of indemnity in connection therewith should be addressed to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C.

(33) Requests for the return or change of address of c. o. d. parcels will be sent to the deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C.

(b) *Further information.* For further information see § 127.100 and individual country items in Subpart D of this part.

(c) *Indemnity.* See §§ 127.109 and 127.110.

§ 127.104 *Special provisions applicable to ordinary parcel post for Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Morocco (Spanish Zone), Nicaragua, Panama, Paraguay, Peru, Salvador (El), Spain, Spanish Guinea, Uruguay, and Venezuela.* (a) (1) Postmasters will issue a receipt to the sender and keep an initial record for each such ordinary parcel. These receipts will be subject to a charge of 1 cent for each parcel concerned. Postage stamps to cover the charge shall be affixed to the receipts and cancelled by the postmark of the office of mailing.

(2) Ordinarily the descriptive registration receipt (Form 3805) should be used by carbon process. It is believed this form would be more advantageous at smaller offices. Each descriptive receipt and its counterpart (mailing office record) shall show date of mailing, name and address of the sender and of the addressee, exact weight of the parcel and total amount of postage paid (including transit charges wherever applicable).

At offices where the mailings of ordinary parcels for the countries named in

this section are small, a portion of the window registration book may be set aside for the entries of such parcels. At first- and second-class offices where mailings are more frequent and in larger quantities, Form 2932 (receipts for ordinary Americo-Spanish parcel-post packages) should be used.

(3) At offices where neither Form 2932 nor Form 3805 is used, and at larger offices when more convenient, the quick receipt (Form 3806) may be issued. Each quick receipt issued must show date of mailing, exact weight of the parcel, total amount of postage paid, and on the one-line registration record (Form 3807) a full description of the article, including its exact weight and the total amount of postage should be kept.

(4) Firm mailing sheets may be utilized by carbon process where considerable quantities of ordinary parcels are mailed to the countries above named.

(5) Extreme care shall be used to see that the receipt is altered, whenever necessary, to show that it is being used for an ordinary Americo-Spanish parcel.

(6) Ordinary parcels are not to be numbered, but for convenience in searching records the receipts issued for the parcels are to be numbered. The numbers on these receipts should be separate and distinct from any other numbers and run consecutively. At the larger offices, if more convenient, a special series of separate and distinct numbers may be used exclusively for receipts and records of ordinary parcels presented by mailers in large quantities at one time.

(7) If in any instance it is observed that a parcel of this character has inadvertently been placed in the mails without being handed to the postmaster or other postal employee at the office of origin it should be taken up and recorded before dispatch and a receipt mailed to the sender with information to the effect that such articles should be duly presented for mailing in the future.

(8) No return receipts are provided in connection with ordinary parcels addressed to the countries above named and aside from the issuance of receipts to the sender and the record of the mailing at offices of origin such parcels shall be treated the same as other ordinary international parcels.

(9) The record of mailings of ordinary parcels addressed to the countries named in this section should be kept for three years unless otherwise directed by the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C.

(10) All inquiries, complaints, and claims for indemnity on account of the loss, rifling, damage, wrong delivery or delay in delivery of ordinary parcels exchanged with the above mentioned countries shall be forwarded to the Inspector in Charge of the Division in which post offices of origin or destination are located, in accordance with the provisions of §§ 118.9, 118.10 of this chapter. Claims for indemnity shall not be filed until there is sufficient evidence obtained to indicate a probable loss, rifling, or damage.

(b) For further information, see § 127.100 and individual country items in Subpart D of this part.

(c) *Indemnity.* See §§ 127.106 and 127.110.

INDEMNITY

§ 127.105 *Indemnity for Postal Union registered articles.* Except as stated in § 127.110, the senders of Postal Union registered articles are entitled to indemnity as follows:

(a) (1) Not exceeding $3.27 in the case of total loss (envelope or wrapper and total contents, as distinguished from loss of all or a portion of the contents) of such articles for Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Morocco (Spanish Zone), Nicaragua, Panama, Paraguay, Peru, Rio de Oro, Salvador (El), Spain (including Balearic and Canary Islands, Spanish Offices in Northern Africa, and Andorra via Spain), Spanish Guinea, Uruguay, and Venezuela.

(2) Not exceeding $8.17 for such articles for all other Postal Union countries except Canada and Newfoundland.

(3) For actual value not exceeding $25 for such articles exchanged with Canada or for Newfoundland (including Labrador).

(b) (1) In the case of damage or of partial or complete loss or rifling of the contents when the articles are mailed in this country and responsibility rests with the Postal Service of the United States—for actual amount thereof in amount claimed, but not exceeding $8.17, except that the maximum amount is $3.27 in the case of the countries listed in paragraph (a) (1) of this section.

(2) In addition, in the case of partial or complete loss or rifling of the contents of such articles for Great Britain and Northern Ireland (regardless of where it occurs), for the actual amount thereof not exceeding $8.17; for the intrinsic value, but not exceeding $8.17, in the case of damage while in the custody of the postal service to such extent as to destroy entirely the value of an article contained in a registered packet (unless the damage arose from the fault of the sender or from causes beyond control).

(3) In the event of loss, rifling, or damage, in cases in which money in cash, bank notes or values payable to bearer are prohibited transmission in the mails, limited indemnity may be specially paid under the conditions set forth in paragraph (b) (1) of this section.

§ 127.106 *Indemnity for Americo-Spanish ordinary and registered parcel post.* Except under the same conditions as stated in § 127.110, senders of ordinary and registered parcel-post packages to Argentina (ordinary only), Bolivia, Brazil, Chile, Colombia (ordinary only), Costa Rica, Dominican Republic, Ecuador, (ordinary only), Guatemala (ordinary only), Haiti, Honduras (Republic of), Mexico, Morocco (Spanish Zone), Nicaragua, Panama, Paraguay, Peru, Salvador (El), Spain (including Balearic and Canary Islands and the Spanish Offices in Northern Africa), Spanish Guinea, Uruguay, and Venezuela have the right to indemnity equivalent to the actual amount of the loss, rifling, or damage of such parcels but not exceeding the maximum amount for each weight unit, as follows:

2 lbs.	7 lbs.	11 lbs.	22 lbs.	33 lbs.	[1] 44 lbs.
$3.27	$4.90	$8.17	$13.07	$17.97	$22.87

[1] Up to 70 pounds for Panama.

See §§ 127.107 and 127.108 and the respective country heading concerning indemnity for registered or insured parcels for Ecuador.

See § 127.108 and respective country headings relative to indemnity for insured parcels for Argentina (§ 127.207), Colombia (§ 127.232), and Guatemala (§ 127.272.)

§ 127.107 *Indemnity for other registered parcel post.* (a) Except as stated in § 127.110, so far as applicable to registered parcels, as well as under the country items of certain countries, indemnity for actual value in amount claimed up to 50 gold francs ($16.33) may be paid for the loss, rifling, or damage of registered parcel-post packages exchanged with Cape Verde Islands, Cuba (total loss), Latvia (suspended), and Portuguese West Africa.

(b) Under the same conditions, indemnity for actual value in amount claimed may be paid for the loss, rifling, or damage of registered parcel-post packages exchanged with Ecuador, and Macao (suspended) and for the total loss only (wrapper and contents) of registered parcel-post packages exchanged with Portugal (including Madeira and the Azores), provided that the indemnity in any case shall not exceed the amount prescribed for the registry fee paid at the time of mailing. (See country items in Subpart D of this part for scales of fees and limits of indemnity payable.)

(c) Except as stated in this section and in § 127.106 indemnity is not paid in connection with registered parcel-post packages exchanged with any other foreign country.

§ 127.108 *Indemnity for insured parcel post.* (a) Except as stated in § 127.110, as well as under the country items of certain countries, indemnity is paid for loss, rifling, or damage of insured parcels in the actual amount, based on actual value of contents of the parcel at the time and place of mailing, provided in any case that the indemnity shall not exceed the amount prescribed for the insurance fee paid at the time of mailing. (See § 127.102 (a) for list of countries with which insured parcels are exchanged; also see country items in Subpart D of this part, for scales of fees and limits of indemnity apayable.)

(b) In the case of Canada and Newfoundland (including Labrador), limited indemnity may specially be paid under the usual conditions for the loss, rifling or damage of the articles enumerated in § 127.227 (b) (3) (xiv), and § 127.312 (b) (3) (iv), respectively.

§ 127.109 *Indemnity for c. o. d. mail.* Under the same conditions that apply to insured or registered parcels without c. o. d. charges, as stated in the two preceding sections, indemnity is paid for the loss, rifling, or damage of registered c. o. d. or insured c. o. d. parcels; and

indemnity for registered c. o. d. parcels exchanged with Mexico is paid for loss only; and when delivery of a c. o. d. parcel has been effected but through the fault of the Postal Service the collect-on-delivery charges, as a whole or in part, have not been remitted to the sender.

§ 127.110 *Principal exceptions to indemnity.* No indemnity will be paid:

(a) For damage to Postal Union registered articles or partial or complete loss or rifling of the contents of Postal Union registered articles, except as stated in § 127.105 (b) (1) and (2).

(b) As a rule, in case of parcels which have been delivered without external trace of rifling or damage and accepted without reservation as to the condition of the contents.

(c) For the loss of Postal Union registered articles in the postal service of any foreign country which had not, up to the date of mailing of the registered articles, adhered to the Universal Postal Union Convention, unless such country had specially agreed to make reimbursement for the loss.

(d) In case of loss or damage through "force majeure" (causes beyond control).

(e) When loss, rifling, or damage has been caused by the fault or negligence of the sender or the addressee or the representative of either.

(f) When an article or parcel cannot be accounted for in consequence of the destruction of service records through "force majeure."

(g) When the contents are prohibited, except as stated in § 127.105 (b) (3) and § 127.108 (b).

(h) In case the claimant, with intent to defraud, shall declare the contents of a parcel to be above their real value.

(i) For an article or parcel seized by the cutoms.

(j) In the case of parcels which contain matter of no intrinsic value or matter which did not conform to the stipulations of the conventions applicable, or which were not posted in the manner prescribed. However, in the event of loss, rifling, or damage of mail matter on which postage was erroneously collected at other than parcel post rates, but otherwise properly accepted for mailing, limited indemnity may specially be paid under the conditions set forth in §§ 127.106, 127.107, 127.108 (a) and 127.109.

(k) For indirect loss or loss of profits in the case of parcels.

(l) When no inquiry or application for indemnity has been made by claimant or his representative within a year commencing with the day following the posting of the article or parcel. In the case of insured mail with Canada and Newfoundland, however, a claim or an initial inquiry, oral or written, must be made within six months from the date of mailing unless it is established to the satisfaction of the Department that the delay was unavoidable and not the fault of the claimant.

(m) For damage which proceeds from the inherent vice or quality of the contents, that is, its inability, due to its nature, to withstand the ordinary incidents of the contemplated carriage.

(n) In case of claim for damage, unless the parcel was adequately packed for the length of the journey and for the protection of the contents; also, in case of an article of a fragile nature, unless the parcel was conspicuously endorsed "Fragile", "Glass", or "Eggs", as may be appropriate, or, in case of claim for damage due to the deterioration of the contents, "Perishable." (See relative country item with respect to responsibility for parcels containing eggs exchanged with Great Britain and Northern Ireland.) Except in the case of Canada and Newfoundland, including Labrador, no indemnity is payable under any conditions in respect of parcels which contain perishable matter.

(o) In cases in which full compensation or reimbursement has otherwise been made by the Post Office Department or by any outside firm or corporation whatsoever except on a pro-rata basis as co-insurer.

(p) For the rifling or damage of registered or insured parcels exchanged with Portugual (including Madeira and the Azores), of registered parcels exchanged with Cuba, and of c. o. d. registered mail exchanged with Mexico.

(q) For further information, see § 127.100 and individual country items in Subpart D of this part.

SUBPART D—CONDITIONS APPLICABLE TO ARTICLES IN THE REGULAR (POSTAL UNION) MAILS; ALSO RATES AND CONDITIONS APPLICABLE TO INTERNATIONAL PARCEL POST

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Friendly Islands, 127.363 *Tonga (Friendly) Islands.*
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Gdansk (Danzig), 127.331 *Poland.*
Germany, 127.264.
Gibraltar, 127.265.
Gilbert and Ellice Islands Colony, 127.266.
Gold Coast Colony, 127.267.
Great Britain and Northern Ireland, 127.268.
Greece (including Crete), 127.269.
Greenland, 127.270.
Grenada and Grenadines, 127.378 *Windward Islands.*
Guadeloupe, 127.271.
Guatemala, 127.272.
Haiti, 127.273.
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Ireland (Northern), 127.268 *Great Britain and Northern Ireland.*
Israel (State of), 127.282.
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Northern Rhodesia, 127.338.
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Panama, 127.324.
Papua (British New Guinea), 127.325.
Paraguay, 127.326.
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Philippines (Republic of the), 127.329.
Pitcairn Island, 127.330.
Poland, 127.331.
Portgual, 127.332.
Portuguese East Africa (Mozambique), 127.333.
Portuguese India, 127.334.
Portuguese Timor, 127.335.
Portuguese West Africa, 127.336.
Redonda, 127.292 *Leeward Islands.*
Republic of the Philippines, 127.329 *Philippines (Republic of the).*
Reunion (Bourbon) Island, 127.337.
Rhodesia, Northern, 127.338.
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Rio De Oro, 127.340.
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St. Eustatius, 127.236 *Curacao.*
St. Helena, 127.343.
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Senegal, 127.349.
Seychelles, 127.350.
Siam, 127.351.
Sierra Leone, 127.352.
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Somalia, 127.354.
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Southern Rhodesia, 127.339 *Rhodesia, Southern.*
South-West Africa (including Walvis Bay), 127.355.
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Spanish Morocco, 127.307 *Morocco (Spanish Zone).*
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Straits Settlements, 127.299 *Malaya.*
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Surinam, 127.358.
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Switzerland (including Liechtenstein), 127.360.
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Tanganyika Territory, 127.362.
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Togoland (French), 127.262 *French Togoland.*
Tonga (Friendly) Islands, 127.363.
Trans-Jordan, 127.364.
Trinidad and Tobago, 127.366.
Tripolitania, 127.367.
Tristan Da Cunha, 127.368.
Tunisia (Tunis), 127.369.
Turkey, 127.370.
Turks Island (including Caicos Islands), 127.371.
Uganda, 127.287 *Kenya and Uganda.*
Unfederated Malay States, 127.299 *Malaya.*
Union of South Africa, 127.372.
Union of Soviet Socialist Republics, 127.373.
Uruguay, 127.374.
Vatican City State, 127.375.
Venezuela, 127.376.
Virgin Islands (British), 127.292 *Leeward Islands.*
Wales, 127.268 *Great Britain and Northern Ireland.*
Western Samoa (British), 127.377.
Windward Islands, 127.378.
Yemen, 127.379.
Yugoslavia, 127.380.
Zanzibar and Pemba, 127.381.

§ 127.201 *Aden (including Kamaran and Perim)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* The Aden post office is under the control of the Indian post office.

(8) *Prohibitions.* (i) Articles made entirely or partially from celluloid, such as picture films. Noninflammable or "safety" films are admitted if contained in a strong metal box packed in a solid wooden or thick cardboard receptacle, labeled very clearly in red "Contains only noninflammable films" on the outside of each package.

(ii) Registered articles containing money, gold or silver (bullion), except coins obviously intended as ornaments, must not exceed a value of £5.

(iii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(iv) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Aden.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.34	12	$2.33
2	.48	13	2.47
3	.75	14	2.61
4	.89	15	2.75
5	1.03	16	2.89
6	1.17	17	3.03
7	1.31	18	3.17
8	1.45	19	3.31
9	1.59	20	3.45
10	1.73	21	3.59
11	1.87	22	3.73

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibition*—(i) *For sanitary reasons.* Shaving brushes made in or exported from Japan.

(ii) *For protection of animals and plants.* (a) Mexican jumping beans (Sebastiana palmert of the Euphorbiaceae family).

(b) Plants (other than fruits or vegetables for food) unless they have been disinfected or are accompanied by a special certificate from the Government stating that they are carriers of live parasitical insects and are being imported to introduce those insects.

(iii) *Arms, etc.* (a) Arms, parts thereof and material for their manufacture, munitions and military supplies, including lead, sulphur, and saltpeter, unless imported by or on behalf of the Government of Aden.

(b) Imitation and toy pistols and revolvers.

(c) Nonexplosive parts of artillery fuses.

(iv) *State monopolies, etc.* (a) Labels bearing designs imitating permanent or temporary bank notes, and goods bearing such labels.

(b) Cotton, silk, or other fabrics bearing designs or imitations of bank notes and Government bonds.

(c) Coin or bullion exceeding £5 in value.

(d) Counterfeit money.

(e) Quinine colored pink.

(f) All goods manufactured outside His Majesty's dominions and marked with the British Royal Arms, or bearing marks which could be mistaken for such arms.

(g) Yellow-fever virus.

(h) Fictitious stamps as defined in the Indian Penal Code.

§ 127.202 *Afghanistan*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins, banknotes, paper money, or any values payable to the bearer. Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Afghanistan.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.73	7	$1.63
2	.87	8	1.81
3	1.07	9	1.95
4	1.21	10	2.09
5	1.35	11	2.23
6	1.49		

Weight limit: 11 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* The service extends to Kabul, Jallalabad, and Kandahar only. Commercial parcels must be accompanied by a copy of the relative invoice.

(5) *Prohibitions.* (i) Live plants; dry or liquid chemical dyes which, because of insufficient fixity, are not suitable for dyeing woolen carpets; European and Persian carpets and rugs; tapestry and laces; shawls made with threads of gold; precious fabrics made with threads of gold; caps; sheets and tablecloths of silk; small stars for ornaments; children's toys (except sporting goods); beads of wax and glass; bracelets of coral or metal (except gold or silver); false mirrors; earrings of celluloid, bronze, or glass; rosaries of celluloid, glass, or earthenware (except those coming from holy places); rings and links of metal (except gold or silver); talismans of metal; artificial hair, and plumes for the neck; ladies' collars and men's mufflers; ladies' handbags (except one for personal use); silk chemises and vests; chessboards.

(ii) Parcels containing liquids and articles of porcelain, etc., which may easily break during transportation, are not admitted, and the Postal Administration of Afghanistan will assume no responsibility for damages to such articles.

§ 127.203 *Albania*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepared at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* All articles prohibited in the form of parcel post.

(b) *Parcel post.* (Albania.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.83	12	$2.25
2	.97	13	2.39
3	1.09	14	2.53
4	1.23	15	2.67
5	1.37	16	2.81
6	1.51	17	2.95
7	1.65	18	3.09
8	1.77	19	3.23
9	1.91	20	3.37
10	2.05	21	3.51
11	2.19	22	3.65

Weight limit: 22 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(4) *Observations.* (i) The service extends to:

Berat.	Leskovik.
Bilisht.	Libhove.
Delvine.	Librazh.
Dures (Durazzo).	Lushnje.
Elbasan.	Mallakaster.
Fier.	Mied (Vaudejs).
Gjinkaster (Argirokastro).	Milot.
Himare.	Pazar (Shkoder).
Kavaje.	Peqin.
Klisyne.	Permet.
Klos.	Peshkopi.
Kolonje.	Pogradec.
Konispol.	Puke.
Korce (Coritoza).	Santi Quaranta (Sarande).
Krue.	Shijak.
Krume.	Shkoder (Scutari).
Kucove.	Tepelene.
Kukes.	Tirana.
Kurvelesh.	Vlone (Valooa).
Lesh (Alessio).	Wilson.

(ii) Parcel-post packages containing used clothing must be accompanied by a certificate issued by a competent authority attesting that the contents have been disinfected. The certificate is to be enclosed in the parcel and the wrapper thereof endorsed accordingly.

(iii) There has been set up in the National Bank of Albania a Special Importation Committee, charged with authorizing the issuance of previous permits controlling the exportation of currency from that country.

(iv) Prospective senders should be advised regarding the restriction in question, with the suggestion that before mailing parcels with commercial value authorization be obtained in advance to permit the addressee to obtain currency to pay for the merchandise contained therein.

(v) Shipments not fulfilling the condition mentioned will be returned or disposed of in accordance with the instructions given by the senders.

(5) *Prohibitions*—(i) *For sanitary reasons.* Pharmaceutical products are admitted only when imported by pharmacists and druggists.

(ii) *Arms, etc.* (a) Arms and munitions of war.

(b) Commercial arms, pistols, or revolvers whose barrels do not exceed 15 cm. in length are admitted when imported by dealers or authorized private individuals, who must also submit to the customs the respective import licenses issued by the Ministry of the Interior.

(iii) *State monopolies, etc.* (a) Salt, cigarette paper, playing cards, lighters, and flints. Albanian and Italian banknotes and coins.

(b) Bank drafts, other drafts and checks of all kinds, savings-bank books, Government and other bonds, stocks and their coupons, expressed in Albanian francs or Italian lire, can only be imported after preliminary authorization by the National Bank of Albania. Violation of the prohibition or restriction referred to will result not only in the seizure of the articles, but may cause the addressee to be liable to other penalties provided by law in Albania.

(iv) *For other reasons.* Articles detrimental to national economy such as devices for poisoning fish and rivers; new ready-made clothing.

§ 127.204 *Algeria*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as France, § 127.252 (a) (7).

(b) *Parcel post.* (Algeria.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.32	11	$1.84
2	.46	12	2.22
3	.72	13	2.36
4	.86	14	2.50
5	1.00	15	2.64
6	1.14	16	2.78
7	1.28	17	2.92
8	1.42	18	3.06
9	1.56	19	3.20
10	1.70	20	3.34

Pounds:	Rate	Pounds:	Rate
21	$3.48	33	$5.43
22	3.62	34	5.83
23	4.03	35	5.97
24	4.17	36	6.11
25	4.31	37	6.25
26	4.45	38	6.39
27	4.59	39	6.53
28	4.73	40	6.67
29	4.87	41	6.81
30	5.01	42	6.95
31	5.15	43	7.09
32	5.29	44	7.23

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing:[1] Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Same as France, see § 127.252 (b) (2).

(4) *Observations.* Same as France, see § 127.252 (b) (3).

(5) *Prohibitions.* Same as France, see § 127.252 (b) (4), except that tobacco leaves or stems, manufactured tobaccos, cigars, cigarettes, chewing and smoking tobacco, and tobacco sauce (praiss), are admitted.

§ 127.205 *Andorra (Republic of)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets accepted at risk of sender.

For further information concerning regular mails see Spain.

(b) *Parcel post.* (Andorra, Republic of.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Same as France, see § 127.252 (b) (2).

[1] When parcels are sealed it is recommended to senders that they place a special uniform imprint in a conspicuous manner on all seals.

(4) *Observations.* Same as France, see § 127.252 (b) (3).

An export license issued by the Director of the French Customs Service at Toulouse (Haute Garonne) is required in the case of merchandise whose exportation from France is normally prohibited, or a foreign exchange commitment, also endorsed by the Director of the Customs Service at Toulouse, if the merchandise is not prohibited exportation from France. Therefore, it is recommended that senders wait for confirmation from the Andorran addressees that the necessary formalities have been attended to before mailing parcels to that country.

Parcels can only be delivered by the railroad station of La Tour de Carol (Pyrenees Orientales, France), and it is recommended that in addition to the address of the addressee parcels be marked "Livrable en gare de La Tour de Carol (Pyrenees Orientales, France)".

(5) *Prohibitions.* Same as France, see § 127.252 (b) (4).

§ 127.206 *Anglo-Egyptian Sudan*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See sec. 2.)

(7) *Prohibitions.* (i) Bees, leeches, and silkworms, unless addressed to The Stack Medical Research Laboratories at Khartoum.

(ii) Live parasites and predators of harmful insects intended for the control of such insects, unless addressed to The Stack Medical Research Laboratories at Khartoum or The Agricultural Research Institute at Wad Medani.

(iii) Coin, jewelry, etc. The following are admitted: Banknotes, paper money, and values payable to the bearer.

(iv) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Anglo-Egyptian Sudan.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.60	12	$2.01
2	.74	13	2.15
3	.81	14	2.29
4	.95	15	2.43
5	1.09	16	2.57
6	1.23	17	2.71
7	1.37	18	2.85
8	1.45	19	2.99
9	1.59	20	3.13
10	1.73	21	3.27
11	1.87	22	3.41

Weight limit: 22 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Observations.* (i) Parcels must not exceed £50 in value.

(ii) Parcels must be packed in wood, tin, canvas, linen, or similar material, and not merely in brown paper or cardboard, and be securely sealed with wax or lead, preferably lead. Parcels not packed in wooden or metal boxes must be covered with canvas, linen, or similar material, sewed up at the flaps and folds and secured with string sealed at the knots and ends. Wooden boxes must be of stout material well screwed or nailed together at the sides, top, and bottom. Light and bulky articles must be packed in strong wooden cases. Parcels containing bacon, ham, honey, cheese, cakes, puddings, fish, olives, butter, or other substances likely to cause damage by exuding, must, in addition to the outer packing described above, be inclosed in hermetically sealed tins and surrounded with some absorbent material such as sawdust.

(iii) The following details must be mentioned in the customs declarations accompanying parcels containing liquids composed of over 2 percent alcohol; (*a*) Nature of the liquid; (*b*) number of bottles or containers; (*c*) total volume of liquid in liters; (*d*) percentage of pure alcohol by volume, or total volume of pure alcohol in liters.

(iv) If this information is not furnished by the senders, the parcels will be appraised at the highest rate by the Sudan customs authorities.

(6) *Prohibitions*—(i) *For sanitary reasons.* (*a*) Shaving brushes exported from Japan.

(*b*) All preparations containing more than one-tenth of one percent of hashish (Cannabis indica or Cannabis sativa), cocaine, diamorphine (heroin), ercognine or morphine, are admitted only under special permit issued by the Chairman of the Central Sanitary Board, Khartoum.

(*c*) Sulphur and certain other poisons and drugs are admitted if the regulations published by the Government are observed.

(ii) *For the protection of animals or plants.* (*a*) Bees, leeches, and silkworms. Eggs, feathers, and all parts of the following birds or animals: Cranes (all species), aigrettes (all species), giraffes, marabou storks, monkeys (all species), and rhinoceros (all species).

(*b*) Unseeded cotton.

(*c*) Live plants (including bulbs), cotton seed, and seeded cotton require a permit issued by the Director of Agriculture, Khartoum. Applications for permits to import cotton seed must show all details as to quantity, variety and

place of origin of the seeds which it is proposed to import. Cotton seed will be subject to fumigation before delivery to the addressee.

(iii) *Arms, etc.* (*a*) 303 rifles; 450 and 455 revolvers; munitions.

(*b*) All other kinds of arms require a permit issued by the civil secretary, Khartoum, or the Governor of the Province in which the addressee resides. Every parcel containing firearms, including bolts and triggers for firearms, must bear on the outside an indication that it contains firearms, or bolts or triggers for firearms.

(iv) *State monopolies, etc.* Saccharine, sugar (cane or beet), and candied sugar require a permit issued by the Sugar Control Section, Customs Department, Khartoum.

(v) *For other reasons.* (*a*) Articles of gold, unless they bear a mark recognized by the Sudan Government.

(*b*) Current coins; counterfeit coins.

(*c*) False weights or measures.

(*d*) Cotton thread or yarn, including sewing cotton, tape, braid, embroidery cotton and knitting cotton, wound on bobbins, spools, or pasteboard rolls, on rings, in skeins, or prepared in any other way for sale at retail, not bearing a label or mark clearly indicating the length or weight in accordance with the weights and measures maintained by law in the Sudan.

(*e*) Liquid celluloid.

(*f*) All articles prohibited by the laws, ordinances, proclamations, or regulations of the country.

§ 127.207 *Argentina* — (a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets accepted. See "Observations," subparagraph (9) of this paragraph.

(2) *Registration.* Fee 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See §127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. Dutiable articles (merchandise) dispatched in letters or packages prepaid at the letter rate of postage should bear a written notation stating that the green label, Form 2976 (C 1), was affixed at the time of mailing. (Also see §127.3.)

(7) *Diplomatic and consular mail.* See § 127.30.

(8) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(9) *Observations.* (i) Any regular mail articles (letters and letter packages, commercial papers, samples, printed matter, and small packets) which may be considered dutiable must bear the green label, Form 2976 (C 1). Such articles must also be accompanied by the paper form of customs declaration, Form 2976–A; except small packets, which must be accompanied by two copies of the customs declaration.

(ii) Articles containing catalogs, booklets, and printed matter for commercial advertising, not bearing the green label (C 1), will be delivered through the customs upon payment of duty applicable, but no fine will be imposed for the omission. Moreover, such articles, when the addressees have been duly notified but fail to respond, will be returned to origin. Other articles not prepared in the manner described in the preceding paragraph are subject to confiscation.

(iii) The following articles of printed matter are considered as dutiable in Argentina: Commercial prints; i. e., bills of exchange, checks, policies, stocks, postage stamps, letters of credit and other similar documents; invoices, credit notes, memoranda, stamped envelopes and stamped paper; lists, receipts, and other similar documents; lithographs and engravings; cardboard prints in colors or chromolithography for posting or other purposes, including bills of all kinds, calendars with or without pads; prints on bristol board, in card form or otherwise, for posting with or without inscriptions, with the exception of photographs; printed papers for posting and ordinary prints on carboard, likewise for posting, as well as separate calendar pads; price lists and commercial catalogs relating exclusively to imported articles; engravings, chromos, engraved reproductions of oil paintings, and prints in general, in colors, on bristol board, paper, or cardboard, printed books, almanacs, and advertising posters.

(10) *Prohibitions.* Money in cash, bank notes, or values payable to the bearer, jewels, precious stones or precious metals.

Also all articles prohibited in parcel post.

(b) *Parcel post.* (Argentina.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.51	3	4	$10.63
0	8	2.27	3	8	11.39
0	12	3.03	3	12	12.15
1	0	3.79	4	0	12.91
1	4	4.55	4	4	13.67
1	8	5.31	4	8	14.43
1	12	6.07	4	12	15.19
2	0	6.83	5	0	15.95
2	4	7.59	5	4	16.71
2	8	8.35	5	8	17.47
2	12	9.11	5	12	18.23
3	0	9.87	6	0	18.99
6	4	$19.75	25	4	$77.51
6	8	20.51	25	8	78.27
6	12	21.27	25	12	79.03
7	0	22.03	26	0	79.79
7	4	22.79	26	4	80.55
7	8	23.55	26	8	81.31
7	12	24.31	26	12	82.07
8	0	25.07	27	0	82.83
8	4	25.83	27	4	83.59
8	8	26.59	27	8	84.35
8	12	27.35	27	12	85.11
9	0	28.11	28	0	85.87
9	4	28.87	28	4	86.63
9	8	29.63	28	8	87.39
9	12	30.39	28	12	88.15
10	0	31.15	29	0	88.91
10	4	31.91	29	4	89.67
10	8	32.67	29	8	90.43
10	12	33.43	29	12	91.19
11	0	34.19	30	0	91.95
11	4	34.95	30	4	92.71
11	8	35.71	30	8	93.47
11	12	36.47	30	12	94.23
12	0	37.23	31	0	94.99
12	4	37.99	31	4	95.75
12	8	38.75	31	8	96.51
12	12	39.51	31	12	97.27
13	0	40.27	32	0	98.03
13	4	41.03	32	4	98.79
13	8	41.79	32	8	99.55
13	12	42.55	32	12	100.31
14	0	43.31	33	0	101.07
14	4	44.07	33	4	101.83
14	8	44.83	33	8	102.59
14	12	45.59	33	12	103.35
15	0	46.35	34	0	104.11
15	4	47.11	34	4	104.87
15	8	47.87	34	8	105.63
15	12	48.63	34	12	106.39
16	0	49.39	35	0	107.15
16	4	50.15	35	4	107.91
16	8	50.91	35	8	108.67
16	12	51.67	35	12	109.43
17	0	52.43	36	0	110.19
17	4	53.19	36	4	110.95
17	8	53.95	36	8	111.71
17	12	54.71	36	12	112.47
18	0	55.47	37	0	113.23
18	4	56.23	37	4	113.99
18	8	56.99	37	8	114.75
18	12	57.75	37	12	115.51
19	0	58.51	38	0	116.27
19	4	59.27	38	4	117.03
19	8	60.03	38	8	117.79
19	12	60.79	38	12	118.55
20	0	61.55	39	0	119.31
20	4	62.31	39	4	120.07
20	8	63.07	39	8	120.83
20	12	63.83	39	12	121.59
21	0	64.59	40	0	122.35
21	4	65.85	40	4	123.11
21	8	66.11	40	8	123.87
21	12	66.87	40	12	124.63
22	0	67.63	41	0	125.39
22	4	68.39	41	4	126.15
22	8	69.15	41	8	126.91
22	12	69.91	41	12	127.67
23	0	70.67	42	0	128.43
23	4	71.43	42	4	129.19
23	8	72.19	42	8	129.95
23	12	72.95	42	12	130.71
24	0	73.71	43	0	131.47
24	4	74.47	43	4	132.33
24	8	75.23	43	8	132.99
24	12	75.99	43	12	133.75
25	0	76.75	44	0	134.51

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.

Customs declarations: 2 Form 2966.

Dispatch note: 1 Form 2972.

Parcel-post sticker: 1 Form 2922.

Sealing: Compulsory.

Group shipments: Limited to 3 ordinary parcels. (See § 127.76.)[1]
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Indemnity.* For ordinary parcels, see § 127.106. For insured parcels, see subparagraph (6) of this paragraph.

(3) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(4) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth. Round (spherical) parcels must not exceed 19 inches in diameter.

(5) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(6) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (*cents*)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55
From $100.01 to $165	60

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing 10 cents. (See § 127.102 (d).)

(iii) Each insured parcel and the relative dispatch note must have written on it in United States currency and in gold francs the amount for which the parcel is insured. (See § 127.102 (b) (5).)

(iv) Parcels containing precious metals in any form or state must not be accepted for mailing unless they are insured.

(v) Parcels addressed to initials may not be accepted for mailing.

(vi) For further information concerning insurance service, see §§ 127.102 and 127.108.

(7) *Observations.* (i) Postmasters will refuse to accept parcels unless packed in wooden boxes made of material at least a half inch in thickness, or inclosed in cloth, canvas, or other substantial material.

(ii) Customs declarations on parcels should bear the street addresses of the addressees and indicate the quantity and exact weight of each article enclosed in the parcel.

(iii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(iv) Ordinary and insured parcels from the United States are held at the disposal of the addressees for a period of 60 days, except that the period of retention will be extended to 90 days for articles addressed to General Delivery (Poste Restante) or those whose address has been changed by the senders, as well as in cases where the addressees are unable to complete the necessary formalities within 60 days and request in writing an extension of the period.

(v) Parcels containing used table or bed linen and used clothing of all kinds are prohibited importation unless such parcels are accompanied by a disinfection certificate issued by the competent authorities in this country and legalized by a consul of Argentina. Such certificates of disinfection may be obtained from the local board of health or from some firm with facilities for disinfecting the articles involved. Senders should endorse the wrappers of the parcels concerned to show that the certificate of disinfection is enclosed.

(vi) Consular invoices are required for used merchandise or merchandise intended for commercial purposes whose value exceeds 550 Argentine pesos ($165).

Argentine consuls are located in the following cities:

Baltimore, Md.	Miami, Fla.
Boston, Mass.	New Orleans, La.
Chicago, Ill.	New York, N. Y.
Los Angeles, Calif.	Philadelphia, Pa.

(vii) Samples of merchandise without value, and articles of printed matter when not subject to the payment of customs duties, if sent in the regular mail, registered, are free of certain charges in Argentina that otherwise accrue if they are sent by parcel post.

(viii) As information has been received that the Postal Administration of Argentina imposes a charge on each parcel-post package received in that service as represented by the relative customs declarations, postmasters should suggest to mailers that they avail themselves of the "group-shipment" arrangement when transmitting parcels to that country, whenever it is practicable to do so.

(ix) Mailers should also be advised that each parcel received in the Argentine service is subject to certain interior charges and they should, therefore, refrain from sending a number of small packages whenever it is possible to include the merchandise in packages up to the maximum weight limit.

(8) *Prohibitions*—(i) *For the protection of animals or plants.* (*a*) Shipments of biological products intended to combat diseases of animals are not delivered to addressees without previous examination and approval by the Director General of Boviculture as being free from harmful properties.

(*b*) Bees must be accompanied by an official sanitary certificate visaed by an Argentine consul.

(*c*) Furs and skins of chinchillas and vicuñas.

(*d*) Parasites and predators of injurious insects, unless intended for the control of those insects and exchanged between officially recognized institutions.

(*e*) Shipments of plant material are subject to inspection on arrival, and may be fumigated, returned to origin, or destroyed if necessary.

(*f*) Potato tubers and sugar-cane stalks must be accompanied by a certificate of health and a certificate of origin issued by the competent authorities and visaed by an Argentine consul.

(*g*) Foreign seeds are subject to the following conditions for admission: (*1*) The following are considered as "samples without value": Ordinary or registered samples, or small packets, as well as ordinary parcels, containing seeds whose importation is not prohibited, *Provided*, That they do not contain more than 200 grams per sample, but they may contain (with the exception of seeds of forage plants) as many as two samples of the same species and origin, carried by the same ship or train and addressed to the same addressee or consignee. (*2*) Such "samples without value" will be subjected to the customary sanitary inspection, following the previous request for permission to import, and in the presence of the importer or his representative. (*3*) They must bear on the receptacle containing the seeds the words "Samples without value." That note shall also appear on the outer wrapper in the case of several samples contained in a single parcel. (*4*) The total weight of the "samples without value" carried by the same ship or train for one and the same consignee may not exceed 3 kilograms, in the case of seeds of fruits, forest trees, cereals, oleaginous or industrial plants, dried vegetables, and fruits; or 1 kilogram, if it is a question of seeds of flowers, ornamental plants, forage plants, medicinal herbs, or kitchen vegetables. (*5*) If the seeds imported are of forage plants, only one sample of each variety may be imported; they will come under the provisions of article 4 of the resolution of the Ministry of Agriculture of October 31, 1932. (*6*) When the weight of the samples without value exceeds the limits indicated under (*1*) and (*4*) of this subdivision, either individually or in a group, the importer may choose between paying for the respective stamped paper and confiscation of the excess weight.

(*h*) Maize, broom-corn, bamboo, and parts of such plants.

(*i*) Cottonseed.

(*j*) Plants and seeds may be imported only through the customs offices of Buenos Aires, La Plata, Bahia Blanca, Rosario de Santa Fe, Mendoza, Corrientes (exclusively for the Coast University), and Paso de los Libres, Province of Corrientes (rice only).

(ii) *Arms, etc.* (*a*) Arms, munition, war material, and parts thereof, as well as chemicals employed in the manufacture of explosives, may be imported only through the port of Buenos Aires, and previous permission must be obtained from the Director General of Arsenals.

(*b*) Nonexplosive components of artillery fuses.

(iii) *For other reasons.* (*a*) Scientific, literary, and artistic works which violate

[1] The relative customs declarations should indicate the number of parcels constituting the group (2 or 3) and the combined gross weight of the parcels comprised in the group, and bear the letter indicating the particular group in case there is more than one group, so that the parcels of each group and the relative customs declarations may be associated with one another by the dispatching exchange office to enable it to properly list the parcels.

the Argentine copyright law. Voltmeters require the previous authorization of the Bureau of Weights and Measures of the Ministry of Agricultre.

(*b*) Following is a list of articles excluded from the mails in Argentina as dangerous:

Absorbent cotton.
Agave.
Antiformine.
Asphalt.
Banana oil.
Barite.
Barium dioxide.
Binder twine.
Bleck.
Burnt sugar.
Calcium carbide.
Camphine.
Camphor.
Celloidine.
Charcoal, powdered.
Chemical and other products intended to bleach, improve or treat flour.
Cloth, gummed or impregnated with substances which easily decompose.
Cloth, packing.
Coal.
Coke.
Colodium.
Colophony.
Colors in casks.
Cordages.
Cork shavings, tarred.
Cotton, absorbent.
Cotton-wool.
Creoline.
Dyes, liquid, containing naphtha or essence of turpentine.
Earths in casks.
Fats.
Fertilizers, mineral.
Fiber, vegetable.
Fibrous goods.
Glucose.
Glycerin.
Grease.
Guano.
Hemp.
Incense.
Inks containing sulphur.
Jute.
Kerosene.
Ligroin naphthas and similar products from petroleum or coal-tar.
Lime.
Liquid bitumen with naphtha base.
Liquid dyes containing naphtha or essence of turpentine.
Lycopodium.
Magnesium tapers.
Mani resin.
Mats, straw.
Mineral fertilizers.
Mineral oils.
Mineral pitch of tar.
Nitrate of potassium.
Nitrate of sodium.
Oakum.
Oilcloth.
Oil paintings.
Oils, mineral.
Packing cloth.
Paintings, oil.
Paraffin.
Petroleum residues.
Piassava.
Pitch, mineral or vegetable.
Potassium nitrate.
Powdered charcoal.
Pyridine in casks or boxes.
Rags.
Resin, mani.
Resins in general.
Ropes, tarred.
Rubber (caoutchouc), natural.
Salt in sacks.
Saltpeter.
Sealing wax.
Shavings of cork, tarred.
Sodium nitrate.
Sostera marina.
Stearine.
Straw mats.
Sugar, burnt.
Sulphur.
Sulphur wicks.
Talc in bags.
Tallow.
Tapers, magnesium.
Tannin, extracts of.
Tar, mineral or vegetable.
Tarred cork shavings.
Tobacco in bales.
Tow.
Turpentine.
Twine, binder.
Varnish.
Vegetable fiber.
Vegetable pitch of tar.
Washcloths.
Wax, sealing.
Wax in general.
Wicks, sulphur.
Worsted.
Xylol.

(c) As for celluloid, marfiline, and motion-picture films their importation is authorized. Each article (or roll, in the case of films) must be wrapped separately and carefully placed in a wooden or metal box so as to avoid all movement or friction, and the box must bear a label indicating the contents.

§ 127.208 *Ascension*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.

(3) *Indemnity.* See § 127.105.

(4) *Air mail service.* Postage rate, 15 cents ½ ounce. By ordinary means from London.

(5) *Special delivery.* No service.

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as St. Helena, see § 127.339 (a) (6).

(b) *Parcel post.* (Ascension.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.30	7	$2.10
2	.60	8	2.40
3	.90	9	2.70
4	1.20	10	3.00
5	1.50	11	3.30
6	1.80		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* No parcel may exceed £50 in value.

(5) *Prohibitions.* Same as St. Helena, see § 127.339 (b) (5).

§ 127.209 *Australia.* (States of New South Wales, Queensland, South Australia, Tasmania, Victoria and Western Australia; also Lord Howe Island, Thursday Island, and Norfolk Island.)

(a) *Regular mails* — (1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. Except in the capital cities, special-delivery articles will be delivered by special messenger only if the addressee is located within 1½ miles of a post office at which a telegraph messenger is employed. For further information, see § 127.19.

(5) *Air mail service.* Postage rate, 25 cents ½ ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) Duty is levied on catalogs, price lists, circulars, and all advertising matter introduced into the Commonwealth of Australia through the mail, whether at the letter rate of postage or otherwise. Interested patrons may be informed that particulars can be obtained from the Office of International Trade, Department of Commerce, Washington 25, D. C., or from any Field Office of that Department.

(8) *Prohibitions.* All articles prohibited in the form of parcel post.

(b) *Parcel post.* (Australia.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.62	5	12	$29.56
0	8	2.89	6	0	30.83
0	12	4.16	6	4	32.10
1	0	5.43	6	8	33.37
1	4	6.70	6	12	34.64
1	8	7.97	7	0	35.91
1	12	9.24	7	4	37.18
2	0	10.51	7	8	38.45
2	4	11.78	7	12	39.72
2	8	13.05	8	0	40.99
2	12	14.32	8	4	42.26
3	0	15.59	8	8	43.53
3	4	16.86	8	12	44.80
3	8	18.13	9	0	46.07
3	12	19.40	9	4	47.34
4	0	20.67	9	8	48.61
4	4	21.94	9	12	49.88
4	8	23.21	10	0	51.15
4	12	24.48	10	4	52.42
5	0	25.75	10	8	53.69
5	4	27.02	10	12	54.96
5	8	28.29	11	0	56.23

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) When invoices describing merchandise sent in parcel-post packages are not in conformity with the customs regulations, the Australian customs imposes an additional charge of 20 percent ad valorem, provided the goods imported are for commercial purposes.

(ii) When the goods imported are for personal use only, the charge is not made should the invoice not be entirely in accordance with the conditions required by the Australian customs.

(iii) It is not necessary for the invoices to accompany the parcels to which they relate.

(iv) Each dutiable parcel-post package received in Australia is subject to a charge of 6 pence at time of delivery to the addressee. This charge is in addition to any customs duties which may be assessed on the parcel.

(5) *Prohibitions*—(i) *For reasons of public safety.* (*a*) Hop aromas, oil, extracts, essences, flavors, bouquets, and any articles of similar nature, and any substitutes for or imitations of such articles, simple or combined with other materials, capable of use in making beer or any brewing process, or for addition to beer.

(*b*) Leather or articles manufactured therefrom for human wear, containing barium sulphate or barium compounds.

(*c*) All advertising matter relating to prohibited imports.

(*d*) Any literature advocating the overthrow by force of the Government or any other established government, or other treasonable activities.

(*e*) Oleomargarine, unless colored and branded as prescribed.

(ii) *For sanitary reasons.* (*a*) Meat, edible parts of animals, animal sausage casings, dried blood, and dried blood albumen will not be admitted into Australia unless certificates are presented that the products are free from disease or infection, as required by the Australian quarantine regulations.

(*b*) Medicines purporting to be remedies for drunkenness or addiction to alcohol, tobacco, or drugs.

(*c*) Electric or magnetic belts or other belts or appliances allegedly producing therapeutic effects through electrical, magnetic, or radio-active influences.

(*d*) Used bedding and flock.

(*e*) Vaccine or lymph from any country where foot-and-mouth disease has existed within six months prior to date of sending. All vaccine and lymph must be subjected to an approved bacteriological test at an authorized laboratory in Australia.

(*f*) Disease germs, microbes, and agents capable of producing disease in man, animals, or plants; and all substances containing them, are admitted only with authorization of the Minister of Health and on recommendation of the Director of Quarantine.

(*g*) Second-hand clothing is prohibited importation for trade purposes and from places infected with quarantinable disease, or from which such disease may be brought to Australia.

(iii) *For the protection of animals and plants.* (*a*) Horns and hoofs, except those forming part of sporting trophies may be imported by permission of the Minister of Commerce and Customs.

(*b*) Broomcorn.

(*c*) Tobacco plants and parts thereof.

(*d*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, etc.* The importation of weapons and other objects of a dangerous nature is prohibited except when an authorization has been obtained in advance from the Secretary of Customs.

(v) *For other reasons.* (*a*) Counterfeit coins, false or counterfeit sterling, and any coin or money of the King's dominions not of the established weight or fineness.

(*b*) Invoices, blank or partly blank, capable of being filled out and used as genuine invoices.

(*c*) Official uniforms or badges (naval military, police, etc.), or any article so resembling them as to be calculated to deceive, or any article bearing a representation of such badges.

(vi) *False guarantee.* (*a*) Goods bearing or accompanied by a false guarantee relative to their production or quality, issued by any person, official, government, or country.

(*b*) Goods bearing the name "Anzac" or any name resembling it.

(*c*) Goods produced wholly or partly in prisons or by convict labor.

(*d*) Radiohypnotice crystals, lucky stones, and similar articles.

(*e*) Tobacco, cigar, cigarettes, except as bona fide samples or for the personal use of the importer, subject to payment of duty.

(*f*) Reproductions of works copyrighted in the King's dominions, except by permission of the copyright owner.

(*g*) Synthetic organic dyestuffs and coloring materials, and all organic intermediates used in the preparation of such dyes or materials, except by written consent of the Minister of Commerce and Customs.

(*h*) Goods bearing on themselves or their wrappings any marking, contraction, or substitution of words in a language other than that in ordinary use in the country of production, unless such words are qualified by a definite statement in English indicating the country of origin wherever they may appear.

(*i*) Bran sacks weighing less than 20 ounces require the consent of the Minister of Commerce and Customs.

(*j*) Used sacks of jute, second-hand carpets, and similar used articles must be disinfected to the satisfaction of the quarantine officer.

(*k*) Rubber-covered wire must comply with the ordinance of April 2, 1919.

(*l*) Straw articles, such as mats or wrappings containing merchandise must comply with the quarantine regulations.

(*m*) Sugar (cane or beet), so-called golden sirup and molasses, require the written consent of the Minister of Commerce and Customs.

(*n*) Moving-picture films and photographs, posters, sketches, programs, and other advertising matter intended for use in connection with the exhibition in Australia of any imported moving-picture film, must comply with the conditions prescribed.

§ 127.210 *Austria*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air-mail service.* Postage rate, 15 cents per one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Combination packages.* Accepted. (See § 127.12.)

(8) *Prohibitions.* No list.

(b) *Parcel post.* (Austria.) (See *Observations*, subparagraph (3) of this paragraph, concerning restrictions.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.40	12	$2.17
2	.54	13	2.31
3	.71	14	2.45
4	.85	15	2.59
5	.99	16	2.73
6	1.13	17	2.87
7	1.27	18	3.01
8	1.45	18	3.15
9	1.59	20	3.29
10	1.73	21	3.43
11	1.87	22	3.57

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.05	11	4	$22.61
0	8	1.54	11	8	23.10
0	12	2.03	11	12	23.59
1	0	2.52	12	0	24.08
1	4	3.01	12	4	24.57
1	8	3.50	12	8	25.06
1	12	3.99	12	12	25.55
2	0	4.48	13	0	26.04
2	4	4.97	13	4	26.53
2	8	5.46	13	8	27.02
2	12	5.95	13	12	27.51
3	0	6.44	14	0	28.00
3	4	6.93	14	4	28.49
3	8	7.42	14	8	28.98
3	12	7.91	14	12	29.47
4	0	8.40	15	0	29.96
4	4	8.89	15	4	30.45
4	8	9.38	15	8	30.94
4	12	9.87	15	12	31.43
5	0	10.36	16	0	31.92
5	4	10.85	16	4	32.41
5	8	11.34	16	8	32.90
5	12	11.83	16	12	33.39
6	0	12.32	17	0	33.88
6	4	12.81	17	4	34.37
6	8	13.30	17	8	34.86
6	12	13.79	17	12	35.35
7	0	14.28	18	0	35.84
7	4	14.77	18	4	36.33
7	8	15.26	18	8	36.82
7	12	15.75	18	12	37.31
8	0	16.24	19	0	37.80
8	4	16.73	19	4	38.29
8	8	17.22	19	8	38.78
8	12	17.71	19	12	39.27
9	0	18.20	20	0	39.76
9	4	18.69	20	4	40.25
9	8	19.18	20	8	40.74
9	12	19.67	20	12	41.23
10	0	20.16	21	0	41.72
10	4	20.65	21	4	42.21
10	8	21.14	21	8	42.70
10	12	21.63	21	12	43.19
11	0	22.12	22	0	43.68

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)
Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Observations.* Foodstuffs may be only of such character as to be nonperishable.

(i) The contents of the parcels must be itemized on the customs declaration.

(ii) Parcels should bear the full name of the addressee and the complete address, including the Land or Province, when known, city, street and number; also the apartment number if applicable. It may not be practicable to return such parcels to the senders, and postmasters are directed to suggest that senders of relief parcels endorse their parcels to indicate they should be delivered to relief or charitable institutions in the event it is impossible to deliver them to the original addressees.

(5) *Prohibitions.* Firearms, bayonets, swords, and other arms of all kinds. Perishable foods and foodstuffs of Austrian origin, except yeast. Seeds of leguminous cereals or those from which bread may be made.

(c) *U. S. A. gift parcels.* (Austria.)

(1) *Table of rates.* (Surface only.)

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.36	12	$1.69
2	.46	13	1.79
3	.59	14	1.89
4	.69	15	1.99
5	.79	16	2.09
6	.89	17	2.19
7	.99	18	2.29
8	1.13	19	2.39
9	1.23	20	2.49
10	1.33	21	2.59
11	1.43	22	2.69

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b), of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.211 *Azores*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents per one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted, if registered. (See § 127.3.)

(7) *Prohibitions.* Same as *Portugal.*

(b) *Parcel post.* (Azores.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.71	5	12	$10.39
0	8	1.15	6	0	10.83
0	12	1.59	6	4	11.27
1	0	2.03	6	8	11.71
1	4	2.47	6	12	12.15
1	8	2.91	7	0	12.59
1	12	3.35	7	4	13.03
2	0	3.79	7	8	13.47
2	4	4.23	7	12	13.91
2	8	4.67	8	0	14.35
2	12	5.11	8	4	14.79
3	0	5.55	8	8	15.23
3	4	5.99	8	12	15.67
3	8	6.43	9	0	16.11
3	12	6.87	9	4	16.55
4	0	7.31	9	8	16.99
4	4	7.75	9	12	17.43
4	8	8.19	10	0	17.87
4	12	8.63	10	4	18.31
5	0	9.07	10	8	18.75
5	4	9.51	10	12	19.19
5	8	9.95	11	0	19.63

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)
Weight limit: 11 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Registered or insured parcels must, and ordinary parcels may, be sealed.
Group shipments: No.
Registration: Yes. See Portugal, § 127.329.
Insurance: Yes. See Portugal, § 127.329.
C. o. d.: No.

(2) *Registration and insurance.* See *Portugal,* § 127.329 (b) (6).

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(4) *Prohibitions.* Same as *Portugal,* § 127.329 (b) (7).

§ 127.212 *Bahamas*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(5) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coin, gold, or silver bullion, precious stones, jewelry, and other precious articles.

Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Bahamas.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.83	8	8	$5.45
0	8	.97	8	12	5.59
0	12	1.11	9	0	5.73
1	0	1.25	9	4	5.87
1	4	1.39	9	8	6.01
1	8	1.53	9	12	6.15
1	12	1.67	10	0	6.29
2	0	1.81	10	4	6.43
2	4	1.95	10	8	6.57
2	8	2.09	10	12	6.71
2	12	2.23	11	0	6.85
3	0	2.37	11	4	6.99
3	4	2.51	11	8	7.13
3	8	2.65	11	12	7.27
3	12	2.79	12	0	7.41
4	0	2.93	12	4	7.55
4	4	3.07	12	8	7.69
4	8	3.21	12	12	7.83
4	12	3.35	13	0	7.97
5	0	3.49	13	4	8.11
5	4	3.63	13	8	8.25
5	8	3.77	13	12	8.39
5	12	3.91	14	0	8.53
6	0	4.05	14	4	8.67
6	4	4.19	14	8	8.81
6	8	4.33	14	12	8.95
6	12	4.47	15	0	9.09
7	0	4.61	15	4	9.23
7	4	4.75	15	8	9.37
7	8	4.89	15	12	9.51
7	12	5.03	16	0	9.65
8	0	5.17	16	4	9.79
8	4	5.31	16	8	9.93

Lb.	Oz.	Rate	Lb.	Oz.	Rate
16	12	$10.07	19	8	$11.61
17	0	10.21	19	12	11.75
17	4	10.35	20	0	11.89
17	8	10.49	20	4	12.03
17	12	10.63	20	8	12.17
18	0	10.77	20	12	12.31
18	4	10.91	21	0	12.45
18	8	11.05	21	4	12.59
18	12	11.19	21	8	12.73
19	0	11.33	21	12	12.87
19	4	11.47	22	0	13.01

Each air-parcel must have affixed the blue Par Avion label (Form 2978) (See § 127.55 (b)).

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity, when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55
From $100.01 to $165	60

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing 10 cents. (See § 127.102 (d).)

(iii) Each insured parcel must have written on the address side, in United States currency (both in arabic figures and in roman letters spelled out in full), the amount for which the parcel is insured.

(iv) The insurance of parcels which contain coin, bank notes, currency notes, or any kind of securities payable to bearer, platinum, gold or silver (whether manufactured or unmanufactured), precious stones, jewels, or other precious articles is obligatory. If a parcel containing such articles is mailed uninsured, it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly.

For further information concerning insurance service, see §§ 127.102 and 127.108.

(4) *Prohibitions*—(i) *For reasons of public safety.* Base or counterfeit coins.

(ii) *For sanitary reasons.* (*a*) Foods unfit for human consumption.

(*b*) Skimmed milk in tin cans.

(*c*) Tea adulterated or mixed with any substances rendering it unfit for consumption.

(*d*) Oleomargarine, butterine, and other substitutes for butter if they are sent described or labeled as butter.

(iii) *For other reasons.* Reprints not authorized under the copyright laws. "The Negro World" (newspaper).

§ 127.213 *Barbados*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Live animals. Also all articles prohibited as parcel post.

(b) *Parcel post.* (Barbados.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Limited to ordinary parcels. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) Parcels containing coin; platinum, gold, or silver, whether manufactured or unmanufactured; precious stones, jewelry, or other precious articles must not be accepted for mailing unless they are insured.

(iv) Every parcel containing precious stones, jewelry, or any article of gold, silver, or platinum exceeding $500 in value must be packed in a box measuring not less than 3 feet 6 inches in length and girth combined.

(v) Each insured parcel must be marked to show (both in roman letters and in arabic figures) in United States currency, the amount for which the parcel is insured. This amount must also be shown on the relative dispatch note. (See § 127.102, paragraph (b) (5).)

(vi) For further information concerning insurance service, see §§ 127.102 and 127.108.

(5) *Observations.* Dry coloring powders such as aniline blue, etc., may be accepted only when enclosed in stout metal boxes placed inside wooden boxes with sawdust between the two receptacles.

(6) *Prohibitions.* (i) All importation of merchandise into Barbados is now subject to license which must be obtained by the addressee before goods are ordered. Goods for which license was not obtained in advance are subject to confiscation upon arrival.

(ii) The only goods exempted from this requirement are (*a*) bona fide unsolicited gifts not exceeding $10 in value, and (*b*) goods granted exemption by the Licensing Authority of Barbados.

(iii) Cottonseed is admitted subject to a permit from the Governor.

(iv) Arms (with the exception of hunting arms) and munitions are not admitted, except by permission of the Governor.

(v) Films, celluloid, etc.

(vi) Live animals, except parasites and predators of injurious insects intended for the control of those insects, exchanged between officially recognized institutions.

§ 127.214 *Bechuanaland Protectorate*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(5) *Special delivery.* No service.

(6) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(7) *Prohibitions.* No list.

(b) *Parcel post.* (Bechuanaland Protectorate.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

(All places except Ghanzi and Kasane)

Pounds:	Rate	Pounds:	Rate
1	$0.26	7	$1.82
2	.52	8	2.08
3	.78	9	2.34
4	1.04	10	2.60
5	1.30	11	2.86
6	1.56		

(Ghanzi only)

Pounds:	Rate	Pounds:	Rate
1	$0.32	7	2.24
2	.64	8	2.56
3	.96	9	2.88
4	1.28	10	3.20
5	1.60	11	3.52
6	1.92		

(Kasane only)

Pounds:	Rate	Pounds:	Rate
1	$0.42	7	$2.94
2	.84	8	3.36
3	1.26	9	3.78
4	1.68	10	4.20
5	2.10	11	4.62
6	2.52		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(4) *Observations.* Limit of value, £50. The value shown on the customs declaration must be the current value of the finished article in the open market at the time of dispatch. In case of undervaluation the parcel is liable to confiscation. A charge of 6 pence for stamp duty, clearance, etc., is levied on every dutiable parcel.

(5) *Prohibitions.* Specie; bullion; gold dust; nuggets; ostrich feathers, except when made up into stoles, boas, hats, etc.; eucalyptus, acacia, and coniferous plants; peach stones. Importers of firearms must present a permit from the colonial government concerned.

Precious stones, whether loose or set in articles of jewelry; bees; honey; old appliances, etc., for beekeeping; carbon papers (same as Great Britain).

All plants, fruits, tubers, bulbs, etc., are liable to inspection and precautionary fumigation at the expense of the addressees, and to destruction if pest or disease is found. Importers of plants or of cottonseed, beeswax, or foundation comb must present special permits from the proper South African authority. Potatoes are only admitted when accompanied by a sworn declaration of origin and a prescribed Government certification.

§ 127.215 *Belgian Congo*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Articles of platinum, gold, or silver; jewels or other precious articles. Values payable to bearer exceeding five francs, in unregistered articles.

(ii) Coins and paper money. (Bank notes and values payable to bearer are admitted in registered articles.)

(iii) Also, all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Belgian Congo.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.53	23	$4.89
2	.67	24	5.03
3	1.05	25	5.17
4	1.19	26	5.31
5	1.33	27	5.45
6	1.47	28	5.59
7	1.61	29	5.73
8	1.75	30	5.87
9	1.89	31	6.01
10	2.03	32	6.15
11	2.17	33	6.29
12	2.83	34	6.98
13	2.97	35	7.12
14	3.11	36	7.26
15	3.25	37	7.40
16	3.39	38	7.54
17	3.53	39	7.68
18	3.67	40	7.82
19	3.81	41	7.96
20	3.95	42	8.10
21	4.09	43	8.24
22	4.23	44	8.38

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.38	15	0	$47.99
0	8	2.17	15	4	48.78
0	12	2.96	15	8	49.57
1	0	3.75	15	12	50.36
1	4	4.54	16	0	51.15
1	8	5.33	16	4	51.94
1	12	6.12	16	8	52.73
2	0	6.91	16	12	53.52
2	4	7.70	17	0	54.31
2	8	8.49	17	4	55.10
2	12	9.28	17	8	55.89
3	0	10.07	17	12	56.68
3	4	10.86	18	0	57.47
3	8	11.65	18	4	58.26
3	12	12.44	18	8	59.05
4	0	13.23	18	12	59.84
4	4	14.02	19	0	60.63
4	8	14.81	19	4	61.42
4	12	15.60	19	8	62.21
5	0	16.39	19	12	63.00
5	4	17.18	20	0	63.79
5	8	17.97	20	4	64.58
5	12	18.76	20	8	65.37
6	0	19.55	20	12	66.16
6	4	20.34	21	0	66.95
6	8	21.13	21	4	67.74
6	12	21.92	21	8	68.53
7	0	22.71	21	12	69.32
7	4	23.50	22	0	70.11
7	8	24.29	22	4	70.90
7	12	25.08	22	8	71.69
8	0	25.87	22	12	72.48
8	4	26.66	23	0	73.27
8	8	27.45	23	4	74.06
8	12	28.24	23	8	74.85
9	0	29.03	23	12	75.64
9	4	29.82	24	0	76.43
9	8	30.61	24	4	77.22
9	12	31.40	24	8	78.01
10	0	32.19	24	12	78.80
10	4	32.98	25	0	79.59
10	8	33.77	25	4	80.38
10	12	34.56	25	8	81.17
11	0	35.35	25	12	81.96
11	4	36.14	26	0	82.75
11	8	36.93	26	4	83.54
11	12	37.72	26	8	84.33
12	0	38.51	26	12	85.12
12	4	39.30	27	0	85.91
12	8	40.09	27	4	86.70
12	12	40.88	27	8	87.49
13	0	41.67	27	12	88.28
13	4	42.46	28	0	89.07
13	8	43.25	28	4	89.86
13	12	44.04	28	8	90.65
14	0	44.83	28	12	91.44
14	4	45.62	29	0	92.23
14	8	46.41	29	4	93.02
14	12	47.20	29	8	93.81
29	12	$94.60	37	0	$117.51
30	0	95.39	37	4	118.30
30	4	96.18	37	8	119.09
30	8	96.97	37	12	119.88
30	12	97.76	38	0	120.67
31	0	98.55	38	4	121.46
31	4	99.34	38	8	122.25
31	8	100.13	38	12	123.04
31	12	100.92	39	0	123.83
32	0	101.71	39	4	124.62
32	4	102.50	39	8	125.41
32	8	103.29	39	12	126.20
32	12	104.08	40	0	126.99
33	0	104.87	40	4	127.78
33	4	105.66	40	8	128.57
33	8	106.45	40	12	129.36
33	12	107.24	41	0	130.15
34	0	108.03	41	4	130.94
34	4	108.82	41	8	131.73
34	8	109.61	41	12	132.52
34	12	110.40	42	0	133.31
35	0	111.19	42	4	134.10
35	4	111.98	42	8	134.89
35	8	112.77	42	12	135.68
35	12	113.56	43	0	136.47
36	0	114.35	43	4	137.26
36	4	115.14	43	8	138.05
36	8	115.93	43	12	138.84
36	12	116.72	44	0	139.63

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (f).)
Weight limit: 44 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing 10 cents. (See § 127.101 (h).)

(4) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(5) *Observations.* (i) Every commercial shipment of merchandise exceeding 6,500 francs ($148.20) in value requires an import license to be issued in Belgian Congo. To avoid delays in the customs treatment of the merchandise, mailers should obtain in advance from the addressee of each such shipment the number and date of the relative import license, and enter that information on the documents accompanying the parcel.

(ii) Parcels of merchandise intended for sale or commercial transactions must be accompanied by invoices.

(iii) A fee equivalent to the Belgian Congo domestic rate of postage is charged for the transmission of all parcels from the frontier office to that of destination.

(6) *Prohibitions.* (i) Jewelry, silverware and other precious articles in unregistered parcels.

(ii) Newspapers, publications, or books whose importation is forbidden by the Government.

(iii) Bees, leeches, and silkworms, nonexplosive components of artillery fuses.

(iv) Distilling apparatus requires the authorization of the Minister of Colonies at Brussels or of the Governor General of the Congo.

(v) Saccharine and products containing it require the authorization of the Minister of Colonies at Brussels or of the Governor General of the Congo.

(vi) Every shipment of plants or seeds into Belgian Congo must be accompanied by a certificate of origin stating that the articles are free from all cryptogam diseases or agents of infection. Cotton seeds must be accompanied also by an authorization from the Governor of the province.

(vii) Every importation of medicines into Belgian Congo is subject to permit. The permits are issued by the following officials: (*a*) The Chief Pharmacist for all the territory of the Colony; (*b*) The provincial pharmacist of each province; (*c*) The Government pharmacist at Boma for the Lower Congo district; (*d*) The Government pharmacist (or in his absence the Government physician) at Albertville for importations through that port; or (*e*) the Government physician at Aba, Costermansville, and Irumu, for importations through Aba, Uvira, and Kassenyi, respectively.

(viii) In Europe, the permits are issued at Brussels, in the Ministry of Colonies, by the physician or pharmacist designated by the department, and they will be valid for the entire territory of the colony.

§ 127.216 *Belgium*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) The indication "Printed in U. S. A." must appear on articles of printed matter imported from the United States. This marking is obligatory, except in certain cases, notably articles whose weight does not exceed four ounces or which consist of only one article or one copy. As related to music, it may consist of several instrumental parts or even a complete orchestration.

(ii) Printed matter is generally dutiable in Belgium. However, the Belgian customs authorities exceptionally admit as regular the importation of printed matter up to 2 kilograms in weight, without Form 2976 (C 1) affixed. This concession, however, applies only to price lists, catalogs, and advertising matter of business firms, and any fees or charges which may be due on such matter must be paid.

(iii) Also, the green label, Form 2976 (C 1), is not required on free copies of newly published books mailed by the publishers to Belgian literary and scientific societies and journalists, provided the outer wrappers bear a dedication or the words "Press Service" or some other indication that the copies are being sent gratuitously under the conditions mentioned.

(iv) The green label is also not required on any shipment of printed matter on which the total of the revenue duties does not exceed 5 francs.

(8) *Prohibitions.* (i) Articles bearing on the outside facsimilies of postage stamps, even when such facsimilies can not be confused with authentic postage stamps. Also, all articles prohibited in the form of parcel post.

(ii) Printed matter is generally dutiable in Belgium. However, the Belgium customs authorities exceptionally admit as regular the importation of printed matter up to two kilograms in weight, without Form 2976 (C 1) affixed. This concession, however, applies only to price lists, catalogs, and advertising matter of business firms, and any fees or charges which may be due on such matter must be paid.

(iii) Also, the green label, Form 2976 (C 1), is not required on free copies of newly published books mailed by the publishers to Belgian literary and scientific societies and journalists, provided the outer wrappers bear a dedication or the words "Press Service" or some other indication that the copies are being sent gratuitously under the conditions mentioned.

(iv) The green label is also not required on any shipment of printed matter on which the total of the revenue duties does not exceed 5 francs.

(b) *Parcel post.* (Belgium.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.98	7	12	$13.88
0	8	1.41	8	0	14.31
0	12	1.84	8	4	14.74
1	0	2.27	8	8	15.17
1	4	2.70	8	12	15.60
1	8	3.13	9	0	16.03
1	12	3.56	9	4	16.46
2	0	3.99	9	8	16.89
2	4	4.42	9	12	17.32
2	8	4.85	10	0	17.75
2	12	5.28	10	4	18.18
3	0	5.71	10	8	18.61
3	4	6.14	10	12	19.04
3	8	6.57	11	0	19.47
3	12	7.00	11	4	19.90
4	0	7.43	11	8	20.33
4	4	7.86	11	12	20.76
4	8	8.29	12	0	21.19
4	12	8.72	12	4	21.62
5	0	9.15	12	8	22.05
5	4	9.58	12	12	22.48
5	8	10.01	13	0	22.91
5	12	10.44	13	4	23.34
6	0	10.87	13	8	23.77
6	4	11.30	13	12	24.20
6	8	11.73	14	0	24.63
6	12	12.16	14	4	25.06
7	0	12.59	14	8	25.49
7	4	13.02	14	12	25.92
7	8	13.45	15	0	26.35
15	4	$26.78	29	12	$51.72
15	8	27.21	30	0	52.15
15	12	27.64	30	4	52.58
16	0	28.07	30	8	53.01
16	4	28.50	30	12	53.44
16	8	28.93	31	0	53.87
16	12	29.36	31	4	54.30
17	0	29.79	31	8	54.73
17	4	30.22	31	12	55.16
17	8	30.65	32	0	55.59
17	12	31.08	32	4	56.02
18	0	31.51	32	8	56.45
18	4	31.94	32	12	56.88
18	8	32.37	33	0	57.31
18	12	32.80	33	4	57.74
19	0	33.23	33	8	58.17
19	4	33.66	33	12	58.60
19	8	34.09	34	0	59.03
19	12	34.52	34	4	59.46
20	0	34.95	34	8	59.89
20	4	35.38	34	12	60.32
20	8	35.81	35	0	60.75
20	12	36.24	35	4	61.18
21	0	36.67	35	8	61.61
21	4	37.10	35	12	62.04
21	8	37.53	36	0	62.47
21	12	37.96	36	4	62.90
22	0	38.39	36	8	63.33
22	4	38.82	36	12	63.76
22	8	39.25	37	0	64.19
22	12	39.68	37	4	64.62
23	0	40.11	37	8	65.05
23	4	40.54	37	12	65.48
23	8	40.97	38	0	65.91
23	12	41.40	38	4	66.34
24	0	41.83	38	8	66.77
24	4	42.26	38	12	67.20
24	8	42.69	39	0	67.63
24	12	43.12	39	4	68.06
25	0	43.55	39	8	68.49
25	4	43.98	39	12	68.92
25	8	44.41	40	0	69.35
25	12	44.84	40	4	69.78
26	0	45.27	40	8	70.21
26	4	45.70	40	12	70.64
26	8	46.13	41	0	71.07
26	12	46.56	41	4	71.50
27	0	46.99	41	8	71.93
27	4	47.42	41	12	72.36
27	8	47.85	42	0	72.79
27	12	48.28	42	4	73.22
28	0	48.71	42	8	73.65
28	4	49.14	42	12	74.08
28	8	49.57	43	0	74.51
28	12	50.00	43	4	74.94
29	0	50.43	43	8	75.37
29	4	50.86	43	12	75.80
29	8	51.29	44	0	76.23

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Observations.* It frequently happens that the senders of merchandise liable to ad valorem import duties in Bel-

gium mention the amount of the invoice in the value column of the customs declarations.

However, in accordance with article 3 of the law of April 8, 1922, the value to be declared for the payment of duties may not be lower than the normal gross price of similar merchandise on the Belgian markets at the time of importation after making deduction of a sum proportional to the duties to which such products are liable upon introduction.

Used clothing, even when sent as a gift, is subject to customs duties in Belgium. Since the Belgian regulations do not permit cancelation of the duties, parcels containing used clothing cannot be returned to origin or abandoned if they should be unclaimed or refused by the addressees. Parcels containing used clothing should, therefore, not be accepted for mailing to Belgium unless the sender indicates an alternate addressee in that country to whom the parcel can be tendered for delivery in case it cannot be delivered as originally addressed.

(6) *Prohibitions*—(i) *For sanitary reasons.* (*a*) Meats, grease and other edible animal products as well as margarine and other manufactured edible greases, are admitted only after sanitary examination. Meats, grease and other products, prepared or preserved, from domestic solid-hoofed animals, are prohibited.

(*b*) Bone meal and other powdered animal products may be imported only through customs offices where veterinary health services are in operation.

(*c*) White lead, except under the conditions prescribed by the Ministry of Industry, Labor and Welfare. This applies to all white compounds of lead intended for professional use. Colors contained in tubes weighing less than 500 grams are not subject to these provisions.

(*d*) White lead and other white compounds of lead in powder form, in lumps, or in cakes, must be inclosed in hermetically sealed containers bearing on the outside, in conspicuous characters, the name of the seller or his mark and the nature of the product.

(*e*) Linens, clothing, rags, bedding, etc., from countries or regions affected by cholera or plague.

(ii) *For the protection of animals or plants.* (*a*) Bird-eggs, during the closed season.

(*b*) The importation of the bird-eggs may be authorized, during the closed season, by the Ministry of Agriculture, under conditions to be prescribed by said official.

(*c*) Indian berries, in quantities of less than 50 kilograms, except in the case of products sold and delivered to a pharmacist and accompanied by an invoice from the seller.

(*d*) The importation of tuberculine for animals is subject to special authorization from the Ministry of Agriculture.

(*e*) Buds of resinous plants.

(*f*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iii) *Arms.* Special restrictions apply to the importation of all arms except hunting and sporting arms, side arms of war, arms for collections, and arms intended for use of government authorities.

(iv) *For other reasons.* (*a*) Bronze, copper, and nickel coins not legal tender in Belgium. This prohibition does not cover old coins out of circulation, of different models and types, in the form of samples, imported for collections.

(*b*) Works of art produced prior to 1801 are admitted only after a special examination.

(c) *U. S. A. gift parcels.* (Belgium.)

(1) *Table of rates.* (Surface only.)

Pounds:	Rate	Pounds:	Rate
1	$0.10	23	$2.30
2	.20	24	2.40
3	.30	25	2.50
4	.40	26	2.60
5	.50	27	2.70
6	.60	28	2.80
7	.70	30	3.00
8	.80	31	3.10
9	.90	32	3.20
10	1.00	33	3.30
11	1.10	34	3.40
12	1.20	35	3.50
13	1.30	36	3.60
14	1.40	37	3.70
15	1.50	38	3.80
16	1.60	39	3.90
17	1.70	40	4.00
18	1.80	41	4.10
19	1.90	42	4.20
20	2.00	43	4.30
21	2.10	44	4.40
22	2.20		

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b) of this section the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter, and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.217 *Bermuda*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Bermuda.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.76	11	4	$6.48
0	8	.89	11	8	6.61
0	12	1.02	11	12	6.74
1	0	1.15	12	0	6.87
1	4	1.28	12	4	7.00
1	8	1.41	12	8	7.13
1	12	1.54	12	12	7.26
2	0	1.67	13	0	7.39
2	4	1.80	13	4	7.52
2	8	1.93	13	8	7.65
2	12	2.06	13	12	7.78
3	0	2.19	14	0	7.91
3	4	2.32	14	4	8.04
3	8	2.45	14	8	8.17
3	12	2.58	14	12	8.30
4	0	2.71	15	0	8.43
4	4	2.84	15	4	8.56
4	8	2.97	15	8	8.69
4	12	3.10	15	12	8.82
5	0	3.23	16	0	8.95
5	4	3.36	16	4	9.08
5	8	3.49	16	8	9.21
5	12	3.62	16	12	9.34
6	0	3.75	17	0	9.47
6	4	3.88	17	4	9.60
6	8	4.01	17	8	9.73
6	12	4.14	17	12	9.86
7	0	4.27	18	0	9.99
7	4	4.40	18	4	10.12
7	8	4.53	18	8	10.25
7	12	4.66	18	12	10.38
8	0	4.79	19	0	10.51
8	4	4.92	19	4	10.64
8	8	5.05	19	8	10.77
8	12	5.18	19	12	10.90
9	0	5.31	20	0	11.03
9	4	5.44	20	4	11.16
9	8	5.57	20	8	11.29
9	12	5.70	20	12	11.42
10	0	5.83	21	0	11.55
10	4	5.96	21	4	11.68
10	8	6.09	21	8	11.81
10	12	6.22	21	12	11.94
11	0	6.35	22	0	12.07

Each air parcel must have affixed the blue Par Avion label (Form 2978). See § 127.55 (b).)

Weight limit: 22 pounds.

Customs declarations: 1 Form 2966.

Dispatch note: No.

Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(5) *Observations.* Invoices are required for parcels whose contents are intended for sale.

(6) *Prohibitions.* Plants are subject to inspection by the Director of Agriculture. Nonexplosive components of artillery fuses are not admitted.

§ 127.218 *Bolivia*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See table No. 2, § 127.1. Small packets accepted at risk of sender.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* (See § 127.105.)

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* (See § 127.30.)

(7) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(8) *Combination packages.* Accepted. (See § 127.12.)

(9) *Freedom of postage for government correspondence.* (See § 127.30 (f).)

(10) *Prohibitions.* Gold and silver coins. Plants. Automatic lighting appliances. Dutiable articles (merchandise) in letters and packages prepaid at letter rate.

Money in cash, bank notes, or values payable to the bearer.

(b) *Parcel post.* (Bolivia.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

(All places except La Paz and Oruro)

Pounds:	Rate	Pounds:	Rate
1	$0.63	23	$5.34
2	.77	24	5.48
3	1.07	25	5.62
4	1.21	26	5.76
5	1.35	27	5.90
6	1.49	28	6.04
7	1.63	29	6.18
8	1.94	30	6.32
9	2.08	31	6.46
10	2.22	32	6.60
11	2.36	33	6.74
12	3.15	34	7.54
13	3.29	35	7.68
14	3.43	36	7.82
15	3.57	37	7.96
16	3.71	38	8.10
17	3.85	39	8.24
18	3.99	40	8.38
19	4.13	41	8.52
20	4.27	42	8.66
21	4.41	43	8.80
22	4.55	44	8.94

(La Paz and Oruro)

Pounds:	Rate	Pounds:	Rate
1	$0.42	23	$4.28
2	.56	24	4.42
3	.75	25	4.56
4	.89	26	4.70
5	1.03	27	4.84
6	1.17	28	4.98
7	1.31	29	5.12
8	1.53	30	5.26
9	1.67	31	5.40
10	1.81	32	5.54
11	1.95	33	5.68
12	2.42	34	6.15
13	2.56	35	6.29
14	2.70	36	6.43
15	2.84	37	6.57
16	2.98	38	6.71
17	3.12	39	6.85
18	3.26	40	6.99
19	3.40	41	7.13
20	3.54	42	7.27
21	3.68	43	7.41
22	3.82	44	7.55

(ii) Air parcels.

[Rates, including surcharges—all places]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.08	15	8	$25.48
0	8	1.48	15	12	25.88
0	12	1.88	16	0	26.28
1	0	2.28	16	4	26.68
1	4	2.68	16	8	27.08
1	8	3.08	16	12	27.48
1	12	3.48	17	0	27.88
2	0	3.88	17	4	28.28
2	4	4.28	17	8	28.68
2	8	4.68	17	12	29.08
2	12	5.08	18	0	29.48
3	0	5.48	18	4	29.88
3	4	5.88	18	8	30.28
3	8	6.28	18	12	30.68
3	12	6.68	19	0	31.08
4	0	7.08	19	4	31.48
4	4	7.48	19	8	31.88
4	8	7.88	19	12	32.28
4	12	8.28	20	0	32.68
5	0	8.68	20	4	33.08
5	4	9.08	20	8	33.48
5	8	9.48	20	12	33.88
5	12	9.88	21	0	34.28
6	0	10.28	21	4	34.68
6	4	10.68	21	8	35.08
6	8	11.08	21	12	35.48
6	12	11.48	22	0	35.88
7	0	11.88	22	4	36.28
7	4	12.28	22	8	36.68
7	8	12.68	22	12	37.08
7	12	13.08	23	0	37.48
8	0	13.48	23	4	37.88
8	4	13.88	23	8	38.28
8	8	14.28	23	12	38.68
8	12	14.68	24	0	39.08
9	0	15.08	24	4	39.48
9	4	15.48	24	8	39.88
9	8	15.88	24	12	40.28
9	12	16.28	25	0	40.68
10	0	16.68	25	4	41.08
10	4	17.08	25	8	41.48
10	8	17.48	25	12	41.88
10	12	17.88	26	0	42.28
11	0	18.28	26	4	42.68
11	4	18.68	26	8	43.08
11	8	19.08	26	12	43.48
11	12	19.48	27	0	43.88
12	0	19.88	27	4	44.28
12	4	20.28	27	8	44.68
12	8	20.68	27	12	45.08
12	12	21.08	28	0	45.48
13	0	21.48	28	4	45.88
13	4	21.88	28	8	46.28
13	8	22.28	28	12	46.68
13	12	22.68	29	0	47.08
14	0	23.08	29	4	47.48
14	4	23.48	29	8	47.88
14	8	23.88	29	12	48.28
14	12	24.28	30	0	48.68
15	0	24.68	30	4	49.08
15	4	25.08	30	8	49.48
30	12	$49.88	37	8	$60.68
31	0	50.28	37	12	61.08
31	4	50.68	38	0	61.48
31	8	51.08	38	4	61.88
31	12	51.48	38	8	62.28
32	0	51.88	38	12	62.68
32	4	52.28	39	0	63.08
32	8	52.68	39	4	63.48
32	12	53.08	39	8	63.88
33	0	53.48	39	12	64.28
33	4	53.88	40	0	64.68
33	8	54.28	40	4	65.08
33	12	54.68	40	8	65.48
34	0	55.08	40	12	65.88
34	4	55.48	41	0	66.28
34	8	55.88	41	4	66.68
34	12	56.28	41	8	67.08
35	0	56.68	41	12	67.48
35	4	57.08	42	0	67.88
35	8	57.48	42	4	68.28
35	12	57.88	42	8	68.68
36	0	58.28	42	12	69.08
36	4	58.68	43	0	69.48
36	8	59.08	43	4	69.88
36	12	59.48	43	8	70.28
37	0	59.88	43	12	70.68
37	4	60.28	44	0	71.08

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: [1] 11, 22, 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee 25 cents.
Insurance: No.
C. o. d.: No.
Consular invoice: Yes. (See observations.)

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(6) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(7) *Observations.* (i) Transportation to Bolivia involves not only a long sea transit but a difficult overland trip from

[1] 11 pounds to places which do not have easy means of communication (most important of such places are Apolo, Baures, Camargo, Camiri, Colquechaca, Cotagaita, Entre Rios, Huacaraje, Magdalena, Mapiri, Montero, Muyupampa, Puerto Hit, Quime, Ragunillas, Robore, Rurrena baque, San Borja, San Ignacio, San Joaquin, San Jose, San Matias, Santa Ana, Santo Corazon, Tipuani, Warnes, and Yacuiba).

22 pounds to places served by highways and water routes (most important of such places are Charagua, Cobija, Riberalta, Santa Cruz, Sorata, Tarija, Todo Santos, Trinidad, Vallegrande, Villa Bella, and Villa Montes).

44 pounds to places served by rail (most important of such places are Arani, Cliza, Cochabamba, La Paz, Oruro, Potosi, Puanta, Sucre, Tarata, Tupiza, Uncia, Uyuni, and Villazon).

Arica, Chile. Parcels should not be accepted which are not substantially packed to comply with the requirements set forth in § 127.71.

(ii) A commercial invoice is required for the clearance of all parcels, regardless of value. Parcels (including shipments of parcels sent at one time from the same sender to the same addressee) exceeding $36.50 in value require a consular invoice in quintuplicate in addition to two commercial invoices. A fine is imposed by the Bolivian Customs for failure to present a consular invoice when required.

(iii) Consular invoices may be obtained from the Bolivian Consulate General at New York, N. Y., or from the nearest consulate of Bolivia, at a cost of 75 cents per copy or $3.75 for the set of five. A 6 percent consular duty is collected in the customs house in Bolivia instead of by the consulates, except in the case of honorary consuls who collect one or two percent of the original six percent duty.

(iv) Commercial invoices relating to shipments valued at less than $5 are stamped with the Bolivian consular seal free of charge. Commercial invoices relating to shipments valued at $5 and up to $36.50 require consular certification.

(v) The consular or commercial invoices may be sent under separate cover to the addressees or forwarded with the parcels. If they are enclosed in the parcels the customs declarations should be marked "Consular invoice inclosed" or "Commercial invoice inclosed," as the case may be. When the invoices relate to several parcels, the parcels should be numbered 1, 2, 3, etc., and the invoice inclosed in parcel No. 1, the customs declarations and covers of the remaining parcels being noted "Consular (and/or commercial) invoice in parcel No. 1."

(vi) The Bolivian Consulate General is located in New York, N. Y. Honorary consuls are located in the following cities:

Boston, Mass.	Pittsburgh, Pa.
Chicago, Ill.	St. Louis, Mo.
Los Angeles, Calif.	Salina, Kans.
Miami, Fla.	San Francisco, Calif.
New Orleans, La.	San Leandro, Calif.
New York, N. Y.	

(vii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(8) *Prohibitions*—(i) *For sanitary reasons.* (*a*) Adulterated beverages or foodstuffs, and those which contain substances injurious to health.

(*b*) Pharmaceutical and medicinal products of unknown composition or formula, and those prohibited by the health authorities.

(*c*) Used clothing and other effects must be accompanied by a certificate of disinfection issued by the competent authority of the country of origin and legalized by the Bolivian consular service.

(ii) *For the protection of plants.* (*a*) Plants, fruits, or seeds which may contain harmful germs or parasites, or which are declared injurious by the agricultural authorities.

(*b*) Trees and shrubs in baskets.

(iii) *Arms, etc.* War arms of all kinds and munitions; apparatus, machines for making or loading them; as well as their spare parts or accessories; with the exception of those covered by the general regulations proclaimed by the Executive Power. The importation of these articles, as well as of rifles, is also subject to the restrictions laid down by the customs regulations.

(iv) *For other reasons.* (*a*) Jewelry and other precious articles; money in cash, bank notes, or values payable to the bearer.

(*b*) Coins of silver, nickel, copper, or alloys of those metals.

(*c*) False coins and bills of all kinds, and machines or apparatus for making them.

(*d*) Tokens and counters which represent a value.

(*e*) Tokens or counters capable of being substituted for coins, securities, or notes.

(*f*) Advertisements in imitation of coins, banknotes, postage stamps or other official values, with the exception of numismatic and philatelic catalogs.

(*g*) Tobacco, leaf or manufactured.

(*h*) Cigarette paper and containers (packages) for cigarettes.

(*i*) Mechanical pocket lighters.

(*j*) Materials, machines, and apparatus serving for the manufacture of cigars, cigarettes, matches, and vestas.

(*k*) Nursing bottles with tubes of rubber or glass.

(*l*) Kerosene with a flash point lower than 150° F.

(*m*) Roulette wheels, gambling devices, boxes, and other machines, apparatus, or mechanical means used for games or serving otherwise for the distribution of money or merchandise, if such distribution depends on chance.

(*n*) Articles of any material for games of chance which are not imported together with their respective pieces which form an integral part of such games, such as checkers, mah jong, lotto, and the like.

(*o*) Labels, caps, corks and other stoppers or means of identification, with trade marks of foreign beverages, if not imported together with the respective beverages in appropriate quantities.

§ 127.219 *Brazil*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* (See § 127.105.)

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* (See § 127.30.)

(7) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(8) *Combination packages.* Accepted. (See § 127.12.)

(9) *Prohibitions.* Dutiable articles (merchandise) in letters or packages prepaid at the letter rate, except that coins, banknotes, paper money, or any values payable to the bearer; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry or other precious articles are admitted in registered letters.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Brazil.)

(1) *Table of rates.* (i) Surface parcels.[1]

[Rates include surcharges—see Observations, subparagraph (7) of this paragraph]

Pounds:	Rate	Pounds:	Rate
1	$0.47	23	$3.87
2	.61	24	4.01
3	.75	25	4.15
4	.89	26	4.29
5	1.03	27	4.43
6	1.17	28	4.57
7	1.31	29	4.71
8	1.53	30	4.85
9	1.67	31	4.99
10	1.81	32	5.13
11	1.95	33	5.27
12	2.09	34	5.58
13	2.23	35	5.72
14	2.37	36	5.86
15	2.51	37	6.00
16	2.65	38	6.14
17	2.79	39	6.28
18	2.93	40	6.42
19	3.07	41	6.56
20	3.21	42	6.70
21	3.35	43	6.84
22	3.49	44	6.98

Weight limit: 22,[2] 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* (See § 127.106.)

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(7) *Observations.* (i) Parcels must not be addressed "Poste restante" (general delivery). Parcel-post business is transacted only at the towns enumerated below, and the name of one of those towns

[1] See "Observations" for list of post offices to which parcels may be sent.

[2] Parcels exceeding 22 pounds accepted for the following offices only: Belem, Belo Horizonte, Florianopolis, Fortaleza, Manaus, Pelotas, Porto Alegre, Recife, Rio de Janeiro, Rio Grande, Salvador, Santos and Sao Paulo.

must form part of the address of the parcel:

Alegrete.
Amparo.
Antonina.
Aracaju.
Araguary.
Araraquara.
Bage.
Bahia (see Sao Salvador).
Barbacena.
Barra do Piauhi.
Barra Mansa.
Barretos.
Bauru.
Bededouro.
Belem (Para).
Bello Horizonte.
Blumenau.
Botucatu.
Braganoa.
Cacapava.
Cachoeira (Bahia).
Cachoeiras (Rio Grande do Sul).
Cachoeiro do Itapemirim.
Campanha.
Campina Grande.
Campinas.
Campo Grande.
Campos.
Carangola.
Casa Branca.
Cataguazos.
Catanduva.
Caxambu.
Caxias.
Corumba.
Cruz Alta.
Cruzeiro.
Curityba.
Curvello.
Cuyaba.
Diamantina.
Espirito Santo de Pinhal.
Florianopolis.
Formiga.
Fortaleza.
Franca.
Goyaz.
Guaratingueta.
Ilheos.
Itajuba.
Itapetininga.
Itu.
Jaboticabal.
Jaguarao.
Jahu.
Joao Pessoa.
Joazeiro.
Joinville.
Juiz de Fora.
Jundiahy.
Laguna.
Lavras.
Limeira.
Lorena.
Macae.
Maceio.
Manaus.
Maranhao. (See Sao Luiz.)
Minas do Rio das Contas.
Mococa.
Mogy Mirim.
Montes Claros.
Natal.
Niteroi.
Nova Friburgo.
Ouro Preto.
Para (see Belem).
Paranagua.
Parnahyba.
Passo Fundo.
Pelotas.
Penedo.
Pernambuco (See Recife).
Petropolis.
Pindamonhangaba.
Piracicaba.
Pirassununga.
Pocos de Caldas.
Ponta Grossa.
Ponte Nova.
Porto Alegre.
Porto Uniao.
Pouso Alegre.
Recife (Pernambuco).
Ribeirao Preto.
Rio Branco (Acre).
Rio Branco (Minas).
Rio Claro.
Rio de Janeiro.
Rio Grande (Rio Grande do Sul).
Rio Preto.
Santa Rita do Sapucahy.
Santa Maria da Bocca do Monte.
Sant' Anna do Livramento.
Santos.
Sao Carlos.
Sao Felix.
Sao Francisco (Rio Grande do Sul).
Sao Joao da Boa Vista.
Sao Joao d'El Rey.
Sao Jose dos Campos.
Sao Jose do Rio Pardo.
Sao Leopoldo.
Sao Luiz (Maranhao).
Sao Paulo (Sao Paulo).
Sao Paulo (Sergipe).
Sao Salvador (Bahia).
Taquaritinga.
Taubate.
Theophilo Ottoni.
Therezina.
Tres Coracoes.
Uba.
Uberaba.
Uberlandia.
Uruguayana.
Valenca.
Varginha.
Victoria.

(ii) Packages containing prospectuses and advertisement bills, e. g., engravings, printed books, periodical publications, reviews geographic maps, bound music, sent separately or in pamphlet form, are subject to an entry duty of 150 reis (5 cents) if the amount shipped weighs more than 2 kilograms (4.4 pounds) in weight per addressee.

(iii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(iv) A parcel destined for a person in care of a bank, organization, etc., should bear the complete addresses of both addressees on the customs declarations and dispatch note, as well as on the parcel itself.

(v) In order to avoid delays in the treatment of parcels by the customs in Brazil the customs declarations must show:

(*a*) Office of origin of the parcel;

(*b*) Complete addresses of sender and addressee;

(*c*) Exact designation of the merchandise, kind, quantity, value, gross, and net weight of each class of merchandise contained in the parcel. Generic or vague declarations such as "leather goods," "jewelry," "novelties," etc., are not allowed.

(vi) The customs declarations may be worded in Portuguese, French, Spanish, or English.

(8) *Prohibitions*—(i) *For reasons of public safety.* Poniards, stilettos, poniard blades; canes, umbrellas, or any other articles containing swords, daggers, or guns; handcuffs and blackjacks.

(ii) *For sanitary reasons.* (*a*) Pork grease, meats preserved or otherwise prepared, sausages, or any other alimentary product condemned by the National Analysis Laboratory.

(*b*) Saccharine and other artificial sweetening substances of a similar nature except by permission of the National Department of Public Health.

(*c*) Any foodstuffs or medicines unfit for consumption or use.

(*d*) Secret remedies, as well as all foreign pharmaceutical products or specialties not bearing, in a conspicuous place on each bottle or box, a label with the date and number of the license issued by the National Department of Public Health. By "secret remedies" are meant those whose formulas are not listed in the official pharmacopeias as well as medicines not licensed by the National Department of Public Health.

(*e*) Cultures of live microbes and virulent materials (morbid matters) coming from beings affected by contagious diseases, unless specially packed and addressed to official institutions or laboratories.

(*f*) Essences used for making artificial beverages, except by authorization of the National Department of Public Health.

(*g*) Coal-tar dyes except under permit issued by the competent authorities.

(iii) *For the protection of plants.* The following are prohibited importation:

(*a*) Live plants or parts of live plants (branches, shoots, grafts, twigs, flowers, cuttings, sets, seeds tubers, bulbs rhizomes, leaves, fruits), and vine props, when they are affected by diseases, insects, or any evidently harmful parasites.

(*b*) Live insects harmful to plants, as well as their eggs, larvae, chrysalides, and nymphs; cultures of bacteria and fungi harmful to plants; earths and composts which may contain, any in stage of development, cryptogams, insects, or other parasites harmful to plants, even if such earths are adhering to live plants. However, such objects may be imported by scientific institutes of the country for experimental purposes by special authorization from the Ministry of Agriculture.

(*c*) Boxes, sacks, or other packing materials which have served for the transportation of any of the articles mentioned in the subdivisions (*a*) and (*b*) of this subdivision.

(*d*) Seeds and seedlings of coffee from all foreign countries and localities. Exceptions are made for ground coffee intended only for classification of the product in the Brazilian markets. However, in order to prevent frauds, shipments of ground coffee will be delivered to addressees only after examination by the Serviço de Vigilancia Sanitaria Vegetal (phytopathological inspection service).

(*e*) Living parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted with the previous authorization of the Ministry of Agriculture.

(*f*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, munitions, etc.* (*a*) Regulation arms and munitions of Brazil and parts thereof. Metal parts (reducing tubes) intended to increase the deadly effect of arms. Air guns. Maxim silencers and other attachments intended to deaden the sound of gunfire.

(*b*) Shotguns, rifles, carbines, muskets, and pistols require a permit from the War Ministry.

(v) *For other reasons.* (*a*) Articles violating the trade-mark or copyright laws.

(*b*) Stationery and office supplies (pencils, pens, penholders, inkwells, etc.) which may be easily acquired on the market at the place of destination, when imported by chiefs of public departments.

(*c*) Any articles bearing a false indication of their origin.

(*d*) Labels, caps, or wrappers which may be used in the manufacture of beverages and other products of Brazil when intended to further the sale of such products with a false indication of foreign origin. An exception is made for shipments imported by branches of foreign establishments.

§ 127.220 *British Cameroons*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as Nigeria, § 127.316 (a) (6).

(b) *Parcel post.* (British Cameroons.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.74	12	$3.48
2	.88	13	3.62
3	1.02	14	3.76
4	1.40	15	3.90
5	1.54	16	4.04
6	1.68	17	4.18
7	1.82	18	4.32
8	2.32	19	4.46
9	2.46	20	4.60
10	2.60	21	4.74
11	2.74	22	4.88

Weight limit: 11,[1] 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes.[2] (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest lenth, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* The service extends to:

Bafum.	Kentu.
Bafut.	Kote.
Bali.	Krana.
Bama.	Kumba.
Bamenda.	Mamfe.
Banti.	Matafe.
Bibundi.	Mora.
Birim.	Ossidinge.
Buea.	Rio-del-Rey.
Dalami.	Soppo.
Fontemdorf.	Tiko.
Gashaka.	Tinto.
Ido.	Victoria.
Johnn Albrechts Hohe.	Yiaji.

Parcels should be strongly packed and should be inclosed in waterproof covers.

(5) *Prohibition.* Same as Nigeria, § 127.316 (b) (5).

§ 127.221 *British Guiana*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special-delivery service.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Combination packages accepted.* (See § 127.12.)

(8) *Prohibitions.* Coins, gold, silver, and other precious articles. Bees and silkworms. Also all articles prohibited in parcel post.

[1] Parcels exceeding 11 pounds accepted for Buea and Victoria only.

[2] Group shipments permitted to Buea, Dalami, and Victoria only.

(b) *Parcel post.* (British Guiana.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.07	11	4	$18.23
0	8	1.46	11	8	18.62
0	12	1.85	11	12	19.01
1	0	2.24	12	0	19.40
1	4	2.63	12	4	19.79
1	8	3.02	12	8	20.18
1	12	3.41	12	12	20.57
2	0	3.80	13	0	20.96
2	4	4.19	13	4	21.35
2	8	4.58	13	8	21.74
2	12	4.97	13	12	22.13
3	0	5.36	14	0	22.52
3	4	5.75	14	4	22.91
3	8	6.14	14	8	23.30
3	12	6.53	14	12	23.69
4	0	6.92	15	0	24.08
4	4	7.31	15	4	24.47
4	8	7.70	15	8	24.86
4	12	8.09	15	12	25.25
5	0	8.48	16	0	25.64
5	4	8.87	16	4	26.03
5	8	9.26	16	8	26.42
5	12	9.65	16	12	26.81
6	0	10.04	17	0	27.20
6	4	10.43	17	4	27.59
6	8	10.82	17	8	27.98
6	12	11.21	17	12	28.37
7	0	11.60	18	0	28.76
7	4	11.99	18	4	29.15
7	8	12.38	18	8	29.54
7	12	12.77	18	12	29.93
8	0	13.16	19	0	30.32
8	4	13.55	19	4	30.71
8	8	13.94	19	8	31.10
8	12	14.33	19	12	31.49
9	0	14.72	20	0	31.88
9	4	15.11	20	4	32.27
9	8	15.50	20	8	32.66
9	12	15.89	20	12	33.05
10	0	16.28	21	0	33.44
10	4	16.67	21	4	33.83
10	8	17.06	21	8	34.22
10	12	17.45	21	12	34.61
11	0	17.84	22	0	35.00

Each air-parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipment: Limited to 3 ordinary parcels. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55
From $100.01 to $165	60

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) Parcels containing coin; platinum, gold, or silver, whether manufactured or unmanufactured; precious stones, jewelry, or other precious articles must not be accepted for mailing unless they are insured.

(iv) Every parcel containing precious stones, jewelry, or any article of gold, silver, or platinum exceeding $500 in value must be packed in a box measuring not less than 3 feet 6 inches in length and girth combined.

(v) Each insured parcel must be marked to show (both in roman letters and in arabic figures) in United States currency and in gold francs, the amount for which the parcel is insured. This amount must also be shown on the relative dispatch note. (See § 127.102, paragraph (b) (5).)

(vi) For further information concerning insurance service, see §§ 127.102 and 127.108.

(4) *Observations.* Dry coloring powders such as aniline blue, etc., may be accepted only when enclosed in stout metal boxes placed inside wooden boxes with sawdust between the two receptacles.

(5) *Prohibitions.* (i) Parts of articles subject to customs duty, except by permission of the governor.

(ii) False coin, counterfeit sterling coin, and British, colonial, or foreign coin under the legal fineness.

(iii) Clocks, watches, or other articles bearing any imitation of a British assay mark.

(iv) Any article of colonial or foreign manufacture bearing any name, address, or trade-mark violating the law on marks.

(v) Celluloid and films must be inclosed in tin boxes placed in strong wooden boxes.

(vi) Plants and parts of plants (including bulbs and seeds) are subject to inspection by the Department of Agriculture before delivery.

(vii) Arms are not delivered unless the addressee produces a police permit.

(viii) Tobacco, cigars, cigarettes, and snuff are admitted if the addressee declares that they are for personal use and not for sale or exchange, upon payment of a moderate charge based on weight. Bona fide samples may be admitted free.

§ 127.222 *British Honduras*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee (Belize only), 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 10 cents per one-half ounce. (See § 127.20.)

(6) *Combination packages accepted.* (See § 127.12.)

(7) *Prohibitions.* Coins; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, and other precious articles. Dutiable articles (merchandise) in letters and packages prepaid at letter rate.

Packets of illustrated post cards not admitted as prints.

Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (British Honduras.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Registry return receipt.* No fee. (See § 127.101 (h).)

(4) *Ordinary return receipt.* The sender of an unregistered parcel may obtain a "return receipt" for the parcel by prepaying, by means of postage stamps, a fee of 5 cents in addition to the ordinary postage. In such case the words "Receipt desired" must be plainly written on the wrapper of the parcel.

(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Prohibitions.* (i) Bullion; coins, unless intended for ornament; tobacco packed with other merchandise; tobacco sweetened with the leaves of plants other than tobacco; saccharine and similar products, and products containing the same.

(ii) Japanese shaving brushes.

(iii) Arms, munitions, and nonexplosive components of artillery fuses.

(iv) Rags, soiled clothing, used bedding.

(v) Unseasoned celluloid, crude and liquid. Seasoned celluloid and picture films, are admitted when packed in a tin box inclosed in a wooden box.

§ 127.223 *British Somaliland* — (a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Manufactured or unmanufactured platinum, gold or silver, precious stones, jewelry, and other precious articles.

(ii) Packages of illustrated post cards are not admitted as prints.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (British Somaliland.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.37	12	$2.82
2	.51	13	2.96
3	.95	14	3.10
4	1.09	15	3.24
5	1.23	16	3.38
6	1.37	17	3.52
7	1.51	18	3.66
8	1.94	19	3.80
9	2.08	20	3.94
10	2.22	21	4.08
11	2.36	22	4.22

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Parcels are accepted for any place; but delivery is confined to Berbera, Borama, Burao, Erigavo, Hargeisa, Sheikh, and Zeilah.

(5) *Prohibitions.* (i) Arms of all kinds, parts of arms, military stores, except for Government service or under Government license.

(ii) Nonexplosive components of artillery fuses.

§ 127.224 *Brunei*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Airmail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Motion-picture films and celluloid.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post* (Brunei.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.67	12	$3.58
2	.81	13	3.72
3	1.27	14	3.86
4	1.50	15	4.00
5	1.64	16	4.14
6	1.78	17	4.28
7	1.92	18	4.42
8	2.46	19	4.56
9	2.60	20	4.70
10	2.74	21	4.84
11	2.88	22	4.98

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* Carbon paper (same as Great Britain, § 127.268).

Arms and parts of arms, except under permit from the chief police officer.

§ 127.225 *Bulgaria*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Combination packages.* Accepted. (See § 127.12.)

(8) *Prohibitions.* Coins, manufactured or unmanufactured platinum, gold or silver, precious stones, jewelry, and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Bulgaria.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions*—(i) *For reasons of public safety.* (*a*) Petroleum products which ignite at a temperature lower than 28° C., determined as a rule at an atmospheric pressure of 760 mm by the Abele Pensky apparatus.

(*b*) Deluxe and hunting arms, revolvers, and pistols (the number of which may not exceed 100 pieces) require a permit issued by the competent authorities.

(ii) *For sanitary reasons.* (*a*) Foodstuffs injurious to health.

(*b*) Worn clothing and footwear intended for sale. Worn clothing intended for personal use must be clean and must be accompanied by a certificate indicating that the articles have been subjected to disinfection.

(*c*) Spurred rye. (Secale cornutium.)

(*d*) Saccharine.

(*e*) Oils of rape seed and maize for industrial use, unless denatured by the customs.

(*f*) Human hair, unless accompanied by a certificate of disinfection.

(*g*) Medicinal tinctures and all poisonous medicines, unless addressed to pharmacists. The latter must present the required permit from the health authorities and the relative invoice to the customs on taking delivery.

(iii) *For the protection of animals and plants.* (*a*) Geranium oil.

(*b*) Manufactured tobacco products (except chewing tobacco and cigars not of Bulgarian manufacture), unless the addressee obtains a permit from the Ministry of Finance, Division of Excises, at Sofia. The amount of such products may not exceed 1 kilogram.

(*c*) Silkworm eggs, except from August 1 to December 1 and from February 1 to March 15, and subject to special authorization by the Ministry of Agriculture and Domains.

(*d*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, etc.* Nonexplosive components of artillery fuses; War arms and their accessories; shot; bullets.

(v) *State monopolies, etc.* (*a*) Foreign coins of silver, copper or nickel, the Austrian quadruple ducat, imitations of Turkish coins called mahmudiye, yirmilik, and rubiye, intended to serve as ornaments, if made of copper or brass; the same applied to imitations of foreign coins intended to serve for the same purpose.

(*b*) Quinine.

(*c*) Playing cards of all kinds and qualities, unless addressed to the Government.

(*d*) Cigarette paper, unless addressed to the Government.

(*e*) Bulgarian silver and nickel coins, except by authorization from the National Bank of Bulgaria.

(vi) *For other reasons.* (*a*) All cooking utensils (forks, spoons, etc.) made of alloys containing more than 1 percent of lead.

(*b*) Faucets made of alloys containing more than 10 percent of lead.

(*c*) Foreign products which do not bear any trade-marks, or which bear the trade-mark of a Bulgarian manufacturer.

(*d*) Colored coffee.

(*e*) Flour products, such as vermicelli, macaroni, etc.

(*f*) Black pepper, cinnamon, cumin, and all kinds of powdered spices.

(*g*) Foreign merchandise bearing incorrect trade-marks.

§ 127.226 *Burma*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1 § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.) Articles which are prepaid at the letter rate and are known or thought to contain merchandise shall be returned to the senders if the necessary green labels are not affixed to the covers. On return the articles must be appropriately indorsed as to the reason for the return.

(7) *Prohibitions.* (i) Money, gold or silver (in bullion) exceeding £5 in value, except coins obviously intended as ornaments.

(ii) Articles made entirely or partially from celluloid, such as picture films. Noninflammable or "safety" films are admitted if contained in a strong metal box packed in a solid wooden or thick cardboard receptacle, labeled very clearly in red "Contains only noninflammable films" on the outside of each package.

(iii) The following are prohibited as printed matter if they are liable to customs duty: Works of art (including photographs), printed forms, account books, manuscript books, labels, advertising matter (except trade catalogs and circulars), picture books, almanacs, maps, old paper and old newspapers serving as packing paper, when sent as merchandise.

(iv) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(v) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Burma.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.27	12	$2.20
2	.41	13	2.34
3	.73	14	2.48
4	.87	15	2.62
5	1.01	16	2.76
6	1.15	17	2.90
7	1.29	18	3.04
8	1.61	19	3.18
9	1.75	20	3.32
10	1.89	21	3.46
11	2.03	22	3.60

Weight limit: 22 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(4) *Observations.* Parcel-post packages addressed to box numbers and not bearing the actual address of the addressee will be returned to origin.

(5) *Prohibitions*—(i) *For reasons of public safety.* (*a*) Hypodermic syringes or needles for hypodermic injections, unless imported on behalf of the Government or addressed to practicing physicians.

(*b*) Shaving brushes made in or imported from Japan.

(ii) *For the protection of animals and plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iii) *Arms, munitions, etc.* (*a*) Arms, parts thereof, and material for their manufacture, munitions and military supplies (including lead, sulphur, and saltpeter), and appliances for discharging gas unless imported by or on behalf of the Government of Burma.

(*b*) Imitation and toy pistols or revolvers and nonexplosive components of artillery fuses.

(iv) *State monopolies, etc.* (*a*) Counterfeit money.

(*b*) All goods manufactured outside His Majesty's dominions and bearing the British Royal Arms or marks which could be mistaken for such arms; or bearing as a mark or label a portrait of the King-Emperor, the Queen-Empress, or any member of the Royal Family of England.

(*c*) Wireless telegraph apparatus: Transmitting apparatus, and transmitting and receiving apparatus incorporated in a single unit require a permit from the Director General of Posts and Telegraphs; receiving apparatus may be imported upon application to the customs authorities.

§ 127.227 *Canada*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. When a return receipt is requested for a registered article addressed for delivery in Canada (including registered mail dispatched in jacket envelopes), the mailing postmaster will prepare and send the domestic form of return receipt (Form 3811) with the article unless he has Form 2865. (See § 127.101 (h).)

(4) *Indemnity.* See § 127.105.

(5) *Special delivery.* (i) The following fees are applicable to letters intended for special delivery:

	Cents
Up to 2 pounds	15
Over 2 pounds up to 10 pounds	25
Over 10 pounds	35

See § 127.19.

(ii) The following is a list of Canadian post offices at which letters or articles paid at the letter rate of postage will be given the benefit of special delivery when received bearing United States special-delivery stamps or, in addition to the proper postage, United States postage stamps, in which latter case the envelope or cover must be marked "Exprès" directly below, but never on the stamps:

Alberta:
Calgary.
Edmonton.
Lethbridge.
Medicine Hat.
British Columbia:
Karnloops.
Nanaimo.
Nelson.
New Westminster.
Trail.
Vancouver.
Victoria.
Manitoba:
Brandon.
Winnipeg.
New Brunswick:
Fredericton.
Moncton.
Saint John.
Nova Scotia:
Amherst.
Glace Bay.
Halifax.
New Glasgow.
Sydney.
Truro.
Ontario:
Barrie.
Belleville.
Brantford.
Brockville.
Chatham.
Cornwall.
Fort William.
Galt.
Guelph.
Hamilton.
Kenora.
Kingston.
Kirkland Lake.
Kitchener.
Lindsay.
London.
Niagara Falls.
North Bay.
Orillia.
Oshawa.
Ottawa.
Owen Sound.
Prembroke.
Ontario—Continued
Peterborough.
Port Arthur.
Saint Catharines.
Saint Thomas.
Sarina.
Sault Sainte Marie.
Simcoe.
Stratford.
Sudbury.
Timmins.
Toronto.
Waterloo.
Welland.
Windsor.
Woodstock.
Prince Edward Island:
Charlottetown.
Quebec:
Arvida.
Cap de la Madeline.
Chicoutimi.
Drummondville.
Granby.
Hull.
Joliette.
Jonquiere.
Kenogami.
Levis.
Montreal.
Quebec.
Saint Hyacinthe.
Saint Jean.
Saint Jerome.
Shawinigan Falls.
Sherbrooke.
Sorel.
Thetford Mines.
Trois Rivieres.
Valleyfield.
Victoryville.
Saskatchewan:
Moose Jaw.
North Battleford.
Prince Albert.
Regina.
Saskatoon.
Yorkton.

(6) *Diplomatic and consular mail.* See § 127.30.

(7) *Freedom of postage for government correspondence.* See § 127.30 (f).

(8) *Air mail service.* Postage rates, post cards, 4 cents each; letters and other articles, 6 cents per ounce. (See sec. 19.) See § 127.20.) See paragraph (c) of this section for air mail service to Mackenzie River District.

(9) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. The maximum weight limit of letter packages to the Yukon district is 4 pounds 6 ounces. (See § 127.3.)

(10) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(11) *Combination packages.* Accepted. (See § 127.12.)

(12) *Insurance or registration.* (i) Printed matter designated as third or fourth class in the United States domestic mails, Postal Union printed matter, and 8-ounce merchandise packages may be registered or insured.

(ii) Insured packages of printed matter (except circulars and other miscellaneous printed matter) and 8-ounce packages of merchandise which bear the printed return card of the sender, the prescribed indicia as to contents, and the statement that they may be opened for postal or customs inspection, may be sealed. It is recommended that any insured packages of such matter of more than ordinary value be sealed as a protection to their contents.

(iii) Letters, commercial papers and sample of merchandise may be registered but not insured.

(13) *Observations.* (i) Mail for Canada should be dispatched according to special instructions issued to cover designated post offices or those in a particular State. Mail for Canada must not be dispatched to New York in pouches or sacks bearing labels reading "New York—Foreign." Sacks containing printed matter and newspapers labeled to Canadian points will not exceed 66 pounds gross weight, the maximum weight for sacks of mail fixed by the present Postal Union Convention. Registered jacket envelopes should be used in dispatching registered mail to post offices or railway post offices in Canada, a bill describing contents being inclosed in each jacket. Postmasters and railway mail employees of the Canadian postal service will make up registered jackets only for post offices where United States customs officers are located. Railway postal clerks receiving from Canada registered jackets addressed to them will treat the contents which are liable or supposed liable to customs duty in the manner required by Part 116 of this chapter. If a registered article is received from Canada without a receipt form, but indorsed to indicate that the sender requested a return receipt the post office making delivery shall supply Form 2865, if available; otherwise the domestic form. Form 3811 after being signed, dated, and postmarked must be inclosed in a penalty envelope direct to the postmaster at the office of the sender. Offices where customs officers are not located, receiving registered jacket envelopes from Canada addressed thereto, will observe the requirements of Part 116 of this chapter, and also report to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C.

(ii) The invoices described under parcel-post "Observations," paragraph (b) (5) of this section, must be prepared for merchandise forwarded in letter packages or in 8-ounce merchandise packages.

There are admitted in the registered letter mails packages of bank notes put up in oblong packages, tied only with a cord and then inclosed in an outer wrapper of strong woven material, linen-lined paper, or other heavy strong paper, tied with a cord and sealed at the point of closing.

(iii) Printed matter, other than circulars and miscellaneous printed matter in packages weighing 8 ounces or less, but including books and catalogues having 24 pages or more, although said books or catalogues weigh 8 ounces or less, may be sealed, provided the sealed packages containing printed matter are marked or stamped "printed matter," and bear the name and address of the sender and the printed inscription "May be opened for postal and customs inspection." This does not apply to second-class matter, which must not be sealed.

(iv) All printed matter imported into Canada is required to be marked with an acceptable indication of the country of origin, such as "Printed in U. S. A."

(v) Wooden or fiber lead pencils and printed or lithographed matter of all kinds, including books, periodicals, magazines, and pictures, must be marked, stamped, branded, or labeled in legible English or French words, in a conspicuous place that shall not be covered or obscured by any subsequent attachments or arrangements, so as to indicate the country of origin. Said marking, stamping, branding, or labeling shall be as nearly indelible and permanent as the nature of the goods will permit, except seals, tickets, and labels which are not capable of being marked legibly and each of which shall not exceed 1 inch in diameter, in which case the first package or covering shall be marked in compliance with the general regulations.

(vi) This exemption is held to apply only to printed or lithographed seals, tickets, and labels when imported in packages or coverings containing quantities of not more than 100 each.

(vii) Imported printed or lithographed matter, such as seals, tickets, or labels in strips, sheets, or rolls intended to be used in single units exceeding 1 inch in diameter, or perforated or otherwise prepared for ready separation into such single units, are required to be marked with an indication of the country of origin on each single unit.

(viii) Such printed matter in strips, sheets, or rolls when consisting of not more than 100 single units not exceeding 1 inch in diameter may be marked with the required indication of the country of origin on each strip, sheet, or roll.

(ix) Decalcomania transfers are considered to be printed or lithographed matter for the purpose of these marking requirements, and marking on the carrier portion of either of each transfer or each sheet of transfers is regarded as satisfactory.

(x) Blind-embossed or die-stamped indications of the country of origin on printed or lithographed matter imported into Canada will not be accepted as satisfactory compliance with the Canadian provisions for the marking of imported goods, with the exception of Christmas or greeting cards.

(xi) All such goods imported into Canada which do not comply with the requirements stated are subject to an additional duty of 10 percent ad valorem, and in addition such goods shall not be released from customs possession until they have been so marked, stamped,

branded, or labeled under customs supervision at the expense of the importer.

(xii) All classes of mail matter are accepted for transmission to the Yukon district as freely in winter as in summer, but during the winter season, October to May, parcel post will be forwarded by mail to White Horse, Yukon Territory, where arrangements can be made by addressees with the contractors of the White Horse-Dawson stage route for forwarding such matter by freight to points north of White Horse. Packages of merchandise to the maximum weight of 4 pounds 6 ounces prepaid at letter rate are transmissible at all times to the Yukon district as first-class matter. Such letter packages to be accompanied by Form 2976 (C1).

(14) *Advertising matter.* (i) Advertising matter, whether imported by mail or otherwise, when in individual packages valued at not more than $1 each, addressed to different persons or firms in Canada, and when not imported for sale or in a manner designed to evade payment of customs duties, is admitted into Canada free of Canadian customs duty and without collection of the consumption or sales tax of 8 percent. The advertising matter covered by this exemption consists of advertising pamphlets, advertising show cards, illustrated advertising periodicals; price books, catalogs, and price lists; advertising almanacs and calendars, patent medicine or other advertising circulars, fly sheets or pamphlets; advertising chromos, chromotypes, oleographs or like work produced by any process other than hand painting or drawing, and having any advertisement or advertising matter printed, lithographed, or stamped thereon, or attached thereto, including advertising bills, folders, and posters, or other similar artistic work, lithographed, printed, or stamped on paper or carboard for business or advertisement purposes not otherwise provided for.

(ii) Bona fide trade catalogs and price lists, even though valued at more than $1 each, not designed to advertise the sale of goods by any person in Canada, are admitted free of duty when sent in single copies to merchants in Canada, and for the merchant's own use, not for distribution.

(iii) Advertising matter described above when in individual packages valued at more than $1 each and advertising matter regardless of value specially designed to advertise the sale of goods by any person in Canada, or specially designed to advertise professional or other services, communication, or transportation systems, hotels, summer resorts, exhibitions, or any other activity, rendered, operated or carried on by any person in Canada is dutiable at the rate of 12½ cents per pound but not less than 27½ percent ad valorem. It is also subject to the consumption or sales tax of 8 percent on the duty-paid value unless mailed to Canada with duty fully prepaid by affixing customs-duty stamps on the reverse side of each piece according to the following scale of charges:

	Duty (cents)
Up to and including 1 ounce	2
Over 1 ounce and not exceeding 2½ ounces	[1] 3
Over 2½ ounces and not exceeding 4 ounces	[1] 4
Over 4 ounces and not exeeding 5½ ounces	[1] 5
Over 5½ ounces and not exceeding 7 ounces	[1] 6
Over 7 ounces and not exceeding 8½ ounces	[1] 7
Over 8½ ounces and not exceeding 10 ounces	[1] 8
Over 10 ounces and not exceeding 11½ ounces	[1] 9
Over 11½ ounces and not exceeding 13 ounces	[1] 10
Over 13 ounces and not exceeding 14 ounces	[1] 11
Over 14 ounces and not exceeding 15 ounces	[1] 12
Over 15 ounces and not exceeding 16 ounces	[1] [2] 12½
Each additional pound (see note A)	[1] [2] 12½

[1] Provided the above-named amounts are not less than 27½ percent ad valorem.

[2] Where a fraction of a cent is involved a 1-cent stamp shall be used.

NOTE: Customs duty on advertising matter weighing fractions of a pound in excess of a pound may be prepaid in accordance with the above-mentioned scale of charges.

(iv) Canadian customs-duty stamps may be obtained in denominations of 1, 2, 5, and 10 cents upon application to the Commissioner of Customs, Ottawa, Canada, each application to be accompanied by a remittance (by money order) payable to the Receiver General of Canada.

(15) *Prohibitions.* See paragraph (b) (6) of this section concerning merchandise prohibited importation into Canada or admitted only if a permit has been granted the prospective importer by the Canadian Ministry of Finance.

(b) *Parcel post.* (Canada.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	*Rate*	Pounds:	*Rate*
Over 8 oz. to 1 lb	$0.14	8	$1.12
2	.28	9	1.26
3	.42	10	1.40
4	.56	11	1.54
5	.70	12	1.68
6	.84	13	1.82
7	.98	14	1.96
		15	2.10

Weight limit: 15 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.[1]
Group shipments: No.
Registration: No.
Insurance: Yes.
C. o. d.: No.

NOTE: For rates applicable to places in the Mackenzie River district, see paragraph (c) of this section.

(2) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(3) *Insurance.* (i) Parcel post for Canada may be insured under the same conditions applicable to domestic insurance, with the exception of the articles listed in subdivision (xiv) of this subparagraph.

(ii) Insured parcels for Canada will be given the same dispatch as uninsured parcels for that country and will not be included in registered jackets, sacks, or pouches.

(iii) The domestic insurance fees and limits of indemnity shall apply to insured mails to Canada as follows:

Limit of indemnity:	*Fee (cents)*
Not over $5	5
From $5.01 to $10	10
From $10.01 to $25	15
From $25.01 to $50	20
From $50.01 to $100	25
From $100.01 to $200	30

(iv) Each parcel for Canada must bear as part of its address, the name of the Canadian Province in which the office of destination is located.

(v) Claims involving damage or partial loss (rifling) of insured parcels mailed in the United States and addressed for delivery in Canada shall be filed on Form 2855 and sent direct by the postmasters to the proper District Post Office Inspector in Canada for completion and transmission to the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C., for adjustment and at the time the Form 2855 is filled out, in a case of partial loss a Form 1510 covering the parcel shall also be filled out, with a notation thereon showing the date Form 2855 was sent to Canada and the Form 1510 sent to the United States inspector in charge of the division in which the office of mailing is located.

(vi) Upon receipt of complaints relative to loss of insured mail, which should be accepted only after the sender has ascertained that the article was not received by the addressee, or has submitted other evidence reasonably indicating the nonreceipt of the insured parcel by the addressee, or after proper efforts without results have been made by the sender to determine whether the article has been received, a Form 2855 shall be filled out and sent to the proper Canadian District Post Office Inspector and at the same time a Form 1510 covering the article shall also be filled out, with a notation thereon showing the date Form 2855 was sent to Canada, and the Form 1510 sent to the United States inspector in charge of the division in which the office of mailing is located, in accordance with the following procedure.

(vii) If inquiry in the Canadian service shows that an insured parcel has been delivered intact, the Form 2855 indorsed to that effect will be returned to the postmaster in this country by the Canadian District Post Office Inspector; but if the parcel has been lost, rifled, or damaged, the latter official will secure the execution of the declaration of the addressee and forward the Form 2855 to the Deputy Second Assistant Postmaster General, International Postal Service, for consideration of the indemnity feature. If the Canadian official should inadvertently return to the postmaster a Form 2855 showing that a parcel has not been received by the addressee, or was re-

[1] Insured parcels containing matter of more than ordinary value should be sealed as a protection to their contents.

ceived in a damaged or rifled condition, the postmaster shall forward the Form 2855 to the Deputy Second Assistant Postmaster General, International Postal Service, but if the form has not been properly completed, the postmaster will return it to the proper Canadian District Director for that purpose.

(viii) If information is not received within a reasonable time, in response to inquiry, showing that disposition has been made of the insured parcel, and the parcel has not been otherwise accounted for, the postmaster shall take the matter up with the Deputy Second Assistant Postmaster General, International Postal Service, giving the names and addresses of the sender and addressee of the parcel, its number, date of mailing, and date Form 2855 was sent to Canada. When a postmaster receives a reply to an inquiry concerning insured mail addressed to Canada, the complainant shall be appropriately advised.

(ix) It is required that the inspector in charge of the Division of Post Office Inspectors, in which the mailing post office is located, shall be furnished a Form 1510 for the files of his office in connection with all insured parcels addressed to Canada which are alleged to have been lost or rifled, whether claim for indemnity is filed or not.

(x) If information has been received indicating that no trace of an alleged lost insured parcel mailed in Canada can be found in the Canadian district in which it was mailed, the Canadian application form will be sent direct to the postmaster at office of address of the parcel in the United States, instead of an inquiry being made first. If the postmaster at office of address in the United States finds that the addressee has not received the insured parcel the Canadian indemnity form will be completed by the addition of the declaration of the postmaster and of the addressee, and promptly returned, with any necessary additional papers connected therewith, to the Canadian District Post Office Inspector from whom the form was received, or to such other official as he may direct.

(xi) When complaints are received concerning the rifling or damage of insured parcels mailed in Canada, postmasters shall obtain, if possible, the packing of the parcels for transmission to the Canadian Administration with the complaints; however, if the packing has been destroyed or otherwise disposed of, the complaints shall be indorsed accordingly.

(xii) Claims involving damage or partial loss (rifling) of insured parcels originating either in Canada or in the United States will follow the same procedure as herein outlined, except that no preliminary inquiries of postmasters at offices of address will be necessary before instituting the claims.

(xiii) When a Form 2855 is to be sent to Canada, first determine in what Canadian Province the post office of address is located. The name of the Province involved should then be located in column 1 of the following list and opposite it, in column 2, will be found the address of the Canadian Post Office Inspector having jurisdiction over that Province:

Column 1 If the Canadian post office of address of the insured parcel is located in the Province of—	Column 2 Send Form 2855 to "District Director of Postal Services" located at—
Alberta	Calgary, Alberta, Canada.
British Columbia	Vancouver, British Columbia, Canada.
Mackenzie Territories	Calgary, Alberta, Canada.
Manitoba	Winnipeg, Province of Manitoba, Canada.
New Brunswick	St. John, New Brunswick, Canada.
Nova Scotia	Halifax, Nova Scotia Canada.
Ontario	Toronto, Ontario, Canada.
Prince Edward Island	Charlottetown, Prince Edward Island, Canada.
Quebec	Montreal, Province of Quebec. Canada.
Saskatchewan	Moose Jaw, Saskatchewan, Canada.
Yukon Territory	Vancouver, British Columbia, Canada.

(xiv) The following articles and those of similar character shall not be accepted for transmission as insured mail to Canada, but, when mailable, may be sent as registered matter provided they are sealed and the letter rate of postage is paid: Precious stones, mounted or unmounted; all articles commonly known as jewelry used for personal adornment, such as rings, brooches, tie pins, chains, cuff links, dress sets, fobs, bracelets, rosary beads, lockets, necklaces, etc.; all articles of gold or other precious metals for personal use, such as cigarette holders, cigarette cases, vanity cases, cardcases, gold and silver pencils, lorgnettes, gold filled optical frames and mountings, mesh bags, watches, etc.; gold scrap, jeweler's filings, fountain pens, money packets (which are construed as including bank notes, coin, including coins not current, bullion, gold dust, bonds, and coupons payable to bearer, stocks, and other securities negotiable by bearer). It is obligatory for all accepting employees to make inquiry of the sender as to the contents of insured parcels addressed to Canada in order to ascertain whether or not the parcels contain matter excluded under the instructions mentioned above.

(xv) For further information concerning insurance service, see §§ 127.102 and 127.108.

(4) *Return receipts for insured parcels.* Return receipts are not furnished for insured parcels addressed to Canada.

(5) *Observations.* (i) The parcel-post service to Canada is limited to parcels weighing over 8 ounces and up to 15 pounds. Packages of merchandise weighing 8 ounces or less should be forwarded as "Eight-Ounce Merchandise Packages" (see § 127.11) or in packages prepaid at the letter rate of postage.

(ii) Postmasters at exchange offices observing packages weighing 8 ounces or less, which were erroneously accepted for dispatch in the parcel-post mails, will detach the customs declaration (Form 2966), obliterate the parcel-post sticker (Form 2922) and forward such packages in the Postal Union (regular) mails.

(iii) A letter fully prepaid and bearing the same address as that of the parcel may be tied to or otherwise securely attached to the outside of the parcel in such manner as to prevent its separation therefrom and not to interfere with the address of the parcel. Stamps to cover postage on the parcel must be affixed to wrapper of the parcel. Stamps to pay postage on the letter must be affixed to the envelope thereof. Parcels to which such letters are attached are treated as parcel post.

(iv) Baby chicks are admitted during certain seasons as outlined in The Postal Bulletin and quarterly supplements.

(v) For information concerning the manner in which eggs may be packed see § 127.71.

(vi) The Canadian Customs laws require that properly certified invoices, in duplicate, be furnished for customs entry of merchandise imported into Canada. These invoices may be enclosed in the parcels to which they relate, or they may be forwarded under separate cover to the addressees for presentation to the Canadian Customs.

(vii) Every such invoice shall contain a sufficient and correct description of the goods in proper commercial terms, and in respect of goods sold by the exporter shall show in one column the actual price at which the articles have been sold to the importer, and in a separate column the fair market value of each article as in condition packed ready for shipment at the time and place of shipment as provided for in the invoice forms, also the country of origin or the country of manufacture or production of each article.

(viii) When the value of goods for duty purposes is determined by the Minister of National Revenue, under the provisions of the Customs Act, by reason of the goods being exported or imported under unusual conditions, the value so determined shall be held to be the fair market value thereof.

(ix) Specimen approved invoice forms may be obtained upon application to the Department of National Revenue, Ottawa. It is permissible for exporters to use their own bill heads for invoice purposes, provided the forms are headed with the words "Selling Price to Purchaser in Canada", "Fair Market Value at Time and Place of Shipment (see clause 4 of the Certificate of Value hereon)", or "6" as required, and "Country of Manufacture or Production" or "Country of Origin, as in the" specimen forms.

(x) Certificates are to be signed by the exporter and must be written, printed or stamped on the front or back of the invoice, but not pasted thereon.

(xi) Certificate of origin for entry of goods under treaty or intermediate tariffs is to be signed by the exporter in the country whence the goods are directly exported to Canada.

(xii) Packages are required to be legibly marked and numbered on the outside when of such a character as to enable such marks and the numbers to be placed thereon, and every invoice of goods is required to show the marks and numbers on the packages and the proper designation of the goods in such a manner as to indicate truly the quantities and values of the articles comprised in each exportation package.

(xiii) If in any package any goods are enclosed which are not included in the invoice of such package, the enclosure (to avoid seizure) should be noted on the invoice covering the package con-

taining the enclosure, thus—"3 parcels enclosed" (or as the case may be).

(xiv) In special cases where invoices cannot be obtained customs officers are permitted to use appraisal notes in lieu of invoices for small collection entries of goods being merchandise not for sale, valued at not more than $50 or, at certain specified ports, up to $100, in which case the articles would be appraised for duty purposes.

(xv) All classes of mail matter are accepted for transmission to the Yukon district as freely in winter as in summer, but during the winter season, October to May, parcel post will be forwarded by mail to White Horse, Yukon Territory, where arrangements can be made by addressees with the contractors of the White Horse-Dawson stage route for forwarding such matter by freight to points north of White Horse.

(xvi) Except packages of day-old chicks, in the period allowed, and packages of bees, parcel-post packages will not be accepted by the Canadian authorities outside of mail sacks.

(xvii) Bees are accepted only when addressed for delivery at offices in Canada which are served by railway post offices. Therefore, postmasters should instruct mailers to ascertain from addressees in Canada the manner in which the office of intended destination is served. If this information cannot be obtained, inquiry should be made of the Deputy Second Assistant Postmaster General, International Postal Service, Washington 25, D. C. The special-handling charges indicated in section 76 are applicable to honey bees in cages. However, the special-handling charges do not apply to queen bees when mailed in small cages, either alone or accompanied with a few workers, unless a considerable number of such cages of queen bees are tied together for transportation outside of mail sacks. Shipments of bees are accepted only at the risk of the senders; they may not be insured.

(6) *Prohibitions.* (i) The importation of many types of merchandise into Canada is either entirely prohibited or admitted only if a permit has been granted the prospective importer by the Canadian Minister of Finance. Merchandise should not be accepted for mailing to Canada unless the sender has received assurance that the addressee will be permitted to receive the contents. Before any package or parcel is accepted for mailing the sender should be required to endorse the wrapper "Importation into Canada authorized," or similarly.

(ii) Occasional parcels addressed to individuals and not exceeding $25 in value containing bona fide gifts, and parcels regardless of value containing wedding gifts, may be admitted into Canada. The endorsement to be placed on these parcels by the senders is "unsolicited gift" or "wedding gift" as the case may be. The parcels will then be admitted if the Canadian customs authorities are satisfied that they actually contain gifts as claimed. Any of the contents exceeding $5 in value, and any advertising matter, will be subject to the regular Canadian customs duty and taxes. No tobacco may be included in either type of gift parcel.

(c) *Mail for the Mackenzie River district.* (1) Mail for the Mackenzie River district of northwestern Canada is dispatched by the Canadian service exclusively by air at all times. The mail is sent via Edmonton, Alberta, to Fort McMurray, from which place the planes depart at approximately the intervals shown for the following places:

Weekly for Bitumount, Embarrass Portage, Fort Chipewyan, Fort Fitzgerald, Fort Resolution and Port Radium.

One trip per month for Camsell Portage, Fond du Lac and Stony Rapids.

Two trips per month for Hay River, Fort Providence, Fort Simpson, Norman Wells and Rae.

Ten trips per year for Wrigley, Fort Norman, Fort Good Hope, Arctic Red River, Fort McPherson, and Aklavik.

Four trips weekly (from Edmonton) for Fort Smith and Yellowknife.

Two trips per year (summer and winter) for Coppermine.

Mail will also be carried by any charter trips made by the air transportation company, in addition to the above scheduled flights.

(2) Since the air service is the only means available for the dispatch of mail to the Mackenzie River district, articles for the destinations indicated will be accepted only if prepaid (with United States postage) at the following rates:

(i) *First-class matter.* Ordinary rates (3 cents per ounce).

(ii) *Second-class matter.* The postage rate on second-class matter conveyed by air (local service in Canada exclusively by air except where otherwise mentioned) to the post offices named below is as follows:

When mailed by the public, 1 cent per 4 ounces or fraction of 4 ounces, to each separate address, with the exception noted below.

When mailed from the office of publication or from newsdealers to subscribers, 4 cents per pound, with the exception noted below.

Except in either case that the rate applicable generally to second-class matter to Canada, if higher than the above rates, shall apply.

YUKON

Carmacks.[1]
Dawson.[1]
Fort Selkirk.[1]
Mayo Landing.[1]
Watson Lake.

NORTHWEST TERRITORIES

Aklavik.
Arctic Red River.
Coppermine.
Fort Good Hope.
Fort McPherson.
Fort Norman.
Fort Providence.
Fort Resolution.
Fort Simpson.
Fort Smith.
Hay River.
Port Radium.
Rae.
Wrigley.
Yellowknife.
Norman Wells.
Fort Liard.

SASKATCHEWAN

Buffalo Narrows.
Camsell Portage.
Dore Lake.
Fond du Lac.
Lac la Ronge.
La Loche.
Stony Rapids.

BRITISH COLUMBIA

Finlay Forks.
Fort Grahame.
Fort McLeod.
Fort Nelson.
Muskwa.
Telegraph Creek.[1]
Tulsequah.
Ware.
Nelson Forks.

MANITOBA

Berens River.[1]
Bissett.
Island Lake.

[1] Winter only.

ALBERTA

Bitumount.
Embarrass Portage.
Fort Chipewyan.
Fort Fitzgerald.
Carcajou.
Keg River.
Fort Vermilion.
North Vermilion.

ONTARIO

Casummit Lake.
Central Patricia.
Cockburn.[1]
Favourable Lake.
Goldpines.
McKenzie Island.
Pelee Island.[1]
Pickle Crow.
Red Lake.
Madsen.
Scudder.[1]

QUEBEC

Aguanish.[1]
Arsenault, Magdalen Islands.[1]
Aurigny, Magdalen Islands.[1]
Baie Comeau.[1]
Baie de la Trinite.[1]
Baie Johan Beetz.[1]
Baie St-Ludger.[1]
Betsiamites.[1]
Blanc Sablon.[1]
Boisville, Magdalen Islands.[1]
Bonne Esperance.[1]
Bradore Bay.[1]
Canton Arnaud.[1]
Chemin des Buttes, Magdalen Islands.[1]
Chute aux Outardes.[1]
Clarke City.[1]
Dock.[1]
Entry Island, Magdalen Islands.[1]
Etang des Caps, Magdalen Islands.[1]
Etang du Nord, Magdalen Islands.[1]
Forestville.[1]
Franquelin.[1]
Gallix.[1]
Gethsemain.[1]
Godbout.[1]
Grand Entry, Magdalen Islands.[1]
Grand Ruisseau, Magdalen Islands.[1]
Grindstone Island, Magdalen Islands.[1]
Gros Cap, Magdalen Islands.[1]
Harrington Harbour.[1]
Havre Aubert, Magdalen Islands.[1]
Havre St-Pierre.[1]
House Harbour, Magdalen Islands.[1]

QUEBEC—Continued

Ile aux Oeufs.[1]
Ile Michon.
Ilets Caribou.[1]
Kegaska.[1]
La Cyr, Magdalen Islands.[1]
Lapeyrere, Magdalen Islands.[1]
La Tabatiere.[1]
La Verniere, Magdalen Islands.[1]
Le Pre, Magdalen Islands.[1]
Les Caps, Magdalen Islands.[1]
Leslie, Magdalen Islands.[1]
Longue Pointe de Mingan.[1]
Lourdes du Blanc Sablon.[1]
Magpie.[1]
Manicouagan.[1]
Middle Bay.[1]
Millerand, Magdalen Islands.[1]
Mingan.[1]
Moisie.[1]
Mutton Bay.[1]
Natashquan.[1]
Old Fort Bay.[1]
Old Harry, Magdalen Islands.[1]
Pointe au Loup, Magdalen Islands.[1]
Pointe aux Anglais.[1]
Pointe aux Outardes.[1]
Pointe Basse, Magdalen Islands.[1]
Pointe des Monts.[1]
Pointe Lebel.[1]
Portage du Cap, Magdalen Islands.[1]
Port Menier, Anticosti Island.[1]
Ragueneau.[1]
Riviere au Tonnerre.[1]
Riviere aux Graines.[1]
Riviere Pentecote.[1]
Riviere Pigou.[1]
Riviere St-Jean.[1]
Ruisseau Vert.[1]
St-Augustin, Saguenay.[1]
Sept Iles.[1]
Shekatika Bay.[1]
Sheldrake.[1]
Shelter Bay.[1]
Solomon, Magdalen Islands.[1]
South Beach, Magdalen Islands.[1]
Taillardat.[1]
Tete a la Baleine.[1]
Vigneau, Magdalen Islands.[1]

(iii) *Third-class matter.* Ordinary letter rate (3 cents per ounce).

(iv) *Parcel post.* As follows:

30 cents per pound or fraction of a pound:
Bitumount.
Camsell Portage.
Embarras Portage.
Fond du Lac.
Fort Chipewyan.
Fort Fitzgerald.
Fort Smith.
Stony Rapids.

70 cents per pound or fraction of a pound:
Fort Providence.
Fort Resolution.
Hay River.
Rae.
Yellowknife.
Port Radium.

$1.20 per pound or fraction of a pound:
Coppermine.
Fort Good Hope.
Fort Norman.
Fort Simpson.
Norman Wells.
Wrigley.
$1.40 per pound or fraction of a pound:
Aklavik.
Arctic Red River.
Fort McPherson.

Small parcels weighing up to 8 ounces may be prepaid at the rate of 7 cents for the first ounce and 5 cents for each additional ounce (minimum postage 14 cents per parcel).

The preceding rates, exclusive of second-class matter, apply to places in Mackenzie River District only. See Table No. 2, § 127.1, and parcel post table paragraph (b) (1) of this section for rates applicable to other places.

The Canadian department states that mail is carried only within the load limit of the planes, preference being given to bona fide letter mail.

Articles paid at the above rates for this special Canadian service are not to be given air dispatch in this country, but should be sent to Edmonton by the ordinary means.

§ 127.228 *Cape Verde Islands* — (a) *Regular mails*—(1) *Classifications rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins, bank notes, paper money, values payable to the bearer, manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Cape Verde Islands.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.51	7	$1.57
2	.65	8	1.71
3	1.01	9	1.85
4	1.15	10	1.98
5	1.29	11	2.13
6	1.43		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker; 1 Form 2922.
Sealing: Registered or insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: Yes. See Portuguese West Africa, § 127.333.
Insurance: Yes. See Portuguese West Africa, § 127.333.
C. o. d.: No.

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Registration and insurance.* See "Portuguese West Africa," § 127.333.

(5) *Prohibitions.* (i) Plants, seeds, and all organs of plants infected or suspected of being infected by any disease.

(ii) Arms, munitions, and war material, except with the authorization of the military authorities. Non-explosive components of artillery fuses.

§ 127.229 *Ceylon*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(5) *Special delivery.* No service.

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Books originally copyrighted in the United Kingdom and reprinted in another country.

(ii) Parts of articles, i. e., any separate part of any article not accompanied by the remainder, if such article is subject to customs duty on its value.

(iii) Medicated articles containing more than 42 percent of proof spirit.

(iv) Any article exported from Ceylon and refused admittance by the authorities at the port to which exported, except by permission of the Governor.

(v) Parasites and predators of injurious insects, intended for the control of those insects, are admitted as samples only when mailed by an institution officially recognized in the country of origin to the Director of Agriculture or the Director of the Museum at Colombo.

(vi) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Ceylon.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.62	12	$3.54
2	.76	13	3.68
3	.90	14	3.82
4	1.46	15	3.96
5	1.60	16	4.10
6	1.74	17	4.24
7	1.88	18	4.38
8	2.38	19	4.52
9	2.52	20	4.66
10	2.66	21	4.80
11	2.80	22	4.94

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* The value of each kind of goods should be shown separately on the customs declaration in addition to the net weight or quantity. Delivery of parcels will be facilitated if senders inclose in each parcel an invoice of the contents and indorse the wrapper of the package "invoice inclosed."

(5) *Prohibitions*—(i) *For reasons of public safety.* Wireless apparatus, except under license from the Postmaster General of Ceylon.

(ii) *For sanitary reasons.* (a) Shaving brushes from Japan.

(b) The importation of milk is subject to restrictions; however, the regulations relative to the importation of milk do not apply to cream.

(iii) *For the protection of animals or plants.* (a) Hides, skins, horns, hoofs, or any part of animals which the Governor may prohibit to prevent contagious disease.

(b) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, etc.* Arms and war material, except by royal license or government permission.

(v) *For other reasons.* (a) Counterfeit coins or coins not of the standard weight or fineness.

(b) Cotton, silk or other cloth bearing imitations of paper money, notes or securities.

(c) Russian ruble notes.

(d) Goods subject to confiscation under the Merchandise Marks Act of 1888.

§ 127.230 *Chile*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(7) *Diplomatic and consular mail.* See § 127.30.

(8) *Freedom of postage for government correspondence.* See § 127.30 (f).

(9) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(10) *Prohibitions.* Coins, bank notes, paper money, values payable to bearer; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewels, or other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Chile.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	12	$1.93
2	.53	13	2.07
3	.67	14	2.21
4	.81	15	2.35
5	.95	16	2.49
6	1.09	17	2.63
7	1.23	18	2.77
8	1.37	19	2.91
9	1.51	20	3.05
10	1.65	21	3.19
11	1.79	22	3.33

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.31	11	4	$25.95
0	8	1.87	11	8	26.51
0	12	2.43	11	12	27.07
1	0	2.99	12	0	27.63
1	4	3.55	12	4	28.19
1	8	4.11	12	8	28.75
1	12	4.67	12	12	29.31
2	0	5.23	13	0	29.87
2	4	5.79	13	4	30.43
2	8	6.35	13	8	30.99
2	12	6.91	13	12	31.55
3	0	7.47	14	0	32.11
3	4	8.03	14	4	32.67
3	8	8.59	14	8	33.23
3	12	9.15	14	12	33.79
4	0	9.71	15	0	34.35
4	4	10.27	15	4	34.91
4	8	10.83	15	8	35.47
4	12	11.39	15	12	36.03
5	0	11.95	16	0	36.59
5	4	12.51	16	4	37.15
5	8	13.07	16	8	37.71
5	12	13.63	16	12	38.27
6	0	14.19	17	0	38.83
6	4	14.75	17	4	39.39
6	8	15.31	17	8	39.95
6	12	15.87	17	12	40.51
7	0	16.43	18	0	41.07
7	4	16.99	18	4	41.63
7	8	17.55	18	8	42.19
7	12	18.11	18	12	42.75
8	0	18.67	19	0	43.31
8	4	19.23	19	4	43.87
8	8	19.79	19	8	44.43
8	12	20.35	19	12	44.99
9	0	20.91	20	0	45.55
9	4	21.47	20	4	46.11
9	8	22.03	20	8	46.67
9	12	22.59	20	12	47.23
10	0	23.15	21	0	47.79
10	4	23.71	21	4	48.35
10	8	24.27	21	8	48.91
10	12	24.83	21	12	49.47
11	0	25.39	22	0	50.03

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (f).)

Weight limit: 22 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Yes. (See § 127.76.)
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents: after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(6) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(7) *Observations.* (i) Parcel post shipments require five copies of the commercial invoice which must be submitted to a Chilean consulate for legalization. The invoices must bear a declaration of origin (in English or Spanish) in the following terms (notarization not required):

Under oath, we declare that we are the owners (or shippers) of the above-mentioned merchandise; that the prices and other details are exact; that the said merchandise is a product of the soil or industry of _____ (Country of origin) and that we accept the legal consequences which might arise through any inexactitude contained in this account.

Chilean consuls are located in the following cities:

Baltimore, Md.	Philadelphia, Pa.
Chicago, Ill.	San Diego, Calif.
Honolulu, Hawaii.	San Francisco, Calif.
Los Angeles, Calif.	San Juan, Puerto Rico.
Miami, Fla.	Santa Barbara, Calif.
New Orleans, La.	Washington, D. C.
New York, N. Y.	

(ii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(8) *Prohibitions.* (i) Adulterated foodstuffs, even if not injurious to health.

(ii) Beverages and foods containing saccharine or similar substances.

(iii) Condensed milk containing (*a*) carbonates, bicarbonates, saccharates, or any other alkaline product; (*b*) any added fatty material; (*c*) any antiseptic; or (*d*) less than 7 percent of natural fat.

(iv) Foods, beverages, drugs, and pharmaceutical products which, in the opinion of the Superior Council of Hygiene, may be dangerous to health.

(v) All drugs and pharmaceutical preparations must have their formula plainly printed on their immediate wrapping.

(vi) Saccharine and similar products are admitted only if intended for medical use, in which case they are subject to the regulations issued by the President of Chile, and their importation and sale are authorized by the Direction General of Health. The term "products similar to saccharine" (artificial sweetening materials) means products of chemical synthesis having a sweet taste but lacking food value; they may be imported in compressed form up to a weight of 25 centigrams, and in packages of 50 to 100 compresses for medical use, or in crystalline or powdered form for pharmaceutical use. The importer must state the value of the goods.

(vii) Plants, vines and vine parts, seeds, bulbs, tubers, rhizomes or roots must have a certificate from the Vegetable Sanitary Inspection Service.

(viii) Nonexplosive parts of artillery fuses are prohibited.

(ix) War supplies, sidearms, and firearms (except hunting arms) must comply with the regulations issued by the President of Chile.

§ 127.231 *China (including Taiwan (Formosa) and the leased territory of Kwangchowwan (Fort Bayard)).*—(a) *Regular mails.* Service to Manchuria is suspended.

(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. Special-delivery service in China is confined to the delivery radius of Chinese express or delivery offices. Special delivery service not available to Manchuria. (Also see § 127.19.)

(5) *Air-mail service.* Postage rate, 25 cents one-half ounce.

(6) *Observations.* (i) Hong Kong is a British possession and articles destined for that place should not be dispatched under the conditions applicable to China. (For information regarding Hong Kong, refer to § 127.275.)

(ii) Macao is a Portuguese possession and articles destined for that place should not be dispatched under the conditions applicable to China. (For information regarding Macao, refer to § 127.294.)

(iii) The address of articles for China should be complete, including street and number if known, and written when possible in Chinese characters in addition to English.

(iv) Service to the Province of Shantung is limited to articles addressed for delivery at the following offices only:

Ankiu.	Sinchwang, Sung.
Changkiu.	Sintai, Sung.
Changlo.	Szefang.
Changtien.	Szeshui, Sung.
Changtsing.	Taian.
Chefoo.	Taierhchwang.
Chengyang.	Takunlun.
Chowtsun.	Tancheng.
Fangtze.	Tawenkow.
Feicheng.	Tenghsien.
Fushan.	Tsangkow, Sung.
Hanchwang.	Tsaochwang, N.
Hotseh.	Tsiho.
Hungshan.	Tsimo.
Hwantai.	Tsinan.
Kinsiang.	Tsingtao.
Küfow.	Tsining.
Lincheng.	Tsowhsien.
Lini.	Tsowping.
Lintze.	Tunga.
Litsun, Sung.	Tzechwan.
Lungshan.	Tzeyang, Sung.
Mingshui.	Weihsien.
Ningyang.	Wenshang.
Penglai.	Yihsien.
Pingyin.	Yitu.
Poshan.	Yutai.
Putsih.	

(7) *Prohibitions.* (i) Coins; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, or other precious articles.

(ii) Dutiable articles (merchandise) in letters and packages prepaid at letter rate.

(iii) Also, all articles prohibited by parcel post.

(b) *Parcel post.* (China.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.22	26	$5.72
2	.44	27	5.94
3	.66	28	6.16
4	.83	29	6.38
5	1.10	30	6.60
6	1.32	31	6.82
7	1.54	32	7.04
8	1.76	33	7.26
9	1.98	34	7.48
10	2.20	35	7.70
11	2.42	36	7.92
12	2.64	37	8.14
13	2.86	38	8.36
14	3.08	39	8.58
15	3.30	40	8.80
16	3.52	41	9.02
17	3.74	42	9.24
18	3.96	43	9.46
19	4.18	44	9.68
20	4.40	45	9.90
21	4.62	46	10.12
22	4.84	47	10.34
23	5.06	48	10.56
24	5.28	49	10.78
25	5.50	50	11.00

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.43	12	12	$55.43
0	8	2.51	13	0	56.51
0	12	3.59	13	4	57.59
1	0	4.67	13	8	58.67
1	4	5.75	13	12	59.75
1	8	6.83	14	0	60.83
1	12	7.91	14	4	61.91
2	0	8.99	14	8	62.99
2	4	10.07	14	12	64.07
2	8	11.15	15	0	65.15
2	12	12.23	15	4	66.23
3	0	13.31	15	8	67.31
3	4	14.39	15	12	68.39
3	8	15.47	16	0	69.47
3	12	16.55	16	4	70.55
4	0	17.63	16	8	71.63
4	4	18.71	16	12	72.71
4	8	19.79	17	0	73.79
4	12	20.87	17	4	74.87
5	0	21.95	17	8	75.95
5	4	23.03	17	12	77.03
5	8	24.11	18	0	78.11
5	12	25.19	18	4	79.19
6	0	26.27	18	8	80.27
6	4	27.35	18	12	81.35
6	8	28.43	19	0	82.43
6	12	29.51	19	4	83.51
7	0	30.59	19	8	84.59
7	4	31.67	19	12	85.67
7	8	32.75	20	0	86.75
7	12	33.83	20	4	87.83
8	0	34.91	20	8	88.91
8	4	35.99	20	12	89.99
8	8	37.07	21	0	91.07
8	12	38.15	21	4	92.15
9	0	39.23	21	8	93.23
9	4	40.31	21	12	94.31
9	8	41.39	22	0	95.39
9	12	42.47	22	4	96.47
10	0	43.55	22	8	97.55
10	4	44.63	22	12	98.63
10	8	45.71	23	0	99.71
10	12	46.79	23	4	100.79
11	0	47.87	23	8	101.87
11	4	48.95	23	12	102.95
11	8	50.03	24	0	104.03
11	12	51.11	24	4	105.11
12	0	52.19	24	8	106.19
12	4	53.27	24	12	107.27
12	8	54.35	25	0	108.35
25	4	$109.43	37	12	$163.43
25	8	110.51	38	0	164.51
25	12	111.59	38	4	165.59
26	0	112.67	38	8	166.67
26	4	113.75	38	12	167.75
26	8	114.83	39	0	168.83
26	12	115.91	39	4	169.91
27	0	116.99	39	8	170.99
27	4	118.07	39	12	172.07
27	8	119.15	40	0	173.15
27	12	120.23	40	4	174.23
28	0	121.31	40	8	175.31
28	4	122.39	40	12	176.39
28	8	123.47	41	0	177.47
28	12	124.55	41	4	178.55
29	0	125.63	41	8	179.63
29	4	126.71	41	12	180.71
29	8	127.79	42	0	181.79
29	12	128.87	42	4	182.87
30	0	129.95	42	8	183.95
30	4	131.03	42	12	185.03
30	8	132.11	43	0	186.11
30	12	133.19	43	4	187.19
31	0	134.27	43	8	188.27
31	4	135.35	43	12	189.35
31	8	136.43	44	0	190.43
31	12	137.51	44	4	191.51
32	0	138.59	44	8	192.59
32	4	139.67	44	12	193.67
32	8	140.75	45	0	194.75
32	12	141.83	45	4	195.83
33	0	142.91	45	8	196.91
33	4	143.99	45	12	197.99
33	8	145.07	46	0	199.07
33	12	146.15	46	4	200.15
34	0	147.23	46	8	201.23
34	4	148.31	46	12	202.31
34	8	149.39	47	0	203.39
34	12	150.47	47	4	204.47
35	0	151.55	47	8	205.55
35	4	152.63	47	12	206.63
35	8	153.71	48	0	207.71
35	12	154.79	48	4	208.79
36	0	155.87	48	8	209.87
36	4	156.95	48	12	210.95
36	8	158.03	49	0	212.03
36	12	159.11	49	4	213.11
37	0	160.19	49	8	214.19
37	4	161.27	49	12	215.27
37	8	162.35	50	0	216.35

Each air-parcel must have affixed the blue Par Avion label (Form 2978) (See § 127.55 (b).)

Weight limit: 22,[1] 50 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

NOTE: Parcel post service to Manchuria and to the Provinces of Shansi, Suiyuan and Chahar is suspended, and except for the places listed in subparagraph 5 (i) of this paragraph that service is also suspended to Shantung. The service is also suspended to certain places in Kwangtung Province, as shown in subparagraph 5 (ii) of this paragraph. There is no parcel post service to Mongolia.

(2) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(3) *Indemnity.* No provision.

(4) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 7 feet; *Provided, however,* That parcels exceeding 6 feet in combined length and girth are restricted to 2½ feet in length.

[1] Parcels exceeding 22 pounds accepted for the cities of Canton (Kwangtung), Peiping (Hopeh), Shanghai (Kiangsu), Swatow (Kwangtung), and Tientsin (Hopeh) only.

(5) *Observations.* (i) Parcel post service to the Province of Shantung is limited to the following offices only:

Chefoo.	Tawenkow.
Chengyang.	Tenghsien.
Fushan, Sung.	Tsangkow, Sung.
Hanchwang.	Tsimo.
Lincheng.	Tsinan.
Litsun, Sung.	Tsingtao.
Szefang.	Tsowhsien.
Taian.	Tzeyang, Sung.
Talerhehwang.	

(ii) The parcel post service is suspended to the following offices in Kwangtung Province:

Aihsien.	Lungmoon.
Chongkong, N.	Lungsinhu.
Chungsun.	Manning.
Fahsien.	Onpo.
Hoihong.	Pakiai.
Hoping.	Shekkok (Limkong).
Hoyun.	Suikai.
Kachek.	Sunfung.
Laolung.	Suwen.
Limkong.	Tzekam.
Lingshui.	Yulin (Kwangtung).
Linping, Tung.	Yungyun.
Lungchun.	

(iii) The name of the Province in which the office of destination is located must be indicated in the addresses of all parcels for China.

(iv) In order to facilitate customs operations and prompt delivery of parcels to addressees a copy of the original invoice relative to the merchandise contained therein, together with a detailed description of the contents, should be inclosed.

(v) Chinese senders should indicate in Chinese characters in addition to English, on the customs declaration, the name and address of the addressee if the parcel is addressed to a Chinese.

(vi) Hong Kong is a British possession and parcels destined for that place should not be dispatched under the conditions applicable to China. (For information regarding Hong Kong, refer to § 127.275.)

(vii) Macao is a Portuguese possession and parcels destined for that place should not be dispatched under the conditions applicable to China. (For information regarding Macao, refer to § 127.294.)

(viii) Parcels mailed simultaneously by the same sender to the same addressee at one address, although not mailable as a "group shipment", must be marked in accordance with subdivision (vii) of this subparagraph in order that customs officials in China may more readily ascertain the combined value of the parcels contained in a single mailing.

(ix) Each parcel in a single mailing must bear a fractional number, the numerator of which indicates the number of the parcel and the denominator the number of parcels comprised in the mailing. For example, if a single mailing were composed of 15 parcels, the parcels would be numbered 1/15, 2/15, 3/15, etc. A customs declaration must accompany each parcel.

(x) The Chinese postal service will collect a demurrage fee of 5 cents (Chinese currency) on each parcel for each day the parcel is left in the post office after the expiration of 10 days, counting from the delivery to the addressee of notice of arrival.

(xi) Liquids, greases, powders, and dyes in powder form, in lead-sealed metal containers, properly boxed and wrapped to afford the utmost protection to the accompanying mail matter, are admissible.

(6) *Prohibition*—(i) *For the protection of animals and plants.* (*a*) Bees and their eggs must be accompanied by a certificate that they are in good health.

(*b*) Silkworm eggs may be imported only upon presentation of a certificate issued by the merchandise inspection bureau of the Ministry of Industry.

(*c*) Parasites and predators of injurious insects are admitted.

(*d*) Virus, bacteria, fungi, and protozoa of contagious diseases, also all insects harmful to agriculture, may be imported only by permit.

(*e*) Cottonseed may be imported only by permit.

(ii) *Arms, etc.* All types of arms, munitions, and war materials, including plans for their manufacture, may be imported only with the permission of the government. Sword canes and other articles in which a weapon is concealed. Toy air guns less than 31 inches in length and toy pistols; also ammunition therefor. Handcuffs.

(iii) *For other reasons.* (*a*) Gambling equipment.

(*b*) Flags, cards, and printed matter implying recognition of the so-called government of "Manchukuo."

(*c*) Prosperity bonds and similar articles.

(*d*) Blank copper coins.

(*e*) Flashlights in the form of pistols.

(*f*) The following books and periodicals:

"Ways That are Dark", by Ralph Townsend.
"The Chinese Soviets", by Victor A. Yakhontoff.
"China's Red Army Marches", by Agnes Smedley.
"China Today", printed monthly at New York.
"Asia", printed monthly in the United States.

(*g*) Counterfeit banknotes and plates for printing them.

(*h*) Apparatus for manufacturing tobacco or cigarettes to be rolled by hand.

(*i*) Other articles which may be prohibited by the customs authorities.

(iv) The importation of the following articles is subject to restrictions:

(*a*) Chinese or Russian banknotes. Chinese, Russian, or Japanese coins. Coin-making machinery. Copper for use of provincial monetary establishments. Radio apparatus and equipment. Aviation instruments, accessories and materials. Hypodermic syringes of 5cc. or less, and needles of 0.7 mm. or less in diameter. Banknote paper. Adulterated sugar. Revenue stamps. Salt. Cigarette papers, and samples of sigarette papers, unless the addressee has secured permission for their importation, prior to mailing, from the National Revenue Administration.

(*b*) Parcel post shipments, except those containing personal gifts, samples of merchandise, and articles not having a commercial nature, are admitted only on the production by the addressee of an import license issued by the Export-Import Bank of the Chinese Government. It should be suggested to prospective senders of such parcel post shipments that information be secured in advance of mailing that the addressees possess the required import license, as the Chinese customs authorities will confiscate all commercial parcels (including those sent to individuals), regardless of value, if no import licenses therefor are produced. Parcels requiring import licenses may be accepted for mailing even though the senders do not have advance information that the addressees possess the necessary import licenses, but their acceptance will be considered to be at the risk of the senders insofar as concerns the treatment which may be accorded the parcels after their receipt in China.

(*c*) The following articles are prohibited unless sent as unsolicited gifts for the bona fide personal use of the addressee:

Caviar.
Confectionery.
Cotton or silk imitations of gold and silver thread.
Curiosities and antiques.
Damask work, Japanese crockery and lacquered articles.
Decorative or ornamental articles and materials (lace, embroidery, trimmings, spangles, tinsel, etc.).
Articles of ivory.
Jewelry. Precious and semi-precious stones (not including rough and unpolished stones).
Manicure sets and parts thereof; powder puffs and cases, vanity cases.
Musk.
Pearls, real or imitation.
Perfumes and cosmetics.
Plastic handbags, satchels and raincoats.
Silk (all fabrics of pure or mixed silk, and all articles of clothing, including parts and accessories thereof, made from pure or mixed silk).
Skins (furs) and articles made chiefly of skins (furs).
Tea.
Thermos containers.
Toilet articles (combs, brushes, etc.)
Toys and games.
Umbrellas and parasols.

(*d*) The total value of a parcel containing any of the above-mentioned articles must not exceed the equivalent of $50 (U. S. currency).

(*e*) The Chinese authorities have indicated that the burden of proving that the articles mentioned are "unsolicited gifts" rests with the addressee, who may be called upon to produce documentary evidence in support of his claim.

(c) *U. S. A. gift parcels.* (China).

(1) *Table of rates.* (Surface only.)

[Rates include surcharges]

Pounds	*Rate*	Pounds	*Rate*
1	$0.18	19	$3.42
2	.36	20	3.60
3	.54	21	3.78
4	.72	22	3.96
5	.90	23	4.14
6	1.08	24	4.32
7	1.26	25	4.50
8	1.44	26	4.68
9	1.62	27	4.86
10	1.80	28	5.04
11	1.98	29	5.22
12	2.16	30	5.40
13	2.34	31	5.58
14	2.52	32	5.76
15	2.70	33	5.94
16	2.88	34	6.12
17	3.06	35	6.30
18	3.24	36	6.48
37	$6.66	44	$7.92
38	6.84	45	8.10
39	7.02	46	8.28
40	7.20	47	8.46
41	7.38	48	8.64
42	7.56	49	8.82
43	7.74	50	9.00

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b), of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S .A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.232 *Colombia*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(6) *Combination packages.* Accepted. (See § 127.12.)

(7) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(8) *Diplomatic and consular mail.* See § 127.30.

(9) *Freedom of postage for government correspondence.* See § 127.30 (f).

(10) *Observations.* The Colombian authorities require that an import license be secured in advance by the addressees of samples of merchandise, printed matter, and 8-ounce merchandise packages. The only exceptions are single subscription or gift copies of books and periodicals, and small quantities of postage stamps exchanged by philatelists.

(11) *Prohibitions.* Dutiable articles (merchandise) in letters and packages prepaid at letter rate. (However, such articles when wrongly accepted for mail-

ing are delivered on payment of double duty if registered, and triple duty if ordinary. If refused by the addressees, they are seized by the customs.)

Money in cash, bank notes, or values payable to the bearer.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post* (Colombia.)

(1) *Tables of rates*—(i) Surface parcels.

(All places except those mentioned below)

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.47	23	$7.15
2	.61	24	7.29
3	1.40	25	7.43
4	1.54	26	7.57
5	1.68	27	7.71
6	1.82	28	7.85
7	1.96	29	7.99
8	2.76	30	8.13
9	2.90	31	8.27
10	3.04	32	8.41
11	3.18	33	8.55
12	4.30	34	9.99
13	4.44	35	10.13
14	4.58	36	10.27
15	4.72	37	10.41
16	4.86	38	10.55
17	5.00	39	10.69
18	5.14	40	10.83
19	5.28	41	10.97
20	5.42	42	11.11
21	5.56	43	11.25
22	5.70	44	11.39

(Places in the Departments of Cauca and Valle (except Buenaventura))

Pounds:	Rate	Pounds:	Rate
1	$0.47	23	$5.02
2	.61	24	5.16
3	1.31	25	5.30
4	1.45	26	5.44
5	1.59	27	5.58
6	1.73	28	5.72
7	1.87	29	5.86
8	2.27	30	6.00
9	2.41	31	6.14
10	2.55	32	6.28
11	2.69	33	6.42
12	3.16	34	6.89
13	3.30	35	7.03
14	3.44	36	7.17
15	3.58	37	7.31
16	3.72	38	7.45
17	3.86	39	7.59
18	4.00	40	7.73
19	4.14	41	7.87
20	4.28	42	8.01
21	4.42	43	8.15
22	4.56	44	8.29

(Cities of Barranquilla (Atlantico), Buenaventura (Valle), Cartagena (Bolivar) Santa Marta (Magdalena), and Tumaco (Narino) only)

Pounds:	Rate	Pounds:	Rate
1	$0.47	23	$3.55
2	.61	24	3.69
3	.75	25	3.83
4	.89	26	3.97
5	1.03	27	4.11
6	1.17	28	4.25
7	1.31	29	4.39
8	1.45	30	4.53
9	1.59	31	4.67
10	1.73	32	4.81
11	1.87	33	4.95
12	2.01	34	5.09
13	2.15	35	5.23
14	2.29	36	5.37
15	2.43	37	5.51
16	2.57	38	5.65
17	2.71	39	5.79
18	2.85	40	5.93
19	2.99	41	6.07
20	3.13	42	6.21
21	3.27	43	6.35
22	3.41	44	6.49

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.21	22	4	$36.41
0	8	1.61	22	8	36.81
0	12	2.01	22	12	37.21
1	0	2.41	23	0	37.61
1	4	2.81	23	4	38.01
1	8	3.21	23	8	38.41
1	12	3.61	23	12	38.81
2	0	4.01	24	0	39.21
2	4	4.41	24	4	39.61
2	8	4.81	24	8	40.01
2	12	5.21	24	12	40.41
3	0	5.61	25	0	40.81
3	4	6.01	25	4	41.21
3	8	6.41	25	8	41.61
3	12	6.81	25	12	42.01
4	0	7.21	26	0	42.41
4	4	7.61	26	4	42.81
4	8	8.01	26	8	43.21
4	12	8.41	26	12	43.61
5	0	8.81	27	0	44.01
5	4	9.21	27	4	44.41
5	8	9.61	27	8	44.81
5	12	10.01	27	12	45.21
6	0	10.41	28	0	45.61
6	4	10.81	28	4	46.01
6	8	11.21	28	8	46.41
6	12	11.61	28	12	46.81
7	0	12.01	29	0	47.21
7	4	12.41	29	4	47.61
7	8	12.81	29	8	48.01
7	12	13.21	29	12	48.41
8	0	13.61	30	0	48.81
8	4	14.01	30	4	49.21
8	8	14.41	30	9	49.61
8	12	14.81	30	12	50.01
9	0	15.21	31	0	50.41
9	4	15.61	31	4	50.81
9	8	16.01	31	8	51.21
9	12	16.41	31	12	51.61
10	0	16.81	32	0	52.01
10	4	17.21	32	4	52.41
10	8	17.61	32	8	52.81
10	12	18.01	32	12	53.21
11	0	18.41	33	0	53.61
11	4	18.81	33	4	54.01
11	8	19.21	33	8	54.41
11	12	19.61	33	12	54.81
12	0	20.01	34	0	55.21
12	4	20.41	34	4	55.61
12	8	20.81	34	8	56.01
12	12	21.21	34	12	56.41
13	0	21.61	35	0	56.81
13	4	22.01	35	4	57.21
13	8	22.41	35	8	57.61
13	12	22.81	35	12	58.01
14	0	23.21	36	0	58.41
14	4	23.61	36	4	58.81
14	8	24.01	36	8	59.21
14	12	24.41	36	12	59.61
15	0	24.81	37	0	60.01
15	4	25.21	37	4	60.41
15	8	25.61	37	8	60.81
15	12	26.01	37	12	61.21
16	0	26.41	38	0	61.61
16	4	26.81	38	4	62.01
16	8	27.21	38	8	62.41
16	12	27.61	38	12	62.81
17	0	28.01	39	0	63.21
17	4	28.41	39	4	63.61
17	8	28.81	39	8	64.01
17	12	29.21	39	12	64.41
18	0	29.61	40	0	64.81
18	4	30.01	40	4	65.21
18	8	30.41	40	8	65.61
18	12	30.81	40	12	66.01
19	0	31.21	41	0	66.41
19	4	31.61	41	4	66.81
19	8	32.01	41	8	67.21
19	12	32.41	41	12	67.61
20	0	32.81	42	0	68.01
20	4	33.21	42	4	68.41
20	8	33.61	42	9	68.81
20	12	34.01	42	12	69.21
21	0	34.41	43	0	69.61
21	4	34.81	43	4	70.01
21	8	35.21	43	8	70.41
21	12	35.61	43	12	70.81
22	0	36.01	44	0	71.21

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.

Customs declarations: 2 Form 2966.

Dispatch note: 1 Form 2972.

Parcel-post sticker: 1 Form 2922.

Sealing: Compulsory.

Group shipments: Limited to 3 parcels. (See § 127.76.)

Registration: No.

Insurance: Yes.

C. o. d.: Yes. For surface parcels only.

Consular Invoice: Yes. (See Observations, subparagraph (8) of this paragraph.)

(2) *Indemnity.* For ordinary parcels, see § 127.106; for insured, including insured c. o. d., see subparagraph (6) of this paragraph.

(3) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(6) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55
From $100.01 to $165	60

(ii) Insurance return receipt. Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) Parcels containing coin, precious metals, jewelry, or other precious articles must not be accepted for mailing unless they are insured.

(iv) Each insured parcel must have shown thereon (both in arabic figures and in roman letters spelled out in full) in United States currency and in gold francs, the amount for which the parcel is insured. (See § 127.102, paragraph (b) (5).) The amount of insurance must also be shown on the customs declaration.

(v) For further information concerning insurance service, see §§ 127.102, and 127.108.

(7) *Collect-on-delivery service.* (i) The service is applicable only to surface parcels. The maximum amount to be collected on delivery is $165. The amount to be collected on delivery is required to be expressed in dollars and cents in connection with parcels mailed in Colombia as well as in connection with parcels mailed in this country.

C. o. d. charges (including insurance):	Fee (cents)
Not over $10	30
From $10.01 to $25	35
From $25.01 to $50	45
From $50.01 to $100	65
From $100.01 to $165	70

(ii) All c. o. d. parcels must bear on the customs declaration, in addition to the usual information, the customs number (or numeral) applicable to the contents of the parcel. The purpose of this ruling is to facilitate the issuance of

c. o. d. money orders. The customs number may be obtained from any Colombian Consul in the United States.

(iii) C. o. d. parcels from the United States are held at the disposal of the addressees for a period of 45 days.

For further information concerning the collect-on-delivery service, see §§ 127.103 and 127.109.

(8) *Observations.* (i) Senders are required to indicate as a part of the addresses of all parcels the name of the department (State) in which the office of destination is located.

(ii) The conditions of transit in Colombia are exceptional; parcels should therefore be strongly packed to avoid damage. Paintings, chromo cards, and printed books are subject to customs duty.

(iii) Air parcels are given air transportation within Colombia if delivery can be expedited by so doing.

(iv) Every parcel for Colombia, regardless of value, must be accompanied by a commercial invoice, a copy of which must be sent under separate cover to the addressee (with the consular invoice when one is required).

(v) If the value of the parcel does not exceed 50 Colombian pesos (about $28.50), the sender must add to the commercial invoice a declaration of origin of the merchandise, in Spanish, reading as follows:

Certificamos bajo juramento que los precios de esta factura son los mismos que cargamos al cliente y que la mercancia a que se refiere esta misma factura es originaria de _____ En fe de lo ex-
(Country of origin)
puesto firmamos la presente declaración en _____, _____ de _____ de _____.
(City, State) (Day) (Month) (Year)

_____
(Signature of Shipper")

(Translation: We certify under oath that the prices in this invoice are the same that we charge our customers, and that the merchandise in this same invoice comes from _____. In faith of which we sign
(Country of origin)
the present declaration at _____,
(City, State)
on _____.)
(Date)

(vi) The foregoing declaration of origin does not require consular legalization.

(vii) Parcels exceeding 50 pesos (about $28.50) in value require a Colombian consular invoice, of which the sender must execute five copies. The Colombian Consul retains three copies and delivers the legalized original and one copy to the sender, who must send the original to the addressee under separate cover, and enclose the copy in the parcel, endorsing the wrapper "Contiene la factura consular" and showing the English translation thereof in brackets as follows: "(Contains the consular invoice)." If a group of parcels is mailed simultaneously by one sender to one addressee, only one consular invoice is required for the entire group. In such case, the wrapper of each parcel must bear a number and a notation stating the number of the parcel in which the copy of the consular invoice is enclosed, for example, "No. 1 contiene la factura consular (No. 1 contains the consular invoice)."

(viii) Consular invoices may be obtained from the Colombian Consulates located in the following cities:

Baltimore, Md.	New Orleans, La.
Boston, Mass.	New York, N. Y.
Balboa, C. Z.	Philadelphia, Pa.
Chicago, Ill.	Ponce, P. R.
Cristobal, C. Z.	Saint Louis, Mo.
Galveston, Tex.	San Antonio, Tex.
Houston, Tex.	San Francisco, Calif.
Los Angeles, Calif.	San Juan, P. R.
Miami, Fla.	Tampa, Fla.

(ix) Colombian consular invoices covering parcels mailed from a place where there is no Colombian Consul may be legalized by the Consul of a friendly nation, or if no such official is available, by a notary public.

(x) The addressees in Colombia are required to obtain import licenses in order to secure delivery of parcels mailed in this country. For a parcel exceeding 50 pesos in value the addressee is required to send a copy of the import license to the sender, who must submit it to the Colombian Consul when obtaining the consular invoice. If a sender receives a copy of a Colombian import license for a parcel whose value does not exceed 50 pesos, he should return it to the addressee in Colombia.

(xi) Parcels mailed simultaneously by the same sender to the same addressee at one address and not mailed as a "group shipment" must, nevertheless, be marked in accordance with subdivision (xii) of this subparagraph in order that customs officials in Colombia may more readily ascertain the combined value of the parcels contained in a single mailing.

(xii) Each parcel comprised in a single mailing must bear a fractional number, the numerator of which indicates the number of the parcel and the denominator the number of parcels comprised in the mailing. For example, if a single mailing were composed of 15 parcels the parcels would be numbered 1/15, 2/15, 3/15, etc. Each such parcel would be required to bear two customs declarations and one dispatch note.

(xiii) In case of a parcel addressed to a bank or other organization and intended for ultimate delivery to a second addressee, the exact name and address of such addressee must be clearly shown on the parcel (wrapper if possible, or on a tag or label attached thereto). The second addressee will be notified of the arrival of the parcel, but he may not claim delivery without the written authorization of the bank (or other organization) or of the sender; in the latter case, he must arrange for its delivery through this Department.

(9) *Prohibitions*—(i) *For reasons of public safety.* Arms of precision, carbines, rifles, etc.; machine guns; arms with sights indicating a range of more than 100 meters; carbines and rifles for big-game hunting which use cartridges with simultaneous charge; swords and sabers, as well as their blades; sticks, canes, umbrellas, etc., containing hidden blades or points; brass knuckles, blackjacks, and similar objects; pistols and revolvers with a caliber higher than .38; Parabellum pistols of all calibers; arms known by the name of Scheintod (asphyxiating), and pistols with sights and extra-sized breeches.

(ii) *For sanitary reasons.* Saccharine, regardless of the name by which designated, without a permit from the National Directorate of Hygiene or the competent departmental authorities, who may restrict the amounts imported when they see fit.

(iii) *For the protection of plants.* (*a*) Plants and seeds of coffee, as well as sacks used for packing them.

(*b*) Products of animal, vegetable, or mineral origin (coloring, scenting, and other materials) which may be mixed with coffee to alter its physical composition.

(*c*) The importation of all trees, fruits, seeds, small untransplanted plants of banana, vegetable products not prepared or any part thereof must be accompanied by a certificate issued by a phytopathologist or an entomologist of the government of the country of origin, or by a person with the requisite authority in which he states that the said articles are free from disease or pests injurious to agriculture. These certificates must be countersigned by the respective Colombian Consular Agent at the place of origin.

(*d*) Seeds of garden plants, vegetables or flowers, introduced in labeled packets and with certificates of health issued by commercial firms, registered with the Department of Agriculture, may be imported without complying with the said requirements.

(*e*) All plant propagation material, seeds, cuttings, rhizomes, grafts, etc., must be accompanied by certificates of health issued by the authorities in the country of origin and by permit for importation issued by the Colombian Minister of National Economy.

(iv) *Arms, etc.* (See subdivision (i) of this subparagraph.) Arms require the previous authorization of the Ministry of War, requested by the sender or addressee as the case may be.

(v) *State monopolies, etc.* (*a*) Plates for making bank notes bearing the name of Colombia. Apparatus and machines for coining money. Silver, nickel, or copper coins.

(*b*) Colombian postage stamps; stamped paper or revenue stamps bearing the seal of Colombia or legends similar to those used by the Colombian Government to collect its revenues.

(*c*) Containers, labels, etc., seemingly intended to cover foreign products, or to create the impression that products are foreign.

(*d*) All packages or boxes of cigarettes, smoking or chewing tobacco intended for sale at retail which do not bear the word Colombia and the name and address of the importer. Those indications may not be printed on labels separate from the packages or boxes.

(*e*) Apparatus for throwing tear gas, etc.

(*f*) Scales based on the principle of the descending pendulum or whose indication of weight depends on the action of springs. Springs are admitted only when inside the scales and playing no part in connection with the levers. Balances consisting of a platform which receives the load and is supported by a bar on which slides a movable counterpoise.

Weights for balances provided with a movable ring or circle on their upper face.

(g) Coffee beans or ground coffee, raw or roasted.

(h) Pharmaceutical preparations or specialties require authorization from the Comisión de Especialidades Farmacéuticas, and the labels of the medicines must show the license numbers of the Comisión.

(i) Hypodermic needles and syringes must comply with the rules laid down by the National Directorate of Hygiene.

§ 127.233 *Corsica*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See sec. 18.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.

(7) *Observations.* Same as France.

(8) *Prohibitions.* Same as France.

(b) *Parcel post.* (Corsica.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.32	23	$4.03
2	.46	24	4.17
3	.72	25	4.31
4	.86	26	4.45
5	1.00	27	4.59
6	1.14	28	4.73
7	1.28	29	4.87
8	1.42	30	5.01
9	1.56	31	5.15
10	1.70	32	5.29
11	1.84	33	5.43
12	2.22	34	5.83
13	2.36	35	5.97
14	2.50	36	6.11
15	2.64	37	6.25
16	2.78	38	6.39
17	2.92	39	6.53
18	3.06	40	6.67
19	3.20	41	6.81
20	3.34	42	6.95
21	3.48	43	7.09
22	3.62	44	7.23

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966; 1 Form 2967.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.[1]
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Same as France. (See § 127.252 (b) (2).)

(4) *Observations.* Same as France. (See § 127.252 (b) (3).)

(5) *Prohibitions.* Same as France § 127.252 (b) (4), except as regards tobacco, of which the importation is permitted.

[1] When parcels are sealed it should be recommended to senders that they place a special uniform imprint in a conspicuous manner on all seals.

§ 127.234 *Costa Rica*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 2, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(7) *Diplomatic and consular mail.* See § 127.30.

(8) *Freedom of postage for government correspondence.* See § 127.30 (f).

(9) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(10) *Prohibitions.* No list furnished.

(b) *Parcel post.* (Costa Rica.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(7) *Observations.* (i) It is necessary that three copies of a commercial invoice be prepared in Spanish (or in English with an interlinear Spanish translation) for parcels valued in excess of $25. These invoices may be enclosed in the parcel or sent under separate cover to the consignee, the latter procedure being preferred.

(ii) In the case of parcels addressed in care of banks or other organizations the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender, in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(iii) Parcels from the United States are held at the disposal of addressees for a period of 90 days.

(8) *Prohibitions.* No list furnished.

§ 127.235 *Cuba, including Isle of Pines, West Indies*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.1 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 8 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* See § 127.30.

(7) *Freedom of postage for government correspondence.* See § 127.30 (f).

(8) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(9) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(10) *Observations.* Consular invoices as described under "Parcel post," paragraph (b) (5) of this section are required for merchandise forwarded in packages prepaid at the letter rate of postage, and 8-ounce packages of merchandise.

(11) *Prohibitions.* Same as shown for parcel post.

(b) *Parcel post.* (Cuba.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
Over 8 oz. to 1 lb	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.80	3	12	$2.90
0	8	.95	4	0	3.05
0	12	1.10	4	4	3.20
1	0	1.25	4	8	3.35
1	4	1.40	4	12	3.50
1	8	1.55	5	0	3.65
1	12	1.70	5	4	3.80
2	0	1.85	5	8	3.95
2	4	2.00	5	12	4.10
2	8	2.15	6	0	4.25
2	12	2.30	6	4	4.40
3	0	2.45	6	8	4.55
3	4	2.60	6	12	4.70
3	8	2.75	7	0	4.85

Lb.	Oz.	Rate	Lb.	Oz.	Rate
7	4	$5.00	14	12	$9.50
7	8	5.15	15	0	9.65
7	12	5.30	15	4	9.80
8	0	5.45	15	8	9.95
8	4	5.60	15	12	10.10
8	8	5.75	16	0	10.25
8	12	5.90	16	4	10.40
9	0	6.05	16	8	10.55
9	4	6.20	16	12	10.70
9	8	6.35	17	0	10.85
9	12	6.50	17	4	11.00
10	0	6.65	17	8	11.15
10	4	6.80	17	12	11.30
10	8	6.95	18	0	11.45
10	12	7.10	18	4	11.60
11	0	7.25	18	8	11.75
11	4	7.40	18	12	11.90
11	8	7.55	19	0	12.05
11	12	7.70	19	4	12.20
12	0	7.85	19	8	12.35
12	4	8.00	19	12	12.50
12	8	8.15	20	0	12.65
12	12	8.30	20	4	12.80
13	0	8.45	20	8	12.95
13	4	8.60	20	12	13.10
13	8	8.75	21	0	13.25
13	12	8.90	21	4	13.40
14	0	9.05	21	8	13.55
14	4	9.20	21	12	13.70
14	8	9.35	22	0	13.85

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

NOTE: Parcels weighing 8 ounces or less should not have customs declarations or parcel-post stickers attached.

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance. No.
C. o. d.: No.
Consular Invoice: Yes. (See paragraph (b) (5) of this section. Observations.)

(2) *Indemnity.* See § 127.107.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(5) *Observations.* (i) The parcel-post service to Cuba is limited to parcels weighing over 8 ounces and up to 22 pounds. Packages of merchandise weighing 8 ounces or less should be forwarded as "Eight-Ounce Merchandise Packages" (see § 127.11) or in packages prepaid at the letter rate of postage.

(ii) Postmasters at exchange offices observing parcels weighing 8 ounces or less, which were erroneously accepted for dispatch in the parcel-post mails, will detach the customs declaration (Form 2966), obliterate the parcel-post sticker (Form 2922) and forward such parcels in the Postal Union (regular) mails.

(iii) The senders of articles mailed at localities where Cuban consular representatives are stationed addressed for delivery in Cuba must present to such consular representatives, for consular certification, 1 original invoice and 5 copies. Only one set (6 copies) of invoices is necessary for one shipment sent at one time to the same addressee regardless of the number of packages comprising the shipment.

(iv) The consulate office retains all copies of the invoices except the original, which, after being visaed, is returned to the sender, who may either enclose such original invoice in the package, or transmit same under separate cover to the addressee. The Cuban Administration advises that the inclusion of the consular invoices in the packages to which they relate, particularly with respect to packages mailed by export firms, proves very advantageous in facilitating prompt delivery to the addressees, and suggests that senders enclose the invoices in the packages whenever it is practicable to do so. When the consular invoice is enclosed in the package the wrapper should be marked to show the series letter and number of the invoice enclosed: For example, "Consular invoice B 1020 enclosed." When the invoice relates to one or more packages sent at one time to the same addressee the wrappers of the other packages for which the invoice has been secured should likewise be marked with the series letter and number of such invoice.

(v) Cuban consuls are located in the following cities:

Baltimore, Md.	New Orleans, La.
Boston, Mass.	New York, N. Y.
Brooklyn, N. Y.[1]	Norfolk, Va.
Chicago, Ill.	Pensacola, Fla.
Cincinnati, Ohio.	Philadelphia, Pa.
Detroit, Mich.	Portland, Oreg.
Galveston, Tex.	San Francisco, Calif.
Houston, Tex.	Savannah, Ga.
Jacksonville, Fla.	San Juan, P. R.
Kansas City, Mo.	St. Louis, Mo.
Key West, Fla.	Seattle, Wash.
Los Angeles, Calif.	Tampa, Fla.
Louisville, Ky.	Washington, D. C.
Miami, Fla.	Winston-Salem, N. C.
Mobile, Ala.	

(vi) Consular invoices relating to parcel-post shipments mailed at localities where no Cuban consul is stationed need not be forwarded to Cuban consuls for visa, as required in the case of parcels mailed in cities where such consuls are located.

(vii) In such a case, the sender should complete the regular consular invoice forms, and in lieu of the consular visa will add the following declaration on the back of the invoice before the date and signature: "There is no Cuban consular office in the place where the sender of this mail parcel resides nor in the place where the post office of mailing to Cuba is located."

(viii) The original invoice shall be enclosed in the parcel, and two exact copies sent to the addressee to be presented by the latter when requesting delivery of the parcel or parcels.

(ix) A special invoice for fabrics is made necessary on account of the different rate of duty assessed on fabrics. Both forms of invoices are required in those instances where shipments consist of fabrics and other articles, unless such shipment does not represent a commercial transaction, in which case a small amount, approximately 3 yards of fabrics, may be entered on the ordinary invoice with other articles. Manufactured clothing is not considered as fabrics.

(x) Consular invoices may either be prepared by senders or obtained from Cuban consulates or from firms dealing in this form of stationery, such as William C. Siegert, Inc., 144 Pearl Street, New York 5, N. Y., and John W. Kennedy & Co., 15 South Gay Street, Baltimore, Md. The invoices may be written in English or Spanish. When the invoices are not in Spanish the importer may be required to present to the Customs a translation of the invoice into Spanish. If the forms are prepared by the mailer, they must conform with the following information and dimensions, namely, the total dimensions of consular invoices shall be 14 by 9 inches. Invoices of one sheet should have at the bottom of the page a blank space of not less than 3½ inches in height. On invoices of more than one sheet the blank space of 3½ inches (which is reserved for the official consular rubber stamp) should be left in blank on the last sheet only and directly following the shipper's declaration.

(xi) For information concerning the acceptance of eggs to Cuba, see § 127.71 (f) (3) and (4).

(6) *Prohibitions*—(i) *For sanitary reasons.* Specimens of germs, excrement of sick persons, and other morbid substances, unless addressed to laboratories recognized by the Minister of Communications and packed in accordance with its regulations.

Alkaloids and their salts are placed at the disposal of the Director of Health.

(ii) *For the protection of plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iii) *Arms, etc.* Arms of all kinds are delivered to the addressees only by special authorization from the Ministry of War and Navy. This permission, however, is not required for machetes used in agricultural work and small-caliber rifles.

(iv) *For other reasons.* Books and publications violating the copyright laws; also fraudulent copies of samples of copyrighted works, products, or trade-marks.

§ 127.236 *Curacao.* (Aruba, Bonaire, Curacao, Saba, St. Eustatius, and the Netherlands Part of St. Martin)—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as parcel post.

(b) *Parcel post.* (Curacao.)

[1] As no Cuban consul is located in Brooklyn, N. Y., mailers in that city should forward invoices to New York, N. Y., for the necessary visa.

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.72	16	0	$23.40
0	8	1.08	16	4	23.76
0	12	1.44	16	8	24.12
1	0	1.80	16	12	24.48
1	4	2.16	17	0	24.84
1	8	2.52	17	4	25.20
1	12	2.88	17	8	25.56
2	0	3.24	17	12	25.92
2	4	3.60	18	0	26.28
2	8	3.96	18	4	26.64
2	12	4.32	18	8	27.00
3	0	4.68	18	12	27.36
3	4	5.04	19	0	27.72
3	8	5.40	19	4	28.08
3	12	5.76	19	8	28.44
4	0	6.12	19	12	28.80
4	4	6.48	20	0	29.16
4	8	6.84	20	4	29.52
4	12	7.20	20	8	29.88
5	0	7.56	20	12	30.24
5	4	7.92	21	0	30.60
5	8	8.28	21	4	30.96
5	12	8.64	21	8	31.32
6	0	9.00	21	12	31.68
6	4	9.36	22	0	32.04
6	8	9.72	22	4	32.40
6	12	10.08	22	8	32.76
7	0	10.44	22	12	33.12
7	4	10.80	23	0	33.48
7	8	11.16	23	4	33.84
7	12	11.52	23	8	34.20
8	0	11.88	23	12	34.56
8	4	12.24	24	0	34.92
8	8	12.60	24	4	35.28
8	12	12.96	24	8	35.64
9	0	13.32	24	12	36.00
9	4	13.68	25	0	36.36
9	8	14.04	25	4	36.72
9	12	14.40	25	8	37.08
10	0	14.76	25	12	37.44
10	4	15.12	26	0	37.80
10	8	15.48	26	4	38.16
10	12	15.84	26	8	38.52
11	0	16.20	26	12	38.88
11	4	16.56	27	0	39.24
11	8	16.92	27	4	39.60
11	12	17.28	27	8	39.96
12	0	17.64	27	12	40.32
12	4	18.00	28	0	40.68
12	8	18.36	28	4	41.04
12	12	18.72	28	8	41.40
13	0	19.08	28	12	41.76
13	4	19.44	29	0	42.12
13	8	19.80	29	4	42.48
13	12	20.16	29	8	42.84
14	0	20.52	29	12	43.20
14	4	20.88	30	0	43.56
14	8	21.24	30	4	43.92
14	12	21.60	30	8	44.28
15	0	21.96	30	12	44.64
15	4	22.32	31	0	45.00
15	8	22.68	31	4	45.36
15	12	23.04	31	8	45.72
31	12	$46.08	38	0	$55.08
32	0	46.44	38	4	55.44
32	4	46.80	38	8	55.80
32	8	47.16	38	12	56.16
32	12	47.52	39	0	56.52
33	0	47.88	39	4	56.88
33	4	48.24	39	8	57.24
33	8	48.60	39	12	57.60
33	12	48.96	40	0	57.96
34	0	49.32	40	4	58.32
34	4	49.64	40	8	58.68
34	8	50.08	40	12	59.04
34	12	50.40	41	0	59.40
35	0	50.76	41	4	59.76
35	4	51.12	41	8	60.12
35	8	51.48	41	12	60.48
35	12	51.84	42	0	60.84
36	0	52.20	42	4	61.20
36	4	52.56	42	8	61.56
36	8	52.92	42	12	61.92
36	12	53.28	43	0	62.28
37	0	53.64	43	4	62.64
37	4	54.00	43	8	63.00
37	8	54.36	43	12	63.36
37	12	54.72	44	0	63.72

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55(b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Ordinary return receipt.* The sender of a parcel addressed to the island of Curacao may obtain a "return receipt" by prepaying by means of postage stamps, a fee of 5 cents in addition to the ordinary postage. In such case the words "Receipt desired" must be plainly written on the wrapper of the parcel.

(4) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(5) *Observations.* Air parcels are given air transportation within Curacao if delivery can be expedited by so doing.

(6) *Prohibitions.* Munitions and war material. Arms, except by special permission from the attorney general in the case of the island of Curacao, or the lieutenant governor in the case of the other islands. Books and prints violating the copyright laws. Copper, bronze, or nickel coins, and plates of those metals intended for the striking of coins, except when imported for the colonial government.

§ 127.237 *Cyprus*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. Delivery service limited to within the municipal limits of Famagusta, Kyrenia, Laranca, Limassol, Nicosia, and Paphos. For further information see § 127.19.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See §127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins, bank notes, paper money, values payable to the bearer, manufactured or unmanufactured platinum, gold or silver, precious stones, jewelry, and other precious articles.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted as samples only under license from the Director of Agriculture.

(iii) Bees also require a license from the Director of Agriculture.

(iv) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Cyprus.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.65	12	$2.33
2	.79	13	2.47
3	.86	14	2.61
4	1.00	15	2.75
5	1.14	16	2.89
6	1.28	17	3.03
7	1.42	18	3.17
8	1.50	19	3.31
9	1.64	20	3.45
10	1.78	21	3.59
11	1.92	22	3.73

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) The addressees of all commercial parcels, and of gift parcels exceeding $4 in value, are required to obtain import licenses.

(ii) Parcels should not be accepted for Cyprus unless the senders have marked the wrappers either "Gift parcel—Value under $4" or "Addressee has obtained import license."

(5) *Prohibitions*—(i) *For reasons of public safety.* Poniards, daggers.

(ii) *For sanitary reasons.* (*a*) Hides and skins; rags and old clothes (except by authorization of the Director of Health); clothing, old or worn, for sale or trade; used or worn-out cotton known as "flock"; shaving brushes made in or exported from Japan.

(*b*) Saccharine may be imported only by written authorization obtained in advance from the Director of Health.

(iii) *For the protection of animals or plants.* (*a*) Grasshopper eggs; leeches; silkworms; silkworm eggs, except under the following conditions: (*1*) The written permission of the Director of Agriculture must be obtained in advance; (*2*) the importation must take place between October 1 and the last day of February; (*3*) each box or shipment must be sealed by the governmental authorities responsible for the silkworm industry

of the country of origin; (4) each shipment must be accompanied by a certificate from the said authorities.

(b) Bees, honey, and articles containing uncooked honey, except under permit from the Director of Agriculture.

(c) Unroasted earth nuts.

(d) Raw, fresh, or dried fruits, and vegetables, except seed potatoes, which are subject to authorization and inspection by the Director of Agriculture.

(e) Trees and plants, and all live parts of trees and plants, except wheat, barley, and other cereals, and all dried seed (except cottonseed) which has been carefully freed from hulls, straw, and earth.

(f) Cut flowers and other flowers; dried plants and flowers; earth and sand; leaves and mold.

(g) Animal and vegetable manure, except guano, bone dust, and other fossil or chemically prepared fertilizers.

(h) Grapevines (including fresh or dried parts thereof), except raisins and currants, unless a special permit is obtained in advance from the Governor.

(i) Horns, hoofs, fodder, litter, carobs, and molasses require a license from the Director of Agriculture.

(j) Unmanufactured bones, goat hair and goat wool require a permit from the Director of Agriculture.

(iv) *Arms, munitions, etc.* (a) Side arms, automatic and repeating rifles. Air guns of a type declared by the Governor in Council to be dangerous. Firearms and detached parts thereof, including pistols and revolvers, require a special permit from the Governor.

(b) The nonexplosive components of artillery fuses.

(c) Any weapon, of whatever description, designed for the discharge of any noxious liquid, gas or other thing, or any ammunition containing or designed to contain any such noxious thing.

(d) Imitation or toy pistols or revolvers.

(v) *State monopolies, etc.* Salt, other than table salt or rock salt.

(vi) *For other reasons.* (a) Coins of silver, copper, or other metals.

(b) Skimmed milk or milk with a fat content of less than 7 percent.

(c) All sovereigns and half sovereigns struck prior to the reign of Queen Victoria.

(d) All sovereigns and half sovereigns not having the legal weight prescribed by the coinage act of 1870, or which are not legal tender in Great Britain. Imitation coins.

(e) Trinkets or ornaments resembling coins legally circulating in Cyprus.

(f) Motion-picture films, except by written permission obtained in advance from the Council of Film Censors.

(g) Post cards of private manufacture having illustrated designs not previously approved for mailing by the post office of Cyprus.

(h) Cigarette paper, except by written permission obtained in advance from the Controller of Customs.

(i) Machinery and appliances for the manufacture of tobacco and cigarettes require a license from the Comptroller of Customs.

§ 127.238 *Cyrenaica* — (a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.

(3) *Indemnity.* Se § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate 15 cents one-half ounce. (See § 127.20.)

(6) *Prohibitions.* No list.

(b) *Parcel post.* (Cyrenaica.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.37	12	$2.63
2	.51	13	2.77
3	.80	14	2.91
4	.94	15	3.05
5	1.08	16	3.19
6	1.22	17	3.33
7	1.36	18	3.47
8	1.63	19	3.61
9	1.77	20	3.75
10	1.91	21	3.89
11	2.05	22	4.03

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Prohibitions.* No list.

§ 127.239 *Czechoslovakia*—(a) *Regular mails* — (1) *Classification, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. Special-delivery articles addressed for delivery beyond the free-delivery zone of the post office of destination are subject to an additional charge to be collected from the addressee based on the distance traversed to effect delivery beyond the said zone. For further information concerning special-delivery service, see § 127.19.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) The importation of Slovak, Czech, or Czechoslovak silver coins and subsidiary coins, of valuable papers (paper money, securities, etc.) of any kind, as well as of savings booklets, is permitted only by authorization of the Czechoslovak National Bank at Praha.

(ii) Unmanufactured gold, silver, and platinum may be imported into Czechoslovakia by mail on the condition that they are delivered to the Czechoslovak National Bank at Praha.

(iii) The importation of foreign silver coins is free, with the exception of those of Germany and Hungary, the importation of which is prohibited.

(iv) The importation of silkworms is permitted only by special permission of the Ministry of Agriculture.

(v) The following are absolutely prohibited: Articles made of precious metals subject to stamping control which do not have the legal fineness; tokens and similar objects resembling coins; imitations of State bank notes and other paper values; advertisements, coupons, and solicitations relating to the sale of articles on the "snowball" system; false cigars, i. e., objects having a tobacco wrapper but whose interior serves for the performance of magic tricks; dried and colored fruits, articles treated with harmful substances, e. g., arsenical colors or lead; foods containing indigestible matter such as pieces of metal and wood, or so tightly adhering thereto that they may be swallowed by mistake; substances for coloring beer; bran adulterated with mineral matters; starred anise; essences for strengthening distilled liquors containing extracts from spices or other plants, such as red pepper, etc., essences and other products whose use is prohibited in the manufacture of wine; artificial wine and substances intended to clarify or otherwise improve wine; all products recommended for the preservation of meats; toys decorated with ground glass; valueless materials serving to adulterate or imitate spices; medicines and apparatus for reducing, etc., unless their importation has been specially authorized by the Ministry of Public Health.

(vi) Any copy of the newspaper entitled "Slovenske Noviny," published by Slovak News, Inc., Passaic, N. J.

(vii) The following are admitted conditionally: Tobacco and tobacco products for personal use by the addressee not exceeding 500 grams; salt requires special authorization by the Ministry of Finance; artificial sweetening substances require special authorization by the Ministry of Finance; cosmetics (beauty cream, hair dye, perfume, etc.) require a certificate from a foreign scientific establishment or a native expert, under oath to the effect that they are not injurious to health in accordance with the regulations of the country of importation, and that their metal packages do not contain more than 1 percent of lead; medicines require the authorization of the political administration of second instance, except when imported by druggists, scientific, or educational institutions, or by the military health service; serums and vaccines require the authorization of the Ministry of Public Health when intended for persons, and that of the Ministry of Agriculture when intended for animals; products advertised as effective against contagious diseases of animals may be imported only with the permission of the Ministry of Agriculture.

All articles prohibited or admitted conditionally in the form of parcel post are likewise prohibited or admitted conditionally in the regular mails.

(b) *Parcel post.* (Czechoslovakia.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.24	23	$3.71
2	.38	24	3.85
3	.55	25	3.99
4	.69	26	4.13
5	.83	27	4.27
6	.97	28	4.41
7	1.11	29	4.55
8	1.29	30	4.69
9	1.43	31	4.83
10	1.57	32	4.97
11	1.71	33	5.11
12	2.01	34	5.41
13	2.15	35	5.55
14	2.29	36	5.69
15	2.43	37	5.83
16	2.57	38	5.97
17	2.71	39	6.11
18	2.85	40	6.25
19	2.99	41	6.39
20	3.13	42	6.53
21	3.27	43	6.67
22	3.41	44	6.81

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.88	15	4	$29.68
0	8	1.36	15	8	30.16
0	12	1.84	15	12	30.64
1	0	2.32	16	0	31.12
1	4	2.80	16	4	31.60
1	8	3.28	16	8	32.08
1	12	3.76	16	12	32.56
2	0	4.24	17	0	33.04
2	4	4.72	17	4	33.52
2	8	5.20	17	8	34.00
2	12	5.68	17	12	34.48
3	0	6.16	18	0	34.96
3	4	6.64	18	4	35.44
3	8	7.12	18	8	35.92
3	12	7.60	18	12	36.40
4	0	8.08	19	0	36.88
4	4	8.56	19	4	37.36
4	8	9.04	19	8	37.84
4	12	9.52	19	12	38.32
5	0	10.00	20	0	38.80
5	4	10.48	20	4	39.28
5	8	10.96	20	8	39.76
5	12	11.44	20	12	40.24
6	0	11.92	21	0	40.72
6	4	12.40	21	4	41.20
6	8	12.88	21	8	41.68
6	12	13.36	21	12	42.16
7	0	13.84	22	0	42.64
7	4	14.32	22	4	43.12
7	8	14.80	22	8	43.60
7	12	15.28	22	12	44.08
8	0	15.76	23	0	44.56
8	4	16.24	23	4	45.04
8	8	16.72	23	8	45.52
8	12	17.20	23	12	46.00
9	0	17.68	24	0	46.48
9	4	18.16	24	4	46.96
9	8	18.64	24	8	47.44
9	12	19.12	24	12	47.92
10	0	19.60	25	0	48.40
10	4	20.08	25	4	48.88
10	8	20.56	25	8	49.36
10	12	21.04	25	12	49.84
11	0	21.52	26	0	50.32
11	4	22.00	26	4	50.80
11	8	22.48	26	8	51.28
11	12	22.96	26	12	51.76
12	0	23.44	27	0	52.24
12	4	23.92	27	4	52.72
12	8	24.40	27	8	53.20
12	12	24.88	27	12	53.68
13	0	25.36	28	0	54.16
13	4	25.84	28	4	54.64
13	8	26.32	28	8	55.12
13	12	26.80	28	12	55.60
14	0	27.28	29	0	56.08
14	4	27.76	29	4	56.56
14	8	28.24	29	8	57.04
14	12	28.72	29	12	57.52
15	0	29.20	30	0	58.00
30	4	$58.48	37	4	$71.92
30	8	58.96	37	8	72.40
30	12	59.44	37	12	72.88
31	0	59.92	38	0	73.36
31	4	60.40	38	4	73.84
31	8	60.88	38	8	74.32
31	12	61.36	38	12	74.80
32	0	61.84	39	0	75.28
32	4	62.32	39	4	75.76
32	8	62.80	39	8	76.24
32	12	63.28	39	12	76.72
33	0	63.76	40	0	77.20
33	4	64.24	40	4	77.68
33	8	64.72	40	8	78.16
33	12	65.20	40	12	78.64
34	0	65.68	41	0	79.12
34	4	66.16	41	4	79.60
34	8	66.64	41	8	80.08
34	12	67.12	41	12	80.56
35	0	67.60	42	0	81.04
35	4	68.08	42	4	81.52
35	8	68.56	42	8	82.00
35	12	69.04	42	12	82.48
36	0	69.52	43	0	82.96
36	4	70.00	43	4	83.44
36	8	70.48	43	8	83.92
36	12	70.96	43	12	84.40
37	0	71.44	44	0	84.88

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, parcels over 44 and not over 46 up to 4 feet in length do not exceed 16 inches in girth.

(4) *Observations.* Gift parcels addressed to citizens of Czechoslovakia are admitted free of customs duty under the following conditions:

(i) The parcels may not exceed 13 pounds in weight.

(ii) The parcels may contain only articles for daily use, such as nonperishable foodstuffs, clothing, writing materials, soap, toilet articles, and limited amounts of tobacco. No parcel may contain more than 2 pounds of coffee, 8 ounces of tea, 3½ ounces of spices, and not more than 200 cigarettes or 21 ounces of tobacco or 120 cigars. Larger quantities of those commodities will be subject to customs duty in Czechoslovakia. Luxury articles (jewelry, etc.) are not exempted from customs duty. Gift parcels containing cigarettes, must contain, in addition to the cigarettes, other merchandise of an essential nature, and must exceed 6½ pounds in weight. Packages containing only cigarettes will not be admitted free of duty.

(iii) The contents of the parcels must be destined exclusively for the personal use of the addressee or members of his family. It is prohibited to sell these articles.

(iv) The Czechoslovak customs authorities can refuse free customs entry to persons who are known to import parcels in such quantity and so often that the imported goods exceed the needs of the addressee and his family.

(v) The above instructions are not to be construed as prohibiting the acceptance of parcels weighing up to the maximum weight limit of 44 pounds, or prohibiting the inclusion of articles in excess of the limitations referred to in subdivision (ii) of this subparagraph.

(5) *Prohibitions*—(i) *For reasons of public safety.* Secret arms, i. e., poniards, firearms or swords concealed in canes, etc., may be imported only if accompanied by a certificate.

(ii) *For reasons of sanitary policy.* (*a*) The same articles are prohibited or admitted conditionally as in the regular mails.

(*b*) Colors and mastics containing lead may be imported when the packing bears a clear and distinct indication that they contain lead.

(iii) *For the protection of animals or plants.* (*a*) A veterinary certificate is required for fowl, bees, and fresh-water fish. Slaughtered domestic animals must be accompanied by a veterinary certificate and a certificate of origin. Meats require a certificate of origin. Meat products call for a veterinary certificate and a certificate of origin, except quantities up to 10 kilograms for the personal consumption of the addressee. Bacon and lard require a certificate of origin. Honey and beeswax require a veterinary certificate and a certificate of origin; samples of honey up to 5 kilograms and samples of beeswax up to one-half kilogram, as well as shipments of honey up to 5 kilograms intended for the personal consumption of the addressee (but not for use in apiculture) are exempted from the requirement for a certificate of origin. Used beehives and apicultural implements must be accompanied by a veterinary certificate. Other crude animal products (with the exception of feathers, dairy products, eggs, and melted tallow) require a veterinary certificate and a certificate of origin.

(*b*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, munitions, etc.* Shipments of arms and their parts must be accompanied during their transportation over customs territory by a certificate issued by the State police. Empty cartridges (without caps) are admitted.

(v) *State monopolies.* (*a*) Tobacco, tobacco extracts, and tobacco products require the permission of the Ministry of Finance, with the exception of importations for the monopoly or small shipments for the personal use of the addressee not exceeding one-half kilogram in weight.

(*b*) The importation of Slovak, Czech, or Czechoslovak silver coins and subsidiary coins, of valuable papers (paper money, securities, etc.) of any kind, as

well as of savings booklets, is permitted only by authorization of the Czechoslovak National Bank at Praha.

(c) Unmanufactured gold, silver, and platinum may be imported into Czechoslovakia by mail on the condition that they are delivered to the Czechoslovak National Bank at Praha.

(d) The importation of foreign silver coins is free, with the exception of those of Germany and Hungary, the importation of which is prohibited.

(e) Salt and artificial sweetening substances require the authorization of the Ministry of Finance.

(vi) *For other reasons.* Wireless telephone and telegraph apparatus require the authorization of the Ministry of Commerce.

§ 127.240 *Dahomey*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Piasters and small silver ingots not bearing the stamp of an authorized assayer and an indication of their fineness.

Arabic books or prints are admitted conditionally, subject to special control. (Certificate of origin required.)

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Dahomey.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.41	23	$4.51
2	.55	24	4.65
3	.87	25	4.79
4	1.01	26	4.93
5	1.15	27	5.07
6	1.29	28	5.21
7	1.43	29	5.35
8	1.57	30	5.49
9	1.71	31	5.63
10	1.85	32	5.77
11	1.99	33	5.91
12	2.54	34	6.48
13	2.68	35	6.62
14	2.82	36	6.76
15	2.96	37	6.90
16	3.10	38	7.04
17	3.24	39	7.18
18	3.38	40	7.32
19	3.52	41	7.46
20	3.66	42	7.60
21	3.80	43	7.74
22	3.94	44	7.88

Weight limit:[1] 22, 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions*—(i) *For sanitary reasons.* Pure or blended essences for making imitation liquors.

(ii) *For the protection of plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iii) *Arms, munitions, etc.* (a) Firearms not intended for official use, also airguns, must have special authorization for importation and possession.

(b) Poniards, stilettos, sword-canes, brass knuckles, and other secret weapons other than firearms are subject to special regulations upon importation.

(c) Raw materials for gunpowder and nonexplosive parts of artillery fuses.

(iv) *For other reasons.* (a) Foreign mineral waters, except by authorization from the Governor-General.

(b) Foreign products, natural or manufactured, having markings, labels, or wrappings of any kind which may give the impression that they are of French origin. Foreign products from a place having the same name as a place in France must bear, in addition to the name of that place, the name of the country of origin and the word "Importe" (imported) very conspicuously.

(c) Preserved sardines, vegetables, and plums must bear on each container an indication of the country of origin in raised or sunken letters at least 4 millimeters (⅜ inch) high, in the middle of the lid and of the bottom, in a space not bearing any inscription. Cases and wrappers containing these products must bear adhering letters indicating the country of origin. Boxes of sardines must not in any case exceed 1 kilogram.

(d) Weights and measures not of the metric system.

(e) Machinery and equipment which may be used for coinage require special authorization for importation and possession.

(f) Counters of copper, nickel, or other metal, or similar articles which may be mistaken for coins in lawful use.

(g) Piasters and small silver ingots, in form other than bars, must bear a conspicuous indication of their weight and fineness and the stamp of an authorized assayer.

(h) The following articles are subject to special regulations upon importation: Artificial mineral waters. Stills and other distilling apparatus. Saccharine and other sweetening substances whose use is restricted to therapeutics, pharmacy, and the preparation of nonalimentary products.

(i) Arabic books and prints are subject to special control.

§ 127.241 *Denmark*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepared at letter rate.* Accepted. (See § 127.3.)

(7) *Combination packages.* Accepted, (See §127.12.)

(8) *Prohibitions.* Live bees.

Arms and munitions; materials for the manufacture of munitions.

Advertisements, etc., for the sale of articles on the "snowball" system.

Articles which, by their form, etc., resemble Danish or foreign coins or paper money, national or foreign stamps or other forms of prepayment, public securities, obligations payable to the bearer, stocks, or the relative coupons.

Danish and foreign coins, banknotes, stocks, bonds, and coupons may be imported only if the addressee possesses a permit issued by the National Bank of Denmark. No permit is necessary, however, in the case of foreign coins or banknotes which the addressee finds it necessary to import in order to effect the return of his foreign currency into Denmark.

Foreign almanacs which do not bear the University almanac stamp. Almanacs sent singly for foreign advertising purposes may be admitted without bearing the said almanac stamp. It is recommended that senders of almanacs to Denmark address them to a single addressee. In such a case the almanacs are marked with the prescribed stamp by the customs service.

The articles prohibited importation or admitted conditionally in the form of parcel post are also prohibited or admitted conditionally when sent in the regular mails.

(b) *Parcel post.* (Denmark, including Faroe Islands and Greenland.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	13	$1.82
2	.28	14	1.96
3	.42	15	2.10
4	.56	16	2.24
5	.70	17	2.38
6	.84	18	2.52
7	.98	19	2.66
8	1.12	20	2.80
9	1.26	21	2.94
10	1.40	22	3.08
11	1.54	23	3.22
12	1.68	24	3.36

[1] The following offices are authorized to participate in the parcel-post service up to the weight limits indicated (offices accepting parcels in excess of 22 pounds are marked with an asterisk):

*Abomey.
*Abomey-Calavi.
Adjohon.
Agoue.
*Allada.
*Athieme.
Attogon.
*Bassila.
*Bimbereke.
*Bohicon.
*Bopa.
*Cotonou.
*Dassa-Zoume.
*Djougou.
*Grand-Popo.
Guene.
*Kandi.
*Kouande.
Malanville.
*Natitingou.
N'Dali.
Nikki.
*Ouidah.
Parahoue.
*Parakou.
*Pobe.
Porga.
*Porto-Novo.
Sakete.
*Savalou.
*Save.
*Sebikotane.
Tanguieta.
Tchaourou.
*Zagnanado.
Zivie.

Pounds:	Rate	Pounds:	Rate
25	$3.50	35	$4.90
26	3.64	36	5.04
27	3.78	37	5.18
28	3.92	38	5.32
29	4.06	39	5.46
30	4.20	40	5.60
31	4.34	41	5.74
32	4.48	42	5.88
33	4.62	43	6.02
34	4.76	44	6.16

(ii) Air parcels.

AIR PARCEL RATES, FOR DENMARK AND FAROE ISLANDS ONLY

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.97	18	8	$35.28
0	8	1.44	18	12	35.75
0	12	1.91	19	0	36.22
1	0	2.38	19	4	36.69
1	4	2.85	19	8	37.16
1	8	3.32	19	12	37.63
1	12	3.79	20	0	38.10
2	0	4.26	20	4	38.57
2	4	4.73	20	8	39.04
2	8	5.20	20	12	39.51
2	12	5.67	21	0	39.98
3	0	6.14	21	4	40.45
3	4	6.61	21	8	40.92
3	8	7.08	21	12	41.39
3	12	7.55	22	0	41.86
4	0	8.02	22	4	42.33
4	4	8.49	22	8	42.80
4	8	8.96	22	12	43.27
4	12	9.43	23	0	43.74
5	0	9.90	23	4	44.21
5	4	10.37	23	8	44.68
5	8	10.84	23	12	45.15
5	12	11.31	24	0	45.62
6	0	11.78	24	4	46.09
6	4	12.25	24	8	46.56
6	8	12.72	24	12	47.03
6	12	13.19	25	0	47.50
7	0	13.66	25	4	47.97
7	4	14.13	25	8	48.44
7	8	14.60	25	12	48.91
7	12	15.07	26	0	49.38
8	0	15.54	26	4	49.85
8	4	16.01	26	8	50.32
8	8	16.48	26	12	50.79
8	12	16.95	27	0	51.26
9	0	17.42	27	4	51.73
9	4	17.89	27	8	52.20
9	8	18.36	27	12	52.67
9	12	18.83	28	0	53.14
10	0	19.30	28	4	53.61
10	4	19.77	28	8	54.08
10	8	20.24	28	12	54.55
10	12	20.71	29	0	55.02
11	0	21.18	29	4	55.49
11	4	21.65	29	8	55.96
11	8	22.12	29	12	56.43
11	12	22.59	30	0	56.90
12	0	23.06	30	4	57.37
12	4	23.53	30	8	57.84
12	8	24.00	30	12	58.31
12	12	24.47	31	0	58.78
13	0	24.94	31	4	59.25
13	4	25.41	31	8	59.72
13	8	25.88	31	12	60.19
13	12	26.35	32	0	60.66
14	0	26.82	32	4	61.13
14	4	27.29	32	8	61.60
14	8	27.76	32	12	62.07
14	12	28.23	33	0	62.54
15	0	28.70	33	4	63.01
15	4	29.17	33	8	63.48
15	8	29.64	33	12	63.95
15	12	30.11	34	0	64.42
16	0	30.58	34	4	64.89
16	4	31.05	34	8	65.36
16	8	31.52	34	12	65.83
16	12	31.99	35	0	66.30
17	0	32.46	35	4	66.77
17	4	32.93	35	8	67.24
17	8	33.40	35	12	67.71
17	12	33.87	36	0	68.18
18	0	34.34	36	4	68.65
18	4	34.81	36	8	69.12

AIR PARCEL RATES, FOR DENMARK AND FAROE ISLANDS ONLY—Continued

Lb.	Oz.	Rate	Lb.	Oz.	Rate
36	12	$69.59	40	8	$76.64
37	0	70.06	40	12	77.11
37	4	70.53	41	0	77.58
37	8	71.00	41	4	78.05
37	12	71.47	41	8	78.52
38	0	71.94	41	12	78.99
38	4	72.41	42	0	79.46
38	8	72.88	42	4	79.93
38	12	73.35	42	8	80.40
39	0	73.82	42	12	80.87
39	4	74.29	43	0	81.34
39	8	74.76	43	4	81.81
39	12	75.23	43	8	82.28
40	0	75.70	43	12	82.75
40	4	76.17	44	0	83.22

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(4) *Insurance.* Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55
From $100.01 to $165	60

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) The insurance of parcels containing coins, bank notes, currency notes, or any kind of securities payable to bearer, platinum, gold, or silver, whether manufactured or unmanufactured, precious stones, jewels, or other precious articles is obligatory. If a parcel containing such articles is mailed uninsured, it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly.

(iv) Each insured parcel must be marked to show (both in figures and in Roman letters), in United States currency and in gold francs, the amount for which the parcel is insured. (See § 127.102 paragraph (b) (5).)

(v) An indication of the insured value must also be shown on the relative customs declaration.

(vi) For further information concerning insurance service see §§ 127.102 and 127.108.

(5) *Observations.* (i) In order to facilitate the clearance of parcels through the customs it is advisable that each package be accompanied by a duplicate invoice properly signed by the sender and containing as an inclosure a specification of the goods in question, particulars (date, etc.) of their sale, and conditions of payment .

(ii) An invoice indicating the nature, quantity, and value of the contents is required for every parcel addressed to the Faroe Islands (post offices of Klaksvig, Thorshavn, Trangisvaag, and Vaag). The invoice, or invoices in the case of parcels sent under the group shipment arrangement, is to be attached to the customs declaration.

(iii) A temporary ad valorem duty has been instituted for a class of articles which principally come under the heading of luxuries, notably those which are composed wholly or partly of silk and fur; precious articles; polished precious and semiprecious stones; all kinds of pearls and manufactured coral, gold, silver, and platinum articles, gold and silver watches; artificial flowers; fine feathers; umbrellas; polished glassware (except laboratory apparatus, incandescent light bulbs, and optical glasses); and laces.

(6) *Prohibitions.* (i) The articles mentioned in the first five paragraphs of paragraph (a) (8) of this section, are also prohibited in the parcel-post mails; however, almanacs are admitted in the form of parcel post.

(ii) *For sanitary reasons.* Parcels addressed to a disinfecting establishment and containing bedding likely to spread contagion are admitted only when the sender presents a written declaration of the cantonal physican attesting that the parcels are packed in such a way as not to be contagious as mailed; moreover, the parcel bills in which such parcels are entered must show the presence of such a declaration.

(iii) *For the protection of animals or plants.* (a) Eggs of all kinds for hatching; honeycomb, natural or artificial; potatoes; live animals except parasites and predators of injurious insects.

(b) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, munitions, etc.* Arms and munitions may be imported if the addressee takes the necessary steps to obtain an import permit, even after the arrival of the merchandise. Smoothbore hunting rifles and shooting-gallery rifles may be imported without special authorization. Nonexplosive components of artillery fuses.

(v) *For other reasons.* (a) Shoes made in part of pasteboard or artificial leather are admitted only by special authorization of the Ministry of Commerce

and Industry, subject to fulfillment of the required conditions.

(b) Coins, banknotes, and securities may be admitted under the restrictions stated for their importation in the regular mails.

(c) Medicinal products reserved for pharmacies may be imported in amounts costing less than 100 crowns only by pharmacists, scientific and medical laboratories, and the State technical laboratory or laboratories recognized by the State. The same privilege is granted to merchants, manufacturers and artisans, provided the articles are useful to them in trade and that they declare to the customs in good faith that the articles will be used in their own business or sold to persons authorized to use them in trade.

(d) Fine-cut tobacco in small packages to which cigarette papers are attached.

(e) Marks or seals similar to those prescribed by the Customs Administration as revenue stamps for cigarettes, etc., or which resemble those marks, as well as stamps, plates, and similar contrivances required for the making and reproduction of those marks. Importation reserved exclusively for the Customs Administration.

(f) For the importation of margarine, butter, grease, meat, and other agricultural products there are special conditions relative to the quality, country of manufacture, etc.

(g) Eggs of any kind except those for hatching, which are absolutely prohibited, may be imported only through the intermediary of importers specially authorized by the Ministry of Agriculture.

(h) The importation of crude celluloid and motion-picture films is permitted if the articles are packed in strong wooden boxes. Every parcel must bear, both on the wrapper and on the dispatch note, the conspicuous notation "Celluloid."

§ 127.242 *Dominican Republic*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 2, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* (See § 127.30.)

(7) *Freedom of postage for government correspondence.* See § 127.30 (f).

(8) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(9) *Prohibitions.* Dutiable articles (merchandise) in letters or packages prepaid at the letter rate. Coins, manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, and other precious articles. (Banknotes and values payable to bearer are admitted in registered letters.)

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Dominican Republic.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.22	23	$3.80
2	.36	24	3.44
3	.50	25	3.58
4	.64	26	3.72
5	.78	27	3.86
6	.92	28	4.00
7	1.06	29	4.14
8	1.20	30	4.28
9	1.34	31	4.42
10	1.48	32	4.56
11	1.62	33	4.70
12	1.76	34	4.84
13	1.90	35	4.98
14	2.04	36	5.12
15	2.18	37	5.26
16	2.32	38	5.40
17	2.46	39	5.54
18	2.60	40	5.68
19	2.74	41	5.82
20	2.88	42	5.96
21	3.02	43	6.10
22	3.16	44	6.24

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.86	14	12	$13.62
0	8	1.08	15	0	13.84
0	12	1.30	15	4	14.06
1	0	1.52	15	8	14.28
1	4	1.74	15	12	14.50
1	8	1.96	16	0	14.72
1	12	2.18	16	4	14.94
2	0	2.40	16	8	15.16
2	4	2.62	16	12	15.38
2	8	2.84	17	0	15.60
2	12	3.06	17	4	15.82
3	0	3.28	17	8	16.04
3	4	3.50	17	12	16.26
3	8	3.72	18	0	16.48
3	12	3.94	18	4	16.70
4	0	4.16	18	8	16.92
4	4	4.38	18	12	17.14
4	8	4.60	19	0	17.36
4	12	4.82	19	4	17.58
5	0	5.04	19	8	17.80
5	4	5.26	19	12	18.02
5	8	5.48	20	0	18.24
5	12	5.70	20	4	18.46
6	0	5.92	20	8	18.68
6	4	6.14	20	12	18.90
6	8	6.36	21	0	19.12
6	12	6.58	21	4	19.34
7	0	6.80	21	8	19.56
7	4	7.02	21	12	19.78
7	8	7.24	22	0	20.00
7	12	7.46	22	4	20.22
8	0	7.68	22	8	20.44
8	4	7.90	22	12	20.66
8	8	8.12	23	0	20.88
8	12	8.34	23	4	21.10
9	0	8.56	23	8	21.32
9	4	7.78	23	12	21.54
9	8	9.00	24	0	21.76
9	12	9.22	24	4	21.98
10	0	9.44	24	8	22.20
10	4	9.66	24	12	22.42
10	8	9.88	25	0	22.64
10	12	10.10	25	4	22.86
11	0	10.32	25	8	23.08
11	4	10.54	25	12	23.30
11	8	10.76	26	0	23.52
11	12	10.98	26	4	23.74
12	0	11.20	26	8	23.96
12	4	11.42	26	12	24.18
12	8	11.64	27	0	24.40
12	12	11.86	27	4	24.62
13	0	12.08	27	8	24.84
13	4	12.30	27	12	25.06
13	8	12.52	28	0	25.28
13	12	12.74	28	4	25.50
14	0	12.96	28	8	25.72
14	4	13.18	28	12	25.94
14	8	13.40	29	0	26.16
29	4	$26.38	36	12	$32.98
29	8	26.60	37	0	33.20
29	12	26.82	37	4	33.42
30	0	27.04	37	8	33.64
30	4	27.26	37	12	33.86
30	8	27.48	38	0	34.08
30	12	27.70	38	4	34.30
31	0	27.92	38	8	34.52
31	4	28.14	38	12	34.74
31	8	28.36	39	0	34.96
31	12	28.58	39	4	35.18
32	0	28.80	39	8	35.40
32	4	29.02	39	12	35.62
32	8	29.24	40	0	35.84
32	12	29.46	40	4	36.06
33	0	29.68	40	8	36.28
33	4	29.90	40	12	36.50
33	8	30.12	41	0	36.72
33	12	30.34	41	4	36.94
34	0	30.56	41	8	37.16
34	4	30.78	41	12	37.38
34	8	31.00	42	0	37.60
34	12	31.22	42	4	37.82
35	0	31.44	42	8	38.04
35	4	31.66	42	12	38.26
35	8	31.88	43	0	38.48
35	12	32.10	43	4	38.70
36	0	32.32	43	8	38.92
36	4	32.54	43	12	39.14
36	8	32.76	44	0	39.36

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.56 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Yes. (See § 127.76.)
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipts.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Observation.* In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country or origin of the parcel, for its delivery to the second addressee.

(7) *Prohibitions*—(i) *For the protection of animals or plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from

one of the offices of that Bureau located at principal ports of entry.

(ii) *Arms, etc.* (*a*) Poniards, daggers, stilettoes; sticks or fans with concealed blades or firearms.

(*b*) Firearms and similar arms may be imported by authorization of the Government.

(*c*) War material and munitions may be imported only by or for the Government.

(iii) *For other reasons.* (*a*) False coin and false paper money of any country, as well as dies or plates for making them.

(*b*) Roulette games and other gambling devices (games, boxes, machines, apparatus, or mechanical means for distributing money or merchandise, if such distribution depends on chance).

(*c*) Oils, etc., with a flash point lower than 150° F.

§ 127.243 *Ecuador*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 2, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(5) *Special delivery.* Fee, 20 cents. Articles addressed for delivery within the carrier-delivery limit of the cities of Guayaquil and Quito will be given the benefit of special-delivery service. (See § 127.19.)

(6) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(7) *Diplomatic and consular mail.* See § 127.30.

(8) *Freedom of postage for government correspondence.* See § 127.30 (f).

(9) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted, if registered. (See § 127.3.)

(10) *Prohibition.* (i) Dutiable articles (merchandise) in letters and packages prepaid at letter rate, unless registered.

(ii) Coins, bank notes, and paper money.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Ecuador.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.55	23	$3.63
2	.69	24	3.77
3	.83	25	3.91
4	.97	26	4.05
5	1.11	27	4.19
6	1.25	28	4.33
7	1.39	29	4.47
8	1.53	30	4.61
9	1.67	31	4.75
10	1.81	32	4.89
11	1.95	33	5.03
12	2.09	34	5.17
13	2.23	35	5.31
14	2.37	36	5.45
15	2.51	37	5.59
16	2.65	38	5.73
17	2.79	39	5.87
18	2.93	40	6.01
19	3.07	41	6.15
20	3.21	42	6.29
21	3.35	43	6.43
22	3.49	44	6.57

(ii) Air parcels.

[Rates, include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.24	22	4	$30.28
0	8	1.57	22	8	30.61
0	12	1.90	22	12	30.94
1	0	2.23	23	0	31.27
1	4	2.56	23	4	31.60
1	8	2.89	23	8	31.93
1	12	3.22	23	12	32.26
2	0	3.55	24	0	32.59
2	4	3.88	24	4	32.92
2	8	4.21	24	8	33.25
2	12	4.54	24	12	33.58
3	0	4.87	25	0	33.91
3	4	5.20	25	4	34.24
3	8	5.53	25	8	34.57
3	12	5.86	25	12	34.90
4	0	6.19	26	0	35.23
4	4	6.52	26	4	35.56
4	8	6.85	26	8	35.89
4	12	7.18	26	12	36.22
5	0	7.51	27	0	36.55
5	4	7.84	27	4	36.88
5	8	8.17	27	8	37.21
5	12	8.50	27	12	37.54
6	0	8.83	28	0	37.87
6	4	9.16	28	4	38.20
6	8	9.49	28	8	38.53
6	12	9.82	28	12	38.86
7	0	10.15	29	0	39.19
7	4	10.48	29	4	39.52
7	8	10.81	29	8	39.85
7	12	11.14	29	12	40.18
8	0	11.47	30	0	40.51
8	4	11.80	30	4	40.84
8	8	12.13	30	8	41.17
8	12	12.46	30	12	41.50
9	0	12.79	31	0	41.83
9	4	13.12	31	4	42.16
9	8	13.45	31	8	42.49
9	12	13.78	31	12	42.82
10	0	14.11	32	0	43.15
10	4	14.44	32	4	43.48
10	8	14.77	32	8	43.81
10	12	15.10	32	12	44.14
11	0	15.43	33	0	44.47
11	4	15.76	33	4	44.80
11	8	16.09	33	8	45.13
11	12	16.42	33	12	45.46
12	0	16.75	34	0	45.79
12	4	17.08	34	4	46.12
12	8	17.41	34	8	46.45
12	12	17.74	34	12	46.78
13	0	18.07	35	0	47.11
13	4	18.40	35	4	47.44
13	8	18.73	35	8	47.77
13	12	19.06	35	12	48.10
14	0	19.39	36	0	48.43
14	4	19.72	36	4	48.76
14	8	20.05	36	8	49.09
14	12	20.38	36	12	49.42
15	0	20.71	37	0	49.75
15	4	21.04	37	4	50.08
15	8	21.37	37	8	50.41
15	12	21.70	37	12	50.74
16	0	22.03	38	0	51.07
16	4	22.36	38	4	51.40
16	8	22.69	38	8	51.73
16	12	23.02	38	12	52.06
17	0	23.35	39	0	52.39
17	4	23.68	39	4	52.72
17	8	24.01	39	8	53.05
17	12	24.34	39	12	53.38
18	0	24.67	40	0	53.71
18	4	25.00	40	4	54.04
18	8	25.33	40	8	54.37
18	12	25.66	40	12	54.70
19	0	25.99	41	0	55.03
19	4	26.32	41	4	55.36
19	8	26.65	41	8	55.69
19	12	26.98	41	12	56.02
20	0	27.31	42	0	56.35
20	4	27.64	42	4	56.68
20	8	27.97	42	8	57.01
20	12	28.30	42	12	57.34
21	0	28.63	43	0	57.67
21	4	28.96	43	4	58.00
21	8	29.29	43	8	58.33
21	12	29.62	43	12	58.66
22	0	29.95	44	0	58.99

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Disptach note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Yes. (See § 127.76.)
Registration: Yes. See subparagraph (6) of this paragraph.
Insurance: Yes.
C. o. d.: No.
Consular invoice: Yes. (See observations, of subparagraph (7) of this paragraph.)

(2) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Indemnity.* For ordinary parcels, see § 127.106. For registered and insured parcels, see subparagraph (6) of this paragraph.

(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Registration and insurance.* (i) Parcel-post packages may be registered or insured subject to the following limits of indemnity, for the loss, rifling, or damage (except in cases of force majeure), when prepaid at the appropriate postage rate in addition to the fees mentioned hereunder:

REGISTERED PARCEL-POST PACKAGES

Limit of indemnity:	Fee, (cents)
Not over $10	25
From $10.01 to $25	30
From $25.01 to $50	40

INSURED PARCEL-POST PACKAGES

Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35

(ii) Insurance return receipt. (*a*) Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(*b*) Mailable parcel-post packages containing coin, bullion, jewelry, or any other precious article must be registered. If a parcel containing coin, bullion, jewelry, or any other precious article is mailed unregistered, it shall be placed under registration by the post office which first observes the fact of its having been mailed unregistered and treated accordingly.

(*c*) Registered parcels shall not be forwarded to another country unless they are forwarded or returned as registered or insured mail, as the case may be.

(*d*) Senders may indorse registered parcels "Do not forward to a third country", in which event the parcels shall not be forwarded to any other country. Unless such parcels are indorsed to indicate that the senders do not wish them forwarded to any country other than that of mailing or within the country of original address, they may be forwarded to

a third country if they can be forwarded as registered or insured mail, as the case may be. Registered and insured parcels may be returned to the sender in a third country in accordance with a return address on the parcels if they can be returned as registered or insured mail, as the case may be. In case of the loss, rifling, or damage of a registered or insured parcel forwarded or returned to a third country, the rightful claimant shall be entitled only to such indemnity, if any, for any loss, rifling, or damage which occurs subsequent to the redispatch of the parcel in the country of original address as the country in which the loss, rifling, or damage occurred is willing or obligated to pay under any agreement in force between the countries directly involved in the forwarding or return.

(e) The postmarking stamp of the office of mailing must appear at all breaks (cut or torn ends) of the gummed paper strips employed in the sealing of registered parcel-post packages.

(f) For further information concerning insurance, see §§ 127.102 and 127.108.

(g) For further information concerning registration, see §§ 127.101 and 127.107.

(7) *Observations.* (i) Samples of merchandise without value and printed matter if sent in the regular mails are delivered without cost to the persons addressed, whereas similar articles if sent by parcel post are subject to charges which must be paid by the addressees if delivery is effected.

(ii) When the value of a parcel post shipment arriving for one consignee in one mail from the same shipper, and shipped on the same date, exceeds $40.00, a consular invoice must be furnished in connection therewith.

(iii) Consuls of Ecuador are located in the following cities:

Baltimore, Md.	Mobile, Ala.
Boston, Mass.	New Orleans, La.
Chicago, Ill.	New York, N. Y.
Dallas, Tex.	Philadelphia, Pa.
Galveston, Tex.	San Diego, Calif.
Houston, Tex.	San Francisco, Calif.
Inglewood, Calif.	Seattle, Wash.
Los Angeles, Calif.	Washington, D. C.
Miami, Fla.	

(iv) Parcel-post shipments mailed at places where no consul is stationed need not be accompanied by consular invoices, regardless of the value of the shipments. In such cases the consular fees will be collected from the addresses.

(v) A collection is made of a fourth of a centavo for each kilogram of gross weight of each package imported or exported.

(vi) Certificates of origin are required for the importation of plants. These are furnished by the agricultural authorities of Ecuador, and they should as a general rule be attached to the customs declarations. A copy should be sent in the letter mails to the consignee or addressee.

(vii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(8) *Prohibitions.*—(i) *For reasons of public safety.* (a) Wood of the pitch pine intended for the construction of buildings.

(b) False coin and false bills of any kind or nationality.

(c) Postage or revenue stamps, stamped paper bearing the seal of the State, stamps in general which represent Treasury securities, as well as machines or apparatus for making them. However, the exchange of used postage stamps between philatelic dealers is not prohibited.

(d) Advertisements in imitation of coins, bank notes, postage stamps, or other official values, except numismatic and philatelic catalogs.

(ii) *For sanitary reasons.* (a) Pharmaceutical products and compound medicines whose formula is not known, and, in general, all those prohibited by the sanitary authorities.

(b) Beverages and foodstuffs which have been adulterated or which contain substances injurious to health, in accordance with the attestation of the sanitary authorities.

(c) Butter containing more than 10 percent of stearine.

(d) Nursing bottles with rubber or glass tubes.

(iii) *For the protection of animals and plants.* Plants, fruits, and seeds which may contain germs or parasites declared harmful by the agricultural authorities. Bits and mouthpieces therefor made of copper or any alloy containing copper.

(iv) *Arms, etc.* (a) The Government alone has the right to introduce war arms of any kind, their accessories, or munitions, as well as machines, apparatus, and material used in warfare.

(b) Poniards; sticks, fans, and other articles containing hidden darts; razors, daggers, or firearms.

(v) *State monopolies, etc.* Leaf or manufactured tobacco and cigarette paper except for or by authorization of the Government. Unrefined salt.

(vi) *For other reasons.* (a) Roulette games, gambling paraphernalia, boxes, apparatus, and machines used for gambling or serving in any other manner for the distribution of money or any other articles by chance; labels, imprints, or marks registered in Ecuador, unless imported by authorized manufacturers themselves.

(b) Leather shoes in general; cloth and rubber shoes.

(c) Preparations for obliterating ink and handwriting.

(d) All maps showing the territory of Ecuador with incorrect boundaries.

(e) So-called "Panama" hats and the straw used for making them; also straw called "Mocora," similar to that produced in the country, and hats made therefrom.

(f) Kerosene, Diesel oil, and "gas-oil" (crude oil), except that "Petrosiduo" oil may be imported under permit from the Ministry of Finance.

§ 127.244 *Egypt.*—(a) *Regular mails.*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.) The addressees of articles prepaid at the letter rate, whether ordinary or registered, supposed to contain dutiable articles and received without the green label, Form 2976 (C 1), affixed, are summoned to witness their opening by the customs for disposal under the regulations. Requests for return of such articles to the senders are not complied with in any case.

(7) *Prohibitions.* (i) Bees and silkworms; also parasites and predators of injurious insects.

(ii) Tobacco, cigars, and cigarettes of any kind are not admitted as samples.

(iii) Coins; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles.

(iv) Also articles prohibited in the form of parcel post.

(b) *Parcel post.* (Egypt.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.35	12	$1.76
2	.49	13	1.90
3	.57	14	2.04
4	.71	15	2.18
5	.85	16	2.32
6	.99	17	2.46
7	1.13	18	2.60
8	1.20	19	2.74
9	1.34	20	2.88
10	1.48	21	3.02
11	1.62	22	3.16

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.35	9	0	$23.75
0	8	1.99	9	4	24.39
0	12	2.63	9	8	25.03
1	0	3.27	9	12	25.67
1	4	3.91	10	0	26.31
1	8	4.55	10	4	26.95
1	12	5.19	10	8	27.59
2	0	5.83	10	12	28.23
2	4	6.47	11	0	28.87
2	8	7.11	11	4	29.51
2	12	7.75	11	8	30.15
3	0	8.39	11	12	30.79
3	4	9.03	12	0	31.43
3	8	9.67	12	4	32.07
3	12	10.31	12	8	32.71
4	0	10.95	12	12	33.35
4	4	11.59	13	0	33.99
4	8	12.23	13	4	34.63
4	12	12.87	13	8	35.27
5	0	13.51	13	12	35.91
5	4	14.15	14	0	36.55
5	8	14.79	14	4	37.19
5	12	15.43	14	8	37.83
6	0	16.07	14	12	38.47
6	4	16.71	15	0	39.11
6	8	17.35	15	4	39.75
6	12	17.99	15	8	40.39
7	0	18.63	15	12	41.03
7	4	19.27	16	0	41.67
7	8	19.91	16	4	42.31
7	12	20.55	16	8	42.95
8	0	21.19	16	12	43.59
8	4	21.83	17	0	44.23
8	8	22.47	17	4	44.87
8	12	23.11	17	8	45.51

Lb.	Oz.	Rate	Lb.	Oz.	Rate
17	12	$46.15	20	0	$51.91
18	0	46.79	20	4	52.55
18	4	47.43	20	8	53.19
18	8	48.07	20	12	53.83
18	12	48.71	21	0	54.47
19	0	49.35	21	4	55.11
19	4	49.99	21	8	55.75
19	8	50.63	21	12	56.39
19	12	51.27	22	0	57.03

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Limited to 3 ordinary parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(4) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(5) *Observations.* Senders of merchandise must enclose in their parcels a copy of the original invoice, as well as a detailed description of the contents, in order to facilitate customs operations and prompt delivery to the addressees. Should the invoice relate to several parcels of a group shipment it may be enclosed in one of the packages and the other parcels of the consignment marked to indicate that fact.

(6) *Prohibitions* — (i) *For sanitary reasons.* (*a*) Leaves of wormwood, extracts of absinthine, and all preparations containing absinthe. Wormwood plants may be imported only in the form of medicinal products, by pharmacists.

(*b*) Tobacco seed, Sudanese tobacco, artificial and adulterated tobacco.

(*c*) Soap containing less than 40 percent of fatty and resinous acids or more than 3 percent of free caustic alkali calculated as sodium oxide, or composed of substances whose use may be declared unlawful by decree of the Ministry of Commerce and Industry. This prohibition does not apply to powdered, liquid, soft, potash, mineral, and medical soaps; *Provided,* That the kind of soap is indicated on the product and on the wrapper.

(*d*) Gas masks not complying with the requirements of the Ministry of Public Health.

(*e*) The importation of pharmaceutical specialties is permitted only under the following conditions: (*1*) That they are considered and employed as such in and country of origin, in accordance with an official certificate issued by the public health administration, a faculty of medicine, or a chamber of commerce recognized in that country. Such certificate must be visaed by the Egyptian Consul abroad and then sent by the interested party to the Egyptian Public Health Administration for approval; (*2*) That they are imported in sealed wrappers; (*3*) That they bear on their labels an indication of the active substances which they contain. As for serums and vaccines, they must also bear on their labels the date of their preparation and the date after which they are not to be used.

(*f*) The importation of the following medicinal plants or parts thereof such as leaves, flowers, etc., or of natural products thereof such as resin or gum, is authorized only after a permit has been obtained from the Public Health Administration: Colocynth (Citrullus colocynthus), mountain colchicum (Colchicum aegyptiacum), scammony (Convolvulus scammonea), henbane (Hyoscyamus niger), poison hemlock (Conium maculatum), castor-oil plant (Ricinus communis), croton-oil plant (Croton tiglium), and jimson (Datura stramonium).

(*g*) Sodium sulphate, magnesium sulphate, potassium antimonious tartrate, and carbon tetrachloride, are admitted when imported for medical purposes, but may not be delivered until after presentation of a certificate of origin, duly approved by the Public Health Administration, attesting that such chemicals are consistent with their labels. As for carbon tetrachloride, the relative certificate must come from the factory and be visaed by the competent authorities in the country of importation. In the absence of the said certificate, a sample of the substance imported is sent to the Public Health Administration for analysis. Shipments of sodium sulphate salt cake may not be delivered until after being colored under the supervision of the owner.

(*h*) Cod-liver oil requires a certificate from the establishment from which it is imported, visaed by the competent authorities, attesting that it is pure, unmixed with oil from other fishes.

(*i*) Sweet-almond oil requires the submission of a sample to the Public Health Administration, to assure that it does not contain any walnut oil.

(*j*) Chalk for children's games must bear the conspicuous note "Poison" on the box, in Arabic and in another language; it must also be accompanied by directions for use (in two versions, one in Arabic and the other in another language), warning children not to put the chalk in their mouths.

(*k*) The importation of shaving brushes, as well as of hair or bristles serving for the manufacture of shaving or other brushes, is prohibited unless they are accompanied by a certificate (for each shipment) from the competent authorities in the country of manufacture or exportation, attesting that they have been disinfected and are free of all anthrax microbes.

(*l*) The importation of bedding, cushions, etc., containing unworked cotton is permitted only if they have been disinfected at the expense and risk of the interested parties by the quarantine service; or, in case that the latter authorizes their entry without disinfection, if they are accompanied by an official certificate attesting that they have been disinfected at the port of embarkation not more than 30 days prior to their arrival in Egypt.

(*m*) The following articles can not be delivered without a permit from the local Egyptian sanitary, maritime and quarantine authorities: Animal products such as hides, dried and salted entrails, raw or washed wool, hair and bristles, horns, hoofs, bone, and dried blood.

(*n*) Worn clothing and rags may be imported only under permit from the local sanitary authorities.

(ii) *For the protection of animals and plants.* (*a*) Bees and silkworms require the special authorization of the Ministry of Agriculture, as do parasites and predators of injurious insects intended for the control of those insects and exchanged between officially recognized institutions. Feathers of parrots and similar birds (these include parrakeets, lories, lovebirds, canaries, and finches). Eggs, larvae, and chrysalides of insects.

(*b*) Birdlime and other sticky substances suitable for catching birds.

(*c*) Bacteria and fungi harmful to plants.

(*d*) Cotton-seed, cotton-plants and cotton-stalks, even when apparently incapable of germination; seeded or unseeded cotton, even when used as packing-material. However, small samples of well-seeded cotton (not exceeding 2 kilograms) are admitted when addressed in care of the Entomological Section, Ministry of Agriculture, Alexandria Customs House.

(*e*) Grapevine leaves, even when used as packing-material.

(*f*) Plants of Hibiscus esculentus (okra) and Hibiscus cannabinus (hempmallow), as well as all parts of such plants, their pods and seeds.

(*g*) Sacks, boxes, and other receptacles, as well as any other articles which have been used for packing any of the articles mentioned above under this subitem.

(*h*) Agricultural products of all kinds, such as plants, fresh and dried fruits, vegetables, seeds, grain, etc., must be submitted on arrival to representatives of the Ministry of Agriculture for examination and appropriate treatment under the plant-protection regulations.

(*i*) Simple chemical fertilizers must be accompanied by a certificate of analysis issued by a laboratory in the country of origin officially recognized by the Government of that country. Compound chemical fertilizers also require the special authorization of the Ministry of Agriculture of Egypt. A certificate must accompany each shipment, showing the amount of fertilizer imported, the result of its analysis, and the names of sender and addressee. Fertilizers composed of two or more simple fertilizers are considered as compound fertilizers.

(*j*) Fungicides and insecticides require the consent of the Ministry of Agriculture.

(*k*) Tobacco juice (sulphate of nicotine) may be imported by authorization of the Customs Administration and the Ministry of Agriculture.

(iii) *Arms, etc.* 303-caliber rifles and ammunition therefor are absolutely prohibited. Other arms and munitions re-

quire the authorization of the department of public safety.

(iv) *For other reasons.* (*a*) Mechanical apparatus known as American games and the like, except those whose importation is previously authorized by the Ministry of the Interior.

(*b*) Copies of the Koran and other Mohammedan religious books require the previous authorization of the department of public safety. Those in languages other than Arabic may be imported only after they have been submitted to the Customs Administration.

(*c*) Articles of gold and silver containing less than 15 carats of fine gold or 60/1000 of fine silver, respectively, must be stamped with the figure indicating the proportion of fine metal which they contain. Those with a greater fineness must be marked with an official stamp recognized as valid by the Egyptian Government.

(*d*) Foreign gold or silver coins, other than the pound sterling and its subsidiary gold coins, are treated like any other articles of gold or silver. Foreign coins of silver, nickel, bronze, or copper which are legal tender in their respective countries are admitted only if clipped. The same applies to all coins (other than gold), medals, medallions, etc. (including Maria Theresa thalers), which resemble coins current in Egypt or other countries. The same also applies to pounds and half-pounds sterling from which part of the gold has been removed.

(*e*) Cotton thread and yarn of all kinds is admitted if each unit bears a clear indication of the length in yards or meters or the actual weight in kilograms, okas, or pounds.

(*f*) Cotton cloth, bleached or unbleached, dyed or undyed, or interwoven with colored threads, printed, glazed, ornamented, or figured, as well as tulles and gauzes for mosquito-nets, curtains, dressmaking, etc., is subject to the following conditions: (*1*) Each piece must be folded in uniform lengths of a meter or yard, or fractions (halves, thirds, or quarters) of a meter or yard; (*2*) Each piece must be marked on the outside to show the exact number of meters or yards, or fractions of those units, which it contains. Such number must be followed by a plain indication of the unit employed.

(*g*) Phonograph records of Arabic songs require the previous written authorization of the Ministry of the Interior. That authorization shall mention the title and number of records of each song. Records reproducing verses from the Koran are absolutely prohibited.

(*h*) Exposed motion-picture films, whether developed or not, require the previous authorization of the Ministry of the Interior. However, films imported by members of the Diplomatic Corps are free from censorship.

(*i*) Electric lamps must bear the name of the country of manufacture in raised, sunken, or indelible letters.

(*j*) Boxes of manufactured tobacco must bear a specific band showing the name of the importer, applied as prescribed by the Customs.

(*k*) Compound medicaments and pharmaceutical specialties prepared for retail sale must have the selling price to the public marked on each unit.

(*l*) Sticks of wood intended for the manufacture of matches or match boxes may be imported only with the consent of the Customs.

§ 127.245 *Eritrea* — (a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate 25 cents one-half ounce. (See § 127.20.)

(6) *Prohibitions.* No list.

(b) *Parcel post.* (Eritrea.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.32	12	$2.25
2	.46	13	2.39
3	.65	14	2.53
4	.79	15	2.67
5	.93	16	2.81
6	1.07	17	2.95
7	1.21	18	3.09
8	1.42	19	3.23
9	1.56	20	3.37
10	1.70	21	3.51
11	1.84	22	3.65

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(4) *Prohibitions.* No list.

§ 127.246 *Estonia.*

NOTE: The regulations in this section are as prescribed by the Soviet authorities who are, as a practical matter, in a position to refuse the entry into Estonia of mail unless such mail complies with the Soviet postal regulations.

(a) *Regular mails* — (1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* Indemnity not exceeding $16.33 for Postal Union Registered Articles. (See § 127.105.)

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Observations.* Same as those governing mail service with the Union of Soviet Socialist Republics (see § 127.373 (a) (5)). To facilitate distribution and delivery, "Union of Soviet Socialist Republics" or "U. S. S. R." should be included as part of the address of mail articles.

(7) *Prohibitions.* Same as those governing mail service with the Union of Soviet Socialist Republics (see § 127.373 (a) (6)).

(b) *Parcel post.* (Estonia.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.59	12	$2.34
2	.73	13	2.48
3	.81	14	2.62
4	.95	15	2.76
5	1.09	16	2.90
6	1.23	17	3.04
7	1.37	18	3.18
8	1.44	19	3.32
9	1.58	20	3.46
10	1.72	21	3.60
11	1.86	22	3.74

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.66	11	4	$29.38
0	8	2.29	11	8	30.01
0	12	2.92	11	12	30.64
1	0	3.55	12	0	31.27
1	4	4.18	12	4	31.90
1	8	4.81	12	8	32.53
1	12	5.44	12	12	33.16
2	0	6.07	13	0	33.79
2	4	6.70	13	4	34.42
2	8	7.33	13	8	35.05
2	12	7.96	13	12	35.68
3	0	8.59	14	0	36.31
3	4	9.22	14	4	36.94
3	8	9.85	14	8	37.57
3	12	10.48	14	12	38.20
4	0	11.11	15	0	38.83
4	4	11.74	15	4	39.46
4	8	12.37	15	8	40.09
4	12	13.00	15	12	40.72
5	0	13.63	16	0	41.35
5	4	14.26	16	4	41.98
5	8	14.89	16	8	42.61
5	12	15.52	16	12	43.24
6	0	16.15	17	0	43.87
6	4	16.78	17	4	44.50
6	8	17.41	17	8	45.13
6	12	18.04	17	12	45.76
7	0	18.67	18	0	46.39
7	4	19.30	18	4	47.02
7	8	19.93	18	8	47.65
7	12	20.56	18	12	48.28
8	0	21.19	19	0	48.91
8	4	21.82	19	4	49.54
8	8	22.45	19	8	50.17
8	12	23.08	19	12	50.80
9	0	23.71	20	0	51.43
9	4	24.34	20	4	52.06
9	8	24.97	20	8	52.69
9	12	25.60	20	12	53.32
10	0	26.23	21	0	53.95
10	4	26.86	21	4	54.58
10	8	27.49	21	8	55.21
10	12	28.12	21	12	55.84
11	0	28.75	22	0	56.47

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Storage charges.* See § 127.93, relative to storage charges on returned parcels.

(4) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(5) *Observations.* Same as those governing parcel post service with the Union of Soviet Socialist Republics see § 127.373 (b) (5). To facilitate distribution and delivery, "Union of Soviet Socialist Republics" or "U. S. S. R." should be included as part of the address of parcels.

(6) *Prohibition.* Same as those governing parcel post service with the Union of Soviet Socialist Republics see § 127.373 (b) (6).

§ 127.247 *Ethiopia (Abyssinia)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* Not exceeding $16.33 for Postal Union registered articles. (See § 127.105.)

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted.

(7) *Prohibitions.* Coins, manufactured or unmanufactured platimum, gold, or silver; precious stones, jewelry, and other precious articles. However, registered letters may contain bank notes, paper money, or values payable to bearer.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Ethiopia.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.42	12	$2.73
2	.56	13	2.87
3	.88	14	3.01
4	1.02	15	3.15
5	1.16	16	3.29
6	1.30	17	3.43
7	1.44	18	3.57
8	1.77	19	3.71
9	1.91	20	3.85
10	2.05	21	3.99
11	2.19	22	4.13

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) The service extends to Addis Ababa, Dire Dava, and Harrar only. Parcels are liable to a charge for delivery. All parcels must be very strongly packed, and those of which the contents are liable to be affected by dampness should be inclosed in two separate waterproof covers.

(ii) In order to facilitate customs clearance and delivery, senders should inclose in their parcels a copy of an invoice covering the contents. Such invoices should be attested by an appropriate authority of the country of origin (chamber of commerce, board of trade, etc.).

(5) *Prohibitions*—(i) *For reasons of public safety.* Coins, bank-notes, paper money, and values payable to bearer. Platinum, gold and silver, manufactured or not. Jewelry, precious stones, and other precious articles. False and counterfeit coins. Food coloring essences having bases of tar and other minerals, or of poisonous vegetable substances. All food products may be subjected to analysis at the addressee's expense.

(ii) *For sanitary reasons.* Used linen must be accompanied by a certificate of disinfection.

(iii) *For the protection of plants.* Fresh or dried seeds and fruits must be accompanied by a health certificate.

(iv) *Arms, etc.* Admitted only by permit issued by the Ministry of War.

(v) *State monopolies, etc.* Sea salt and rock salt, tobacco leaves and manufactured tobacco, lighters and flints therefor, require a permit from the competent authorities.

(vi) *For other reasons.* Moving-picture films must be packed in firmly soldered tin boxes, and celluloid articles must be placed in solid wooden boxes. Each such parcel and relative dispatch note must be plainly marked "Films" or "Celluloid".

§ 127.248 *Falkland Islands (including South Georgia*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1 § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(6) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(7) *Prohibitions.* Same as to "Great Britain and Northern Ireland" (see § 127.268 (a) (7)) except that parasites and predators of injurious insects are prohibited.

Also all articles prohibited as parcel post.

(b) *Parcel post.* (Falkland Islands.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.49	12	$2.23
2	.63	13	2.37
3	.77	14	2.51
4	.91	15	2.65
5	1.05	16	2.79
6	1.19	17	2.93
7	1.33	18	3.07
8	1.47	19	3.21
9	1.61	20	3.35
10	1.75	21	3.49
11	1.89	22	3.63

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* Rags and worn clothing. Firearms other than sporting guns are admitted only under permit. Nonexplosive components of artillery fuses.

§ 127.249 *Faroe Islands*—(a) *Regular mails*—(1) *Classification, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted at risk of sender.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted at risk of sender. (See § 127.3.)

(7) *Combination packages accepted.* (See § 127.12.)

(8) *Prohibitions.* Coin, gold, silver, precious stones, jewelry, etc.; articles of correspondence marked on the outside with the declared value of contents.

(b) *Parcel post.* See "Denmark," § 127.240 (b).

§ 127.250 *Fiji Islands*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* A clearance and accounting fee of 6d. is charged on all packets found to contain dutiable articles.

(8) *Prohibitions.* Bees, leeches, and silkworms require permission from the Postmaster General of the Fiji Islands.

Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Fiji Islands.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.35	12	$3.02
2	.49	13	3.16
3	.57	14	3.30
4	.95	15	3.44
5	1.09	16	3.58
6	1.23	17	3.72
7	1.37	18	3.86
8	1.85	19	4.00
9	1.99	20	4.14
10	2.13	21	4.28
11	2.27	22	4.42

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.67	11	4	$45.67
0	8	2.67	11	8	46.67
0	12	3.67	11	12	47.67
1	0	4.67	12	0	48.67
1	4	5.67	12	4	49.67
1	8	6.67	12	8	50.67
1	12	7.67	12	12	51.67
2	0	8.67	13	0	52.67
2	4	9.67	13	4	53.67
2	8	10.67	13	8	54.67
2	12	11.67	13	12	55.67
3	0	12.67	14	0	56.67
3	4	13.67	14	4	57.67
3	8	14.67	14	8	58.67
3	12	15.67	17	4	69.67
4	0	16.67	14	12	59.67
4	4	17.67	15	0	60.67
4	8	18.67	15	4	61.67
4	12	19.67	15	8	62.67
5	0	20.67	15	12	63.67
5	4	21.67	16	0	64.67
5	8	22.67	16	4	65.67
5	12	23.67	16	8	66.67
6	0	24.67	16	12	67.67
6	4	25.67	17	0	68.67
6	8	26.67	17	8	70.67
6	12	27.67	17	12	71.67
7	0	28.67	18	0	72.67
7	4	29.67	18	4	73.67
7	8	30.67	18	8	74.67
7	12	31.67	18	12	75.67
8	0	32.67	19	0	76.67
8	4	33.67	19	4	77.67
8	8	34.67	19	8	78.67
8	12	35.67	19	12	79.67
9	0	36.67	20	0	80.67
9	4	37.67	20	4	81.67
9	8	38.67	20	8	82.67
9	12	39.67	20	12	83.67
10	0	40.67	21	0	84.67
10	4	41.67	21	4	85.67
10	8	42.67	21	8	86.67
10	12	43.67	21	12	87.67
11	0	44.67	22	0	88.67

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* The maximum weight limit of parcel-post packages mailed in Fiji Islands is 11 pounds.

(5) *Prohibitions.* (i) All plants and seeds imported are subject to inspection by the Department of Agriculture. All plants from Samoa, except cacao, are prohibited.

(ii) Nonexplosive components of artillery fuses.

(iii) Raw celluloid must be packed in tin boxes inclosed in wooden boxes bearing a white label with the note "Celluloid" in black letters.

(iv) Tobacco, cigars, cigarettes, and snuff are admitted up to 11 pounds if not packed with other merchandise.

(v) Dyes and coloring materials from places outside the British Empire.

§ 127.251 *Finland*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1 Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.) In Finland special-delivery service is limited to cities.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Articles of gold or silver are subject to inspection and must contain at least 585/1000 of fine gold or 813/1000 of fine silver. Importation without the inspection stamp is permitted for coins, medals and other foreign decorations, antiques, foreign contest prizes, gifts with engraved initials, and gold or silver articles intended for the addressee's personal use or that of his family, or those being shipped incidentally to change of residence.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Finland.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.88	8	0	$16.69
0	8	1.39	8	4	17.20
0	12	1.90	8	8	17.71
1	0	2.41	8	12	18.22
1	4	2.92	9	0	18.73
1	8	3.43	9	4	19.24
1	12	3.94	9	8	19.75
2	0	4.45	9	12	20.26
2	4	4.96	10	0	20.77
2	8	5.47	10	4	21.28
2	12	5.98	10	8	21.79
3	0	6.49	10	12	22.30
3	4	7.00	11	0	22.81
3	8	7.51	11	4	23.32
3	12	8.02	11	8	23.83
4	0	8.53	11	12	24.34
4	4	9.04	12	0	24.85
4	8	9.55	12	4	25.36
4	12	10.06	12	8	25.87
5	0	10.57	12	12	26.38
5	4	11.08	13	0	26.89
5	8	11.59	13	4	27.40
5	12	12.10	13	8	27.91
6	0	12.61	13	12	28.42
6	4	13.12	14	0	28.93
6	8	13.63	14	4	29.44
6	12	14.14	14	8	29.95
7	0	14.65	14	12	30.46
7	4	15.16	15	0	30.97
7	8	15.67	15	4	31.48
7	12	16.18	15	8	31.99
15	12	$32.50	30	0	$61.57
16	0	33.01	30	4	62.08
16	4	33.52	30	8	62.59
16	8	34.03	30	12	63.10
16	12	34.54	31	0	63.61
17	0	35.05	31	4	64.12
17	4	35.56	31	8	64.63
17	8	36.07	31	12	65.14
17	12	36.58	32	0	65.65
18	0	37.09	32	4	66.16
18	4	37.60	32	8	66.67
18	8	38.11	32	12	67.18
18	12	38.62	33	0	67.69
19	0	39.13	33	4	68.20
19	4	39.64	33	8	68.71
19	8	40.15	33	12	69.22
19	12	40.66	34	0	69.73
20	0	41.17	34	4	70.24
20	4	41.68	34	8	70.75
20	8	42.19	34	12	71.26
20	12	42.70	35	0	71.77
21	0	43.21	35	4	72.28
21	4	43.72	35	8	72.79
21	8	44.23	35	12	73.30
21	12	44.74	36	0	73.81
22	0	45.25	36	4	74.32
22	4	45.76	36	8	74.83
22	8	46.27	36	12	75.34
22	12	46.78	37	0	75.85
23	0	47.29	37	4	76.36
23	4	47.80	37	8	76.87
23	8	48.31	37	12	77.38
23	12	48.82	38	0	77.89
24	0	49.33	38	4	78.40
24	4	49.84	38	8	78.91
24	8	50.35	38	12	79.42
24	12	50.86	39	0	79.93
25	0	51.37	39	4	80.44
25	4	51.88	39	8	80.95
25	8	52.39	39	12	81.46
25	12	52.90	40	0	81.97
26	0	53.41	40	4	82.48
26	4	53.92	40	8	82.99
26	8	54.43	40	12	83.50
26	12	54.94	41	0	84.01
27	0	55.45	41	4	84.52
27	4	55.96	41	8	85.03
27	8	56.47	41	12	85.54
27	12	56.98	42	0	86.05
28	0	57.49	42	4	86.56
28	4	58.00	42	8	87.07
28	8	58.51	42	12	87.58
28	12	59.02	43	0	88.09
29	0	59.53	43	4	88.60
29	4	60.04	43	8	89.11
29	8	60.55	43	12	89.62
29	12	61.06	44	0	90.13

Each air parcel must have affixed the blue Par Avion label (Form 2987). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch Note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: No.
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55

(ii) Insurance return receipt. Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) The insurance of parcels containing coin, bank notes, paper money, bullion, jewelry, or other precious articles is obligatory. If a parcel containing such articles is mailed uninsured, it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly.

(iv) Each insured parcel must be marked to show (both in figures and in Roman letters), in United States currency and in gold francs, the amount for which the parcel is insured. (See § 127.102 (b) (5).)

For further information concerning insurance service, see §§ 127.102 and 127.108.

(4) *Prohibition*—(i) *For reasons of public safety.* Dangerous substances containing poisons, as well as sulfonal and tuberculine, may be imported solely by pharmacists and druggists, by official scientific institutions, and by industrials, artisans, and artists who need such poisons in their business.

(ii) *For sanitary reasons.* (*a*) The importation of rags is prohibited without the special permission of the Ministry of the Interior.

(*b*) Hen eggs of good quality alone are admitted to importation into the country with the authorization of the State Butter Control Service. This provision does not apply to preparations of preserved eggs made by special processes.

(*c*) The importation of pork, beef, mutton, goat-meat, horse-meat, and reindeer-meat, as well as of products coming therefrom, is permitted only with the authorization of the Ministry of the Interior.

(*d*) Fresh meat may be imported only in whole or half carcasses, except that of calves or other small animals, which must be imported in whole carcasses. Every whole or half carcass must be accompanied by a certificate delivered by a duly authorized veterinary, indicating the slaughter-house and the date of butchering, and certifying that the animal was examined by a veterinary immediately before killing and that the meat was examined and found fit for human consumption.

(*e*) The said certificate must bear an attestation, delivered by a Finnish consul residing in the country of exportation, showing that the veterinary is duly authorized in his country to act as meat inspector.

(*f*) The importation of meat in pieces smaller than those above indicated is permitted only if salted, smoked, dried, or boiled, but this meat must be accompanied by the above-mentioned certificate indicating that the animals and the carcasses from which the meat was taken were examined in the country of exportation.

(*g*) The importation of ground meat and of blood is allowed only with the authorization of the Ministry of the Interior and for technical or scientific purposes.

(iii) *For the protection of animals and plants.* (*a*) The importation of the seeds of timothy, red clover, and hybrid clover is prohibited.

(*b*) The importation and transit of plant destroyers are permitted only for scientific purposes, with the authorization and subject to the regulations of the Ministry of Agriculture.

(*c*) The importation of wheat (ground or unground), edible seeds, vegetables, and roots, forage and bedding is, until further ordered, subject to authorization by the Ministry of the Interior. This provision also applies to used sacks and other cloth containers when they have not been disinfected.

(*d*) Stock tonics may be imported only upon authorization of the Ministry of Agriculture.

(*e*) The importation and transit of potatoes are permitted on condition that the shipment is made in new sacks, baskets or boxes, that the sacks or packings bear lead seals of the authorities for the protection of plants of the country of exportation, that the merchandise is accompanied by a certificate from the authorities for the protection of plants of the country of exportation indicating clearly the name of the sender and of the addressee, the number of sacks and boxes, as well as the place in the country of exportation where the potatoes have been grown; the said authorities must attest on the certificate that the potatoes are not infected by the wart disease, and that the said disease has not been detected within at least 50 kilometers; nor by the Colorado potato beetle, which must not have been detected within at least 200 kilometers from the place where the potatoes have been grown.

(iv) *Arms, munitions, etc.* (*a*) The importation of detached parts of airplanes is authorized only with the consent of the General Staff.

(*b*) The importation of firearms and munitions may take place only with the authorization of the Ministry of the Interior.

(*c*) The transportation of the nonexplosive components of artillery fuses is not admitted.

(v) *State monopolies, etc.* (*a*) Almanacs and calendars, both Finnish and Swedish, as well as all sorts of publications of which the calendar forms the essential part, may be imported only with the permission of the competent authorities (University of Helsinki).

(*b*) Playing cards are subject to the stamp tax, and the stamp must be placed on the ace of diamonds.

(*c*) Medicaments with alcohol base may be imported upon authorization of the State Council, wholly or partially, by establishments engaged in the importation of pharmaceutical articles.

(vi) *For other reasons.* (*a*) The importation of Chile saltpeter is prohibited if the merchandise contains 1 percent or more of chlorates or perchlorates, taking into consideration the whole of both substances as perchlorate of potassium.

(*b*) The importation of animals of any kind, as well as of crude products coming from them, is prohibited, except by authorization from the Ministry of the Interior.

(*c*) The right to import crude tobacco is reserved exclusively for tobacco manufacturers. Commercial travelers may bring crude tobacco with them as samples.

(*d*) The importation of butter and cheese is admitted only with the authorization of the State Butter Control, and the merchandise must bear a stipulated trade-mark.

(*e*) Margarine and margarine cheese: To be admitted into the country, margarine must contain at least 82 percent of fat, but at most 10 percent of milk fat and 16 percent of water. Margarine cheese must contain fat other than milk fat, and bear the indication "Imported Margarine Cheese" and the name and address of the importer, and its surface must be colored bright red with a harmless coloring matter.

(*f*) It is forbidden to import waste products coming from earthnuts from which the fat has been extracted and which contain in all less than 20 percent of crude fat and crude protein.

(*g*) It is forbidden to import damaged wheat or rye bran, as well as wheat- or rye-straw flour or their mixtures. The same applies to other products made of damaged waste from the flour industry.

(*h*) It is also forbidden to import wheat bran, as well as wheat flour or rye flour, in which rice flour, millet flour, or other similar products of less value have been mixed as a stock tonic.

§ 127.252 *France (including Monaco)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) Periodicals, industrial, and other publications in which the number of pages used for advertisements exceeds the number of pages used for the text are chargeable for the advertisements, upon entry into France, the customs duty applicable to printed matter or lithographs, as the case may be. Individual copies addressed to subscribers are exempted from the entry duty and are delivered direct to the addressees.

(ii) All articles should bear, as a part of the address, the name of the department (Province), in which the office of destination is located. Although the French Administration has not made this provision compulsory, it is thought that this precaution will, in many instances, expedite the delivery of the article and postmasters should caution mailers to comply with this request in order to reduce the number of undeliverable articles to the minimum.

(8) *Prohibitions.* (i) Coins and banknotes, unless imported by the Bank of France or other designated banks under special authorization.

(ii) Manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, or other precious articles.

(iii) However, gold or silver articles will be accepted in registered letters under the following conditions:

(*a*) All such registered letters must be directed to the addressees in care of the Bureau de la Garantie, 4 Rue Guenegaud, Paris, and must bear the green label, Form 2976 (C 1).

(*b*) The French postal authorities will assume only the ordinary responsibility provided by the international regulations in case of loss of registered articles.

(iv) Also all articles prohibited as parcel post.

(b) *Parcel post.* (France.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: [1] Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Observations.* (i) Parcels whose senders or addressees are designated by initials may not be accepted. All parcels should bear as a part of the address, the name of the department (Province), in which the office of destination is located. Although the French Administration has not made this provision compulsory, it is thought that this precaution will, in many instances expedite the delivery of the articles and postmasters should caution mailers to comply with this request in order to reduce the number of undeliverable parcels to the minimum.

(ii) So-called "family parcels" are delivered in France free of customs duty and exempt from rationing and other controls. To be accepted in France as "family parcels", foodstuffs, household necessities and clothing for everyday use must be sent as gifts, not paid for directly or indirectly. Each parcel must be marked "Colis familial gratuit" (gratuitous family parcel), and must contain an affidavit written by the mailer in person stating that the shipment is entirely gratuitous and indicating his relationship to the addressee, or the reason for the gift if they are unrelated. "Family parcels" may not be mailed by commercial firms. No addressee is permitted to receive "family parcels" totaling more than 12 kilograms (26 pounds 6 ounces) per month.

(iii) A number of articles addressed for delivery in France are subject to reduced rates of duty if accompanied by certificates of origin legalized by a French diplomatic or consular representative. If it is desired that the addressee receive the benefit of the minimum rate the certificate mentioned should be enclosed in the parcel and the wrapper marked, in close proximity to the address of the addressee, to show that the certificate is enclosed.

(iv) French consuls are located in the following cities:

Atlanta, Ga.	Mobile, Ala.
Baltimore, Md.	New Orleans, La.
Birmingham, Ala.	New York, N. Y.
Buffalo, N. Y.	Norfolk, Va.
Charleston, S. C.	Pittsburgh, Pa.
Charlotte Amalie, V. I.	Philadelphia, Pa.
	Ponce, P. R.
Chicago, Ill.	Portland, Oreg.
Denver, Colo.	Reno. Nev.
Galveston, Tex.	San Francisco, Calif.
Houston, Tex.	San Juan, P. R.
Lafayette, La.	Savannah, Ga.
Los Angeles, Calif.	Seattle, Wash.
Mayaguez, P. R.	Tampa, Fla.
Miami, Fla.	Washington, D. C.
Minneapolis, Minn.	

(v) Certain articles imported into France for commercial purposes are subject to quota restrictions, and prospective mailers should be instructed to ascertain whether or not the articles which they desire to send are admissible.

(vi) It is understood that decrees are issued in France indicating the quotas of the various kinds of articles or merchandise that may be admitted into that country during a prescribed period, and when the quota for an article is filled no additional shipments will be admitted.

(vii) In the absence of information from addressees in France as to whether the articles to be forwarded are admissible under the quota regulations, senders in this country should avail themselves of the facilities of the Office of International Trade, Department of Commerce, Washington 25, D. C., or the nearest field office of that department, which department is in possession of information regarding the articles which may be admitted under the quota restrictions.

(viii) The above-mentioned quota restrictions likewise apply to articles or merchandise imported into Algeria for commercial purposes.

(ix) Postmasters should inform senders that they will be expected to pay all charges which may accrue on parcels which are returned to origin for the reason that their contents are prohibited importation into France under the quota restrictions.

(x) The importation of merchandise, except articles of gold, by parcel post is subject to previous authorization from the Ministry of Commerce. Previous authorization is not required for parcels sent to private individuals and having no commercial character, except multiple shipments for the same addressee.

(xi) It is the duty of the addressees to obtain from the Ministry of Commerce the necessary authorization for the importation of the merchandise. A copy of the certificate obtained is transmitted directly by the responsible ministry to the French customs office of entry. It is not necessary for the addressee to send a copy of the certificate of authorization to the mailer for the purpose of having it inserted in the parcel.

(xii) There is no objection to mention being made on the wrappers of commercial parcels of the fact that the addressees have complied with the necessary formalities for importation, although this endorsement is not required. Parcels not so endorsed or those whose senders have not been informed by the addressees that the formalities referred to have been complied with, are not to be refused when presented for mailing, but may be accepted at the risk of the senders.

(xiii) Parcels should not be fastened by means of wire or metal straps.

(4) *Prohibitions*—(i) *For reasons of sanitary policy.* (*a*) Streptomycin in any amount, unless forwarded through the facilities of the "Groupement d'Importation des Produits Pharmacetiques," whose representative in the United States is located at 44 Beaver Street, New York 4, N. Y. Unnamed compound medicines not bearing, in conspicuous characters and in the French language, both on the container of the medicine itself and on its outside wrapper, the usual name and the dose of active substances (excluding chemical denominations and formulas), the name and address of the manufacturer, unless they appear in an official pharmacopœia.

(*b*) The importation of serums, vaccines, virus, toxins, and similar products is subject to authorization by the Government after they have been passed by the pharmacy faculty.

(*c*) Skins of parrots, perroquets, or other psittaceous birds are subject to disinfection upon disembarkation as authorized by the Ministry of Agriculture.

(*d*) Nursing bottles and nipples made with a product other than pure rubber.

(ii) *For the protection of animals and plants.* (*a*) Bees, honey, and beeswax in any form may be imported into France only if accompanied by a certificate of origin and noninfection issued by a veterinarian or other official duly qualified or accepted by the State. The certificate must be countersigned, by the administrative authority of the locality in which the goods originated, and must attest that the bees have been found to have none of the contagious diseases mentioned in article 1 of the decree of July 3, 1930 (order of July 22, 1930).

(*b*) Skins or carcasses of wild or domestic rodents, salted or not, are not admitted unless accompanied by a certificate of origin and health issued by the veterinary service of the country of origin, to the effect that such country is free from tularemia. The articles in question are, however, subject to sanitary inspection upon entry into France. The certificate must contain all infor-

[1] When parcels are sealed it should be recommended to senders that they place a special uniform imprint in conspicuous manner on all seals.

mation necessary to identify the products named therein, and must refer without possible doubt to the merchandise presented, showing particularly the names of the sender and addressee as well as the markings on the wrappers. It must be written in the language of the country of origin and in French.

(c) Horsehair, crude, worked, or curled, is admitted only if accompanied by a certificate from the veterinary service of the country of origin to the effect that the merchandise has been steamed under pressure for 15 minutes at 115° C (239° F.), or for 30 minutes at 103° C. (217° F.) for disinfection. The certificate must contain all information necessary to identify the products named therein, and must refer without possible doubt to the merchandise presented, showing particularly the names of the sender and addressee, as well as the markings on the wrappers. It must be written in the language of the country of origin and in French.

(d) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iii) *Arms munitions, etc.* (a) War materials covered by the law of October 15, 1940, except under license.

(b) Commercial arms, including hunting arms, require import permit to be secured by the addressee.

(c) Old arms for collections, and arms of all kinds for panoplies.

(d) Empty war cartridges.

(e) Nonexplosive components of artillery fuses.

(iv) *State monopolies, etc.* (a) The importation of tobacco leaves and stems, manufactured tobaccos, cigars, cigarettes, chewing and smoking tobacco, is permitted only for the account of the Monopoly, with the exception stated below:

Manufactured tobaccos or cigarettes, sent as gifts to individuals in France, may be imported up to the amount of ten kilograms (22 pounds) per person per year, subject to normal customs duty. The wrapper of each parcel should be marked "A soumettre a la douane a l'arrivee" (To be submitted to customs on arrival). If the cigarettes or tobacco in any parcel exceeds one kilogram (2 lbs. 3 oz.), delivery cannot be made without special authority from the French Director of Indirect Taxes.

(b) Playing cards.

(c) Prepared wood for matches.

(v) *For other reasons.* (a) Goods bearing false marks of French manufacture.

(b) Coins and banknotes unless imported by the Bank of France or other designated banks under special authorization.

(c) All products bearing any sign or indication of such a nature as to lead one to believe that they were made in France or are of French origin (art. 15 of the General Customs Tariff of January 11, 1892).

(d) Books in the French language presented unstitched and unbound, i. e., in sheets.

(e) Merchandise not complying with the requirements of the law of April 20, 1932, relative to the indication of the origin in indelible and conspicuous Roman letters.

(f) However, for importations having no commercial character addressed to private individuals and manifestly intended for the personal use of the addressees (presents, small quantities, etc.), the indication of the origin is not required.

(g) Canned vegetables, prunes, and fish not bearing an indication of the country of origin by stamping, in plain raised or sunken letters at least 4 millimeters high, in the middle of the top or bottom and in a place not bearing any inscription (laws of July 11, 1906, and June 28, 1913).

(h) Artificial honey (law of July 15, 1921).

(i) Heavy oils and residues of petroleum and other mineral oils require previous authorization for importation.

(j) Benzols, benzines, toluenes, coal-tar essences, pure or mixed, distilling below 200° F., with a residue lower than 10 percent.

(k) Candles, vegetable food fats, margarine, oleomargarine, olein, stearin, oleic acid, stearic acid (law of July 2, 1935, art. 15). However, edible vegetable oils and other foodstuffs of a fatty nature are admitted in gift parcels.

(l) Funeral urns.

(m) Saccharine.

(n) Books may be subjected to inspection for possible violation of the laws concerning copyrights and public order.

(o) Negotiable securities and coupons must be imported through the Bank of France or other banks designated by the Ministry of Finances.

(p) The importation of gold, coined or not, requires special authorization from the Bank of France, except in the case of gold scraps or wornout jewelry up to 50 grams in weight imported by individuals, and in the case of articles of jewelry, art objects, or collectors' items which are not being imported primarily for the value of the metal.

(c) *U. S. A. gift parcels.* (France.)

(1) *Table of rates.* (Surface only.)

Pounds:	Rate	Pounds:	Rate
1	$0.10	12	$1.20
2	.20	13	1.30
3	.30	14	1.40
4	.40	15	1.50
5	.50	16	1.60
6	.60	17	1.70
7	.70	18	1.80
8	.80	19	1.90
9	.90	20	2.00
10	1.00	21	2.10
11	1.10	22	2.20

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b) of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.253 *French Cameroons*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins; platinum, gold and silver, manufactured or not; precious stones, jewelry, and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (French Cameroons.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.18	12	$2.16
2	.36	13	2.34
3	.54	14	2.52
4	.72	15	2.70
5	.90	16	2.88
6	1.08	17	3.06
7	1.26	18	3.24
8	1.44	19	3.42
9	1.62	20	3.60
10	1.80	21	3.78
11	1.98	22	3.96

Weight limit: 22 pounds.
Customs declaration: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory:
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Parcels addressed to places other than Duala are liable to a charge for delivery.

(5) *Prohibitions.* Arms and nonexplosive components of artillery fuses are subject to permit.

§ 127.254 *French Equatorial Africa. (Gabon, Moyen (Middle) Congo, Oubangui-Chari, and Tchad—(a) Regular mails.* (1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1 Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins, bank notes, paper money, or values payable to the bearer; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (French Equatorial Africa.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.43	23	$4.65
2	.57	24	4.79
3	.91	25	4.93
4	1.05	26	5.07
5	1.19	27	5.21
6	1.33	28	5.35
7	1.47	29	5.49
8	1.61	30	5.63
9	1.75	31	5.77
10	1.89	32	5.91
11	2.03	33	6.05
12	2.61	34	6.64
13	2.75	35	6.78
14	2.89	36	6.92
15	3.03	37	7.06
16	3.17	38	7.20
17	3.31	39	7.34
18	3.45	40	7.48
19	3.59	41	7.62
20	3.73	42	7.76
21	3.87	43	7.90
22	4.01	44	8.04

Weight limit:[1] 22, 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

[1] The following offices, listed by territories, are authorized to participate in the parcel-post service up to the weight limits indicated (offices accepting parcels in excess of 22 pounds are marked with an asterisk):

Gabon:
*Cocobeach.
*Fernand-Vaz.
*Lambarene.
*Libreville.
*Mayumba.
*Mouila.
*N'Djole.
*N'Gomo.
*Owendo.
*Oyem.
*Port-Gentil.

Gabon—Continued
*Sam-Kita.
*Sindara.

Moyen (Middle) Congo:
*Berberati.
*Brazzaville.
*Carnot.
*Dolisie.
Franceville.
*Impfondo.
Kouilou.
Liranga.
*Loudima.
*Madingou.
*Mindouli.
*Mongoumba.
*Mossaka.
*M'Vouti.
N'Dongou.
Nola.
*Ouesso.
*Point Kilometrique 102.
*Pointe-Noire.

Oubangui-Chari:
Bambari.
Bangassou.
Bangui.
Batangafo.
Birao.
Boali.
Bossangoa.
Bouar.
Bouca.
Bozoum.
Bria.
Damara.
Fort-Crampel.
Fort-Sibut.
M'Baiki.
Mobaye.
Moundou.
Moissala.
N'Dele.
Zemio.

Tchad:
Fort-Archambault.
Fort-Lamy.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions*—(i) *For sanitary reasons.* Arsenical salts or other chemical products giving off emanations must be packed in stout metal or wooden boxes, so as to assure the airtightness of the parcel.

(ii) *For the protection of plants.* Seeds and plants of coffee and cacao require a special import permit.

(iii) *Arms, etc.* (a) War arms.

(b) Nonexplosive components of artillery fuses.

(c) Arms other than war arms require a special import permit.

(iv) *For other reasons.* (a) Preserved fish, vegetables, and prunes not bearing an indication of their origin in conspicuous characters, or contained in boxes or cans holding more than 1 kilogram.

(b) Propaganda pamphlets and tracts calculated to injure the prestige of France.

(c) It is also forbidden to import into Gabon, Middle Congo, and Oubangui-Chari any articles prohibited importation into France, with the exception of tobacco of any origin, which is admitted subject to payment of customs duties and other taxes.

§ 127.255 *French Guiana*—(a) *Regular mails.*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins; manufactured or unmanufactured platinum, gold or silver; precious stones; jewelry and other precious articles.

Banknotes, paper money, or values payable to bearer are admitted under registration.

Other articles, same as "France (including Monaco)," § 127.252 (a) (7), except that tobacco is admitted subject to payment of customs duty and other charges.

(b) *Parcel post.* (French Guiana.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.34	7	$1.31
2	.48	8	1.45
3	.75	9	1.59
4	.89	10	1.73
5	1.03	11	1.87
6	1.17		

(ii) Air parcels.

Lb.	Oz.	Rate	Lbs.	Oz.	Rate
0	4	$0.79	5	12	$10.47
0	8	1.23	6	0	10.91
0	12	1.67	6	4	11.35
1	0	2.11	6	8	11.79
1	4	2.55	6	12	12.23
1	8	2.99	7	0	12.67
1	12	3.43	7	4	13.11
2	0	3.87	7	8	13.55
2	4	4.31	7	12	13.99
2	8	4.75	8	0	14.43
2	12	5.19	8	4	14.87
3	0	5.63	8	8	15.31
3	4	6.07	8	12	15.75
3	8	6.51	9	0	16.19
3	12	6.95	9	4	16.63
4	0	7.39	9	8	17.07
4	4	7.83	9	12	17.51
4	8	8.27	10	0	17.95
4	12	8.71	10	4	18.39
5	0	9.15	10	8	18.83
5	4	9.59	10	12	19.27
5	8	10.03	11	0	19.71

Each air-parcel must have affixed the blue Par Avion label (Form 2978) (See § 127.56 (b).)

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined 6 feet.

(4) *Observations.* Duty-free "family parcels" are admitted to French Guiana under the same conditions as to France. See § 127.252 (b) (3).

(5) *Prohibitions.* Same as "France (including Monaco)" § 127.252 (b) (4).

§ 127.256 *French Guinea*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as "Dahomey," § 127.239 (a) (6).

(b) *Parcel post.* (French Guinea.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	5	$1.11
2	.53	6	1.25
3	.83	7	1.39
4	.97	8	1.53

Pounds:	Rate	Pounds:	Rate
9	$1.67	27	$4.97
10	1.81	28	5.11
11	1.95	29	5.25
12	2.47	30	5.39
13	2.61	31	5.53
14	2.75	32	5.67
15	2.89	33	5.81
16	3.03	34	6.34
17	3.17	35	6.48
18	3.31	36	6.62
19	3.45	37	6.76
20	3.59	38	6.90
21	3.73	39	7.04
22	3.87	40	7.18
23	4.41	41	7.32
24	4.55	42	7.46
25	4.69	43	7.60
26	4.83	44	7.74

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-Post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Parcels addressed to places other than Conakry are liable to a further charge on delivery.

(5) *Prohibitions*—(i) *For the protection of animals or plants.* (a) Live animals, except bees, which when packed so as to avoid all danger and to permit verification of the contents are admitted in the form of samples.

(b) Plant material or any product susceptible of propagating the coffee-berry borer (Stephanodores Hampei). This prohibition applies to sacks, boxes, and packing used for the conveyance of such articles.

(ii) *Arms, etc.* Nonexplosive components of artillery fuses.

(iii) *For other reasons.* See "Ivory Coast" § 127.282 relative to pharmaceutical products.

§ 127.257 *French Indo-China.* (Annam, Cambodia, Cochin-China, Laos, and Tonkin.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. *Small packets accepted.*

(2) *Registration.* Fee, 25 cents. Registry service is in effect to all post offices in, Cambodia, Cochin-China, and Laos. It is limited to the offices of Bang-Hoi, Banmethuot, Dalat, Djiring, Nhatrang, Ninhhoa, Phanrang, Phantiet, Tourcham, Hue, and Tourane in Annam, and to Campha-Port, Campha-Mines, Hanoi-Haiphong, Hongay, Langson, Moncay, Quangyen, and Tienyen in Tonkin. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, or other precious articles.

Also all articles prohibited in the form of parcel-post.

(b) *Parcel post.* (French Indo-China.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.47	12	$2.12
2	.61	13	2.26
3	.75	14	2.40
4	.89	15	2.54
5	1.03	16	2.68
6	1.17	17	2.82
7	1.31	18	2.96
8	1.45	19	3.10
9	1.59	20	3.24
10	1.73	21	3.38
11	1.87	22	3.52

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provisions.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions*—(i) *For reasons of public safety.* Communistic literature. Prints of forms resembling bank notes, postage stamps, and other fiduciary value and all imitation of French or foreign coins. Coins not in circulation. Pistols shooting blank cartridges which have the appearance of automatic pistols. Nonexplosive components of artillery fuses.

(ii) *For sanitary reasons.* Unverified thermometers. Nursing bottles of foreign origin. Saccharine and similar products.

(iii) *For the protection of plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, munitions, etc.* War arms and munitions and war material are prohibited. Other arms may be admitted under the conditions fixed by articles 10 and 11 of the decree of April 21, 1918, modified by the decree of July 29, 1921.

(v) *For other reasons.* Products bearing false trademarks or false indications of origin. Boxes or cans of fish, vegetables, or prunes not bearing an indelible indication of their origin. Fish of foreign origin put up in boxes or cans weighing more than 1 kilogram. Works violating the copyright laws. Fancy honey. Certain compound medicines specially mentioned in the customs tariff. Weights and measures not of the metric system. Weights and measure of foreign origin.

NOTE: In addition to the articles enumerated above, all articles prohibited importation into "*France (including Monaco)*," § 127.252, are, in general, likewise prohibited importation into French Indo-China.

§ 127.258 *French settlements in India. (Chandernagore, Karikal, Mahe, Pondichery and Yanaon.)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Prints resembling banknotes, postage stamps, and other fiduciary values, and imitations of coins. Coins out of circulation. Works violating the copyright laws.

(ii) Compound medicines not appearing in any pharmacopoeia. In general, all articles prohibited importation into "France (including Monaco)" § 127.252 (a) (7) except compound medicaments for the use of Asiatics, leaf or manufactured tobacco and playing cards.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (French settlements in India.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.42	23	$4.60
2	.56	24	4.74
3	.90	25	4.88
4	1.04	26	5.02
5	1.18	27	5.16
6	1.32	28	5.30
7	1.46	29	5.44
8	1.60	30	5.58
9	1.74	31	5.72
10	1.88	32	5.86
11	2.02	33	6.00
12	2.58	34	6.58
13	2.72	35	6.72
14	2.86	36	6.86
15	3.00	37	7.00
16	3.14	38	7.14
17	3.28	39	7.28
18	3.42	40	7.42
19	3.56	41	7.56
20	3.70	42	7.70
21	3.84	43	7.84
22	3.98	44	7.98

Weight limit: 20,[1] 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* (i) Seditious or communistic literature.

(ii) Saccharine and similar products.

(iii) Tobacco plants.

(iv) Nonexplosive components of artillery fuses.

(v) Articles bearing false indications of origin.

[1] Parcels exceeding 20 pounds accepted for Pondichery only.

(vi) Preserved fish, vegetables, and prunes not bearing an indelible indication of their origin.

(vii) Coloring materials.

(viii) Chemical and pharmaceutical products.

(ix) Films, celluloid, etc.

(x) In general, all articles prohibited importation into *France (including Monaco)*. See § 127.252 (b) (4).

§ 127.259 *French settlements of Oceania.* (Society Islands (Tahiti and Moorea), Marquesas Islands (Nukahiva and Hivaoa), the Tuamotou Group, Leeward Islands (French) (Huahine, Raiatea, Tahaa, and Borabora), Gambier, Tubuai, and Rapa Islands.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Current coin.

(ii) Articles bearing false trademarks.

(iii) Pirated literary works.

(iv) Preserves not bearing an indication of the country of origin.

(v) Clinical thermometers must bear the stamp of the Conservatory of Arts and Sciences at Paris, France.

(vi) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (French settlements of Oceania.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.20	12	$2.40
2	.40	13	2.60
3	.60	14	2.80
4	.80	15	3.00
5	1.00	16	3.20
6	1.20	17	3.40
7	1.40	18	3.60
8	1.60	19	3.80
9	1.80	20	4.00
10	2.00	21	4.20
11	2.20	22	4.40

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Parcels should be strongly packed.

(5) *Prohibitions.* (i) Firearms and munitions are subject to permit.

(ii) Banana plants from the Antilles.

(iii) Coconut plants of all origins.

(iv) Plant material is subject to inspection by an agricultural expert before delivery.

(v) Nonexplosive components of artillery fuses.

§ 127.260 *French Somaliland*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted.

(7) *Prohibitions.* Coins, bank notes, and paper money, gold or silver bullion, precious stones, jewelry, and other precious articles.

(ii) Articles containing live parasites and predators of harmful insects intended for the control of those insects, unless addressed to institutions officially recognized and authorized by the local authorities.

(iii) Also all articles prohibited in the parcel post mails.

(b) *Parcel post.* (French Somaliland.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.27	12	$2.04
2	.41	13	2.18
3	.63	14	2.32
4	.77	15	2.46
5	.91	16	2.60
6	1.05	17	2.74
7	1.19	18	2.88
8	1.32	19	3.02
9	1.46	20	3.16
10	1.60	21	3.30
11	1.74	22	3.44

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Parcels for places other than Djibouti must be claimed at Djibouti, and the name of that place should appear in the address.

(5) *Prohibitions.* The importation of arms is prohibited, except by authorization from the local authorities. Nonexplosive components of artillery fuses.

§ 127.261 *French Sudan*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins, gold or silver bullion, precious stones, jewelry, and other precious articles, only bank notes may be enclosed in registered letters.

(ii) Live bees.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (French Sudan.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	23	$4.41
2	.53	24	4.55
3	.83	25	4.69
4	.97	26	4.83
5	1.11	27	4.97
6	1.25	28	5.11
7	1.39	29	5.25
8	1.53	30	5.39
9	1.67	31	5.53
10	1.81	32	5.67
11	1.95	33	5.81
12	2.47	34	6.34
13	2.61	35	6.48
14	2.75	36	6.62
15	2.89	37	6.76
16	3.03	38	6.90
17	3.17	39	7.04
18	3.31	40	7.18
19	3.45	41	7.32
20	3.59	42	7.46
21	3.73	43	7.60
22	3.87	44	7.74

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions*—(i) *For reasons of public safety.* (a) Nonexplosive components of artillery fuses. The importation of arms of all kinds or munitions is subject to authorization by the local authorities and the fulfillment of special formalities.

(b) Foreign products not bearing the mark of the country of origin. (Art. 4 of the law of April 28, 1932.)

(ii) *For the protection of animals or plants.* (a) Live bees.

(b) All products likely to propagate the "coffee berry borer" (Stephanoderes hampei).

§ 127.262 *French Togoland*—(a) *Regular mails.*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Money-order service.* See § 17.55 (c) of this chapter.

(7) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(8) *Prohibition.* (i) Coins; manufactured platinum, gold, and silver; precious stones, jewelry, and other precious articles.

(ii) Bank notes, paper money or values payable to bearer, except in registered letters.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (French Togoland.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.41	23	$4.52
2	.55	24	4.66
3	.87	25	4.80
4	1.01	26	4.94
5	1.15	27	5.08
6	1.29	28	5.22
7	1.43	29	5.36
8	1.57	30	5.50
9	1.71	31	5.64
10	1.85	32	5.78
11	1.99	33	5.92
12	2.54	34	6.50
13	2.68	35	6.64
14	2.82	36	6.78
15	2.96	37	6.92
16	3.10	38	7.06
17	3.24	39	7.20
18	3.38	40	7.34
19	3.52	41	7.48
20	3.66	42	7.62
21	3.80	43	7.76
22	3.94	44	7.90

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions*—(i) *For the protection of plants.* (a) Cotton plants or parts thereof; unginned cotton and cotton seeds; compose and packing; seeds or parts of plants susceptible of harboring the pink boll worm (hemp, gombo, da, currants, gooseberries, til, etc.), originating in Texas, Louisiana, New Mexico, and Hawaii.

(b) All products, plants and parts thereof, fresh or dried coffee beans, seeds (except with special authorization) and packings susceptible of propagating the coffee disease produced by the Hemileia Vestatrix cryptogam.

(ii) *For reasons of public safety.* (a) Newspapers, publications, and works which may endanger the security of the Territory.

(b) Poniards, knives in the form of poniards, styluses, bayonettes, sword-canes, loaded canes, brass knuckles, blackjacks, and all other secret arms for offense.

(iii) *For sanitary reasons.* (a) Saccharine and similar products.

(b) Medical thermometers not bearing the stamp of the Laboratory of Arts and Crafts.

(c) Poisonous substances and medicines; alcohols of all kinds, chemical products and essences recognized as harmful, such as thuyone, badian, benzoic aldehyde, salicylic ether, hyssop, absinthe, liquors similar to absinthe. Retorts and other apparatus suitable for the distillation of alcohols.

(iv) *Arms, etc.* The importation of arms, munitions, and war material is prohibited. Hunting arms are admitted only by previous authorization.

(v) *State monopolies, etc.* Weights and measures other than those of the decimal metric system. Tokens of copper, nickel, or any other metal, or any articles likely to be confused with current coins; piasters and all silver ingots other than those in the form of small bars which do not bear a conspicuous indication of their weight and fineness, as well as the hallmark of a sworn assayer. Foreign silver coins. Machines, apparatus, and instruments suitable for use in making coins.

(vi) *For other reasons.*. Films are admitted only if packed in metal boxes.

§ 127.263 *Gambia*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins.

Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Gambia.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.68	12	$3.30
2	.82	13	3.44
3	.96	14	3.58
4	1.40	15	3.72
5	1.54	16	3.86
6	1.68	17	4.00
7	1.82	18	4.14
8	2.26	19	4.28
9	2.40	20	4.42
10	2.54	21	4.56
11	2.68	22	4.70

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* All parcels must be called for at a post office.

(5) *Prohibitions.* (i) Firearms and parts thereof; air guns; shot and empty cartridges.

(ii) Sporting guns are admitted subject to permission from the authorities.

(iii) Base or counterfeit coin, current legal coin. West African paper money.

(iv) Plants, trees, shrubs, herbs, etc., bulbs, seeds, berries, etc., are admitted only with the permission of the Director of Agriculture. (Plant Protection Ordinance of 1924.)

(v) Nonexplosive components of artillery fuses.

(vi) Articles bearing used or counterfeit stamps.

(vii) Films or celluloid must be packed in tin boxes inclosed in wooden boxes.

§ 127.264 *Germany*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Also see "Observations" subparagraph (7) of this paragraph. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Service available only to American, British and French Zones, excluding Berlin. Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. Limited to articles sent as gifts. (See § 127.3.)

(7) *Observations.* (i) Envelopes must not have innerlining nor carry any indication other than the address of the sender and addressee and necessary postal directions.

(ii) Printed matter may be mailed only to the American, British, and French Zones of Germany, excluding Berlin.

(iii) The following types of printed matter are prohibited:

(a) Materials propagating or glorifying the ultra nationalist, militarist, racist, or pan-German doctrines.

(b) Materials containing malicious attacks on any of the occupying powers or malicious criticisms of decisions or actions of the Allied Control Council, or constituting incitement to riot or disorder, or interfering with the process of military government.

(c) Materials attempting to create divisions between or foster disrespect for the United Nations.

(iv) Only the following types of printed matter are acceptable for the French Zone, excluding the French Sector of the city of Berlin:

(a) Printed personal or family announcements, such as birth, marriage and death announcements, visiting cards, etc.

(b) Catalogs, prospectuses, and similar commercial literature.

(v) Printed matter for the blind is accepted up to 11 pounds in weight for all zones of Germany, and its nature must comply with the restrictions for printed matter in general stated above.

(vi) Articles should bear the name of the addressee, street and house number, town, postal district number, province and zone of occupation. It is pointed out that the postal district number and the zone of occupation should be included as a part of the address if this information is known to the sender. However, mail will be accepted without this information included as a part of the address. The province and zone of occupation need not be shown on mail addressed to the city of Berlin.

(vii) Box numbers may be used as part of the address provided the name of the box holder is shown. Regular mail articles will be accepted addressed "General Delivery" (Poste Restante) provided the complete address of the sender is shown on each article.

(8) *Prohibitions.* (i) Codes, ciphers, signs, or other kinds of secret writing.

(ii) Invisible ink.

(iii) Stenographic notes.

(iv) Used, canceled or censored envelopes as containers for correspondence.

(v) Canceled or uncanceled stamps, unless licensed by the military government.

(vi) Illegible or incomprehensible designs.

(vii) Photographic or microphotographic films.

(viii) Arms, munitions, and war materials of all kinds, as well as plans, models, and parts thereof; airplane parts; communication, electronic or fire-control instruments; military optical equipment, cryptographic equipment, and cipher codes; trigonometric and cartographic equipment; military maps, plans, instruction manuals and models; training films; also uniforms and insignia.

(ix) Cigarettes and other tobacco products.

(x) Post cards and envelopes bearing illustrations constituting pro-Fascist or subversive propaganda.

(xi) Commercial or business correspondence of a contractual nature relating to transactions contrary to the regulations of the Allied Control Authority or of the military governments, or to German laws currently in force. Correspondence regarding German external assets, even if only of a simple informational character, is prohibited.

(xii) The following are prohibited unless addressed to banks or sent through the intermediary of banks acting under general or specific authority issued by the military government:

(*a*) Commercial documents having the nature of payment orders or credit obligations (checks, drafts, etc.);

(*b*) Securities (stocks, bonds, coupons, etc.);

(*c*) German or foreign banknotes;

(*d*) Ocean freight documents (manifests, bills of lading, etc.);

(*e*) Statements of account (bills payable, etc.).

(*f*) Seeds and other plant material must be inspected and certified as free of disease, pests, or weeds.

(xiii) See "Observations" subparagraph (7) of this paragraph, concerning restrictions applicable to printed matter.

(b) *Parcel post (Germany)*—(1) *Tables of rates.* (i) Surface parcel rates for American, British and French Zones of Western Germany.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Surface parcel rates, including transit charges, for Soviet Zone and all of Berlin.

Pounds:	Rate	Pounds:	Rate
1	$0.17	5	$0.85
2	.34	6	1.02
3	.51	7	1.19
4	.68	8	1.36
9	$1.53	16	$2.72
10	1.70	17	2.89
11	1.87	18	3.06
12	2.04	19	3.23
13	2.21	20	3.40
14	2.38	21	3.57
15	2.55	22	3.74

(iii) Air parcels for all of Germany.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.95	11	4	$20.75
0	8	1.40	11	8	21.20
0	12	1.85	11	12	21.65
1	0	2.30	12	0	22.10
1	4	2.75	12	4	22.55
1	8	3.20	12	8	23.00
1	12	3.65	12	12	23.45
2	0	4.10	13	0	23.90
2	4	4.55	13	4	24.35
2	8	5.00	13	8	24.80
2	12	5.45	13	12	25.25
3	0	5.90	14	0	25.70
3	4	6.35	14	4	26.15
3	8	6.80	14	8	26.60
3	12	7.25	14	12	27.05
4	0	7.70	15	0	27.50
4	4	8.15	15	4	27.95
4	8	8.60	15	8	28.40
4	12	9.05	15	12	28.85
5	0	9.50	16	0	29.30
5	4	9.95	16	4	29.75
5	8	10.40	16	8	30.20
5	12	10.85	16	12	30.65
6	0	11.30	17	0	31.10
6	4	11.75	17	4	31.55
6	8	12.20	17	8	32.00
6	12	12.65	17	12	32.45
7	0	13.10	18	0	32.90
7	4	13.55	18	4	33.35
7	8	14.00	18	8	33.80
7	12	14.45	18	12	34.25
8	0	14.90	19	0	34.70
8	4	15.35	19	4	35.15
8	8	15.80	19	8	35.60
8	12	16.25	19	12	36.05
9	0	16.70	20	0	36.50
9	4	17.15	20	4	36.95
9	8	17.60	20	8	37.40
9	12	18.05	20	12	37.85
10	0	18.50	21	0	38.30
10	4	18.95	21	4	38.75
10	8	19.40	21	8	39.20
10	12	19.85	21	12	39.65
11	0	20.30	22	0	40.10

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 36 inches. Greatest length and girth combined 72 inches.

(4) *Observations.* (i) Parcels sent as gifts and the relative customs declarations must be conspicuously marked "Gift Parcel" by the senders, who must itemize the contents and value on the customs declarations. Parcels which are undeliverable will not be returned to the senders but will be turned over to authorized German relief organizations for distribution to the needy.

(ii) Parcels sent for commercial purposes are acceptable only when addressed to the American, British, and French Zones, excluding the American, British, and French sectors of Berlin. These parcels are only admitted on condition that the contents are authorized on the basis of a general or specific import license issued by the military authorities.

(iii) All parcels except those for Berlin must show the zone of occupation as part of the address. There are listed below the postal addressing districts of Germany which are located in each occupation zone:

Districts 2, 3, 10a, 10b, 15, 19a and 19b are in the Soviet Zone.

Districts 13a, 13b, 14a, 16 and 17a are in the American Zone.

Districts 14b, 17b, 18 and 22b are in the French Zone.

Districts 20a, 20b, 21a, 21b, 22a, 22c, 23, 24a and 24b are in the British Zone.

(iv) The entire city of Berlin (district No. 1) is located in the Soviet Zone, and the postage rates applicable to the Soviet Zone generally apply to all the sectors of Berlin. The Post Office Department is not in position to answer inquiries as to the sectors in which particular addresses are located.

(v) Parcels are subject to censorship and customs examination in the zone of destination.

(5) *Prohibitions.* (i) The articles prohibited in the regular mails are also prohibited in either gift or commercial parcels.

(ii) See "Observations" and "Regular Mails" for restrictions on printed matter.

(iii) Nonessential luxury items, such as jewelry, perfume, cosmetics, and the like, are prohibited in gift parcels.

(c) *U. S. A. gift parcels.* (Germany.)

(1) *Tables of rates.* (Surface only.)

(i) American and British Zones of Western Germany:

Pounds:	Rate	Pounds:	Rate
1	$0.06	12	$0.72
2	.12	13	.78
3	.18	14	.84
4	.24	15	.90
5	.30	16	.96
6	.36	17	1.02
7	.42	18	1.08
8	.48	19	1.14
9	.54	20	1.20
10	.60	21	1.26
11	.66	22	1.32

(ii) American and British sectors of Berlin:

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.09	12	$1.03
2	.18	13	1.17
3	.27	14	1.26
4	.36	15	1.35
5	.45	16	1.44
6	.54	17	1.53
7	.63	18	1.62
8	.72	19	1.71
9	.81	20	1.80
10	.90	21	1.89
11	.99	22	1.98

(iii) French zone of Western Germany:

Pounds:	Rate	Pounds:	Rate
1	$0.10	12	$1.20
2	.20	13	1.30
3	.30	14	1.40
4	.40	15	1.50
5	.50	16	1.60
6	.60	17	1.70
7	.70	18	1.80
8	.80	19	1.90
9	.90	20	2.00
10	1.00	21	2.10
11	1.10	22	1.20

(iv) French sector of Berlin:

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.13	12	$1.56
2	.26	13	1.69
3	.39	14	1.82
4	.52	15	1.95
5	.65	16	2.08
6	.78	17	2.21
7	.91	18	2.34
8	1.04	19	2.47
9	1.17	20	2.60
10	1.30	21	2.73
11	1.43	22	2.86

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b), of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrocchloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.265 *Gibraltar*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air-mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Parasites and predators of injurious insects, intended for control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Gibraltar.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.50	12	$3.18
2	.64	13	3.32
3	.78	14	3.46
4	1.22	15	3.60
5	1.36	16	3.74
6	1.50	17	3.88
7	1.64	18	4.02
8	2.02	19	4.16
9	2.16	20	4.30
10	2.30	21	4.44
11	2.44	22	4.58

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Prohibitions.* Arms and munitions, except by permit from the Governor of Gibraltar.

§ 127.266 *Gilbert and Ellice Islands Colony. (Fanning, Washington, Christmas, Ocean, Gilbert, and Ellice Islands.)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service

(5) *Air mail service.* Ocean, Gilbert, and Ellice Islands only: Same as Australia. (See § 127.209.) Onward from Australia by ordinary means. Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Ingots.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions are admitted in the form of samples only.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Gilbert and Ellice Islands Colony.)

(1) *Table of rates.* (i) Surface parcels.

(Fanning and Washington Islands only)

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

(Christmas, Ocean, Gilbert, and Ellice Islands)

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.30	7	$1.86
2	.56	8	2.12
3	.82	9	2.38
4	1.08	10	2.64
5	1.34	11	2.90
6	1.60		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* Shaving brushes made in Ceylon, China, East Indies, Japan, and the Philippines. Coal-tar derivatives capable of being used for dyes.

§ 127.267 *Gold Coast Colony.* (Including Ashanti, British Togoland, and Northern Territories.) (a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* (See Table No. 1, § 127.1.) Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. Delivery service limited to within the municipal limits of the Gold Coast Colony. For further information see § 127.19.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins, banknotes, and paper money, except as shown below:

The following are admitted in registered articles only: Values payable to bearer; watches, gold, jewelry, platinum, precious stones and silver; gold or silver ingots not exceeding five pounds in value; gold or silver coins stated to be for ornament, not exceeding five pounds value; banknotes, Treasury notes or paper money if mailed by a bank director to the director of a bank which is in operation at Accra or Sekondi.

(ii) Motion-picture film.

(iii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(iv) The articles prohibited or restricted as parcel post are also prohibited or restricted.

(b) *Parcel post.* (Gold Coast Colony.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.38	7	$1.34
2	.52	8	1.60
3	.66	9	1.74
4	.92	10	1.88
5	1.06	11	2.02
6	1.20	12	2.40

Pounds:	Rate	Pounds:	Rate
13	$2.54	18	$3.24
14	2.68	19	3.38
15	2.82	20	3.52
16	2.96	21	3.66
17	3.10	22	3.80

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.18	11	4	$29.34
0	8	1.82	11	8	29.98
0	12	2.46	11	12	30.62
1	0	3.10	12	0	31.26
1	4	3.74	12	4	31.90
1	8	4.38	12	8	32.54
1	12	5.02	12	12	33.18
2	0	5.66	13	0	33.82
2	4	6.30	13	4	34.46
2	8	6.94	13	8	35.10
2	12	7.58	13	12	35.74
3	0	8.22	14	0	36.38
3	4	8.86	14	4	37.02
3	8	9.50	14	8	37.66
3	12	10.14	14	12	38.30
4	0	10.78	15	0	38.94
4	4	11.42	15	4	39.58
4	8	12.06	15	8	40.22
4	12	12.70	15	12	40.86
5	0	13.34	16	0	41.50
5	4	13.98	16	4	42.14
5	8	14.62	16	8	42.78
5	12	15.26	16	12	43.42
6	0	15.90	17	0	44.06
6	4	16.54	17	4	44.70
6	8	17.18	17	8	45.34
6	12	17.82	17	12	45.98
7	0	18.46	18	0	46.62
7	4	19.10	18	4	47.26
7	8	19.74	18	8	47.90
7	12	20.38	18	12	48.54
8	0	21.02	19	0	49.18
8	4	21.66	19	4	49.82
8	8	22.30	19	8	50.46
8	12	22.94	19	12	51.10
9	0	23.58	20	0	51.74
9	4	24.22	20	4	52.38
9	8	24.86	20	8	53.02
9	12	25.50	20	12	53.66
10	0	26.14	21	0	54.30
10	4	26.78	21	4	54.94
10	8	27.42	21	8	55.58
10	12	28.06	21	12	56.22
11	0	28.70	22	0	56.86

Each pair parcel must have affixed the blue Par Avion label (Form 2978.) (See § 127.55 (b).

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) Carbon paper must be described on the customs declaration as follows: Carbon paper coated with wax and containing no oxidizable oily or fatty substance.

(ii) Goods not sent as a bona fide gift may be imported only on production by the addressee of an import license, in the absence of which parcels will be confiscated. Parcels (other than those containing bona fide gifts) should not be accepted for mailing unless the sender has knowledge that the addressee is in possession of the required license. Parcels which are accepted for mailing must be endorsed by the senders "Gift" or "Import license secured by addressee."

(5) *Prohibitions*—(i) *For reasons of public safety.* Uniforms, unless addressed to persons entitled to wear them.

(ii) *For the protection of animals and plants.* (a) Bees, leeches, and silk worms. Plants in soil. Cottonseed. Corn for planting.

(b) Cherry coffee must be accompanied by a certificate that it is free from the coffee-berry borer.

(c) Prepared cocoa beans, cocoa plants and parts thereof, require a license from the Director of Agriculture at Accra.

(iii) *Arms, etc.* (a) Firearms, airguns, empty cartridge cases, machines for making or filling cartridges, and other accessories.

(b) Brass knuckles.

(c) Nonexplosive components of artillery fuses.

(iv) *For other reasons.* (a) Paper money.

(b) Gold or silver coins, except those not exceeding £5 in value intended for ornament.

(c) Watches and clocks.

(d) Carbon paper, except carbon paper coated with wax and containing no oxidizable oily or fatty substance.

(e) The following articles are admitted only under license of the Governor: Saccharine and similar substances, or compounds thereof. Machines for duplicating keys. Handcuffs and metal tubing. Any weapon for discharging harmful gas or liquid, ammunition therefor or any other article for containing such harmful substance.

(f) Motion-picture films must be addressed to Accra, except those which the Comptroller of Customs at Accra is satisfied are intended solely for private exhibition.

§ 127.268 *Great Britain and Northern Ireland.* (England, Scotland and Wales; also Northern Ireland.) (a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(5) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. See § 127.3. Such articles not bearing the green label, Form 2976 (C 1), are subject to confiscation.

(7) *Observations.* (i) The importation into the United Kingdom of various kinds of merchandise is either entirely prohibited or permitted only under license previously obtained by the importer from the Import Licensing Department of the Board of Trade, 25 Southampton Buildings, London W. C. 2, England. Although such licenses are not required to accompany the parcels at time of mailing, it is suggested that exporters ascertain in advance that the importer has obtained the necessary license or is able to obtain it provided it is required. This restriction does not apply to gift shipments sent by a private sender to a private addressee nor to trade samples.

(ii) Mail articles for delivery in London, England, to secure delivery should include in all cases: (a) Name of addressee. (b) Number (or if there is no number, the name) of the house. If a house bears a name and also a number, the number should always be used, whether or not the name be added. (c) Name of street or road in which the house is located. (d) The words "London, England." (e) Initials of the postal district, followed by the number of the office of delivery: thus, "S. W. 4," "N. W. 8." In the case of articles for delivery in other parts of Great Britain and Northern Ireland, the name of the county is an essential part of the address.

(iii) It is recommended to senders that any article of printed matter with dutiable contents be plainly marked "c/o The Officer of Customs and Excise" in addition to bearing the full name and address of the addressee. A post-office fee of 6d. for clearance through the customs is charged on each package on which customs duty is levied.

(iv) Articles containing penicillin must have the wrappers marked by the senders "Addressee has import license", or similarly.

(v) There are listed below the names of the counties and principal towns in Northern Ireland:

Antrim:
Ballymena.
Belfast.
Carrickfergus.
Larne.
Lisburn.
Portrush.
Tommebridge.
Whitehead.

Down:
Banbridge.
Bangor.
Downpatrick.
Kilkeel.
Newcastle.
Newry.
Newtownards.

Londonderry:
Coleraine.
Kilrea.
Limavady.
Magherafelt.
Portstewart.

Armagh:
Lurgan.
Portadown.

Tyrone:
Cookstown.
Dungannon.
Moy.
Omagh.
Strabane.

Fermanagh:
Enniskillen.

(8) *Prohibitions.* (i) Imitations of postage stamps. Articles bearing imitations of British, foreign, or colonial postage stamps, out of circulation or not.

(ii) Check books must be sent exclusively in the letter mails.

(iii) Arms, parts of arms, munitions, and similar articles.

(iv) Paint, varnish, turpentine, lacquer, and similar articles having a flash point of less than 200° F., except that such articles up to a gross weight of 8 ounces and having a flash point of 90° F. or more will be accepted for transmission in the sample mails when packed in accordance with the regulations governing the transmission of liquids.

(v) The articles prohibited in the form of parcel post are also prohibited when sent through the regular mails, except the following: Coins, manufactured or unmanufactured platinum, gold and silver; precious stones, jewelry or other precious articles (but coins not intended for ornament and gold in ingots must not exceed £5 in value); circulars; liquids or substances for analysis or for medical examination and pathological specimens (in the form of samples); leeches and

silkworms (in the form of samples); and clean rags (in the form of samples).

(vi) Paper money and certificates of title to sterling bearer securities require permission from the British Treasury for importation.

(vii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(viii) The importation of dutiable articles into the United Kingdom by sample post is in general prohibited, and dutiable articles so imported are liable to forfeiture. The prohibition is relaxed, however, in the case of genuine trade samples as shown below, subject to compliance with the following requerements.

(*a*) Chemicals liable to key industry duty (other than any such goods falling within the provisions of the Dangerous Drugs Acts of 1920–32, or the Dyestuffs Importation Acts of 1920–34). See (*g*) of this subdivision, "Dyestuffs (synthetic, organic), etc."

(*b*) Raw chicory in quantities not exceeding half a pound net weight per package will be delivered free of duty. Only one sample of the same description of goods, unless of different brands, may be sent to each addressee.

(*c*) Chloral hydrate in quantities not exceeding 1 ounce net weight per package will be delivered free of duty.

(*d*) Raw cocoa in quantities and under conditions similar to those stated in subdivision (*b*) of this subdivision.

(*e*) Raw coffee in quantities and under conditions similar to those stated in subdivision (*b*) of this subdivision.

(*f*) Dried fruit in quantities and under conditions similar to those stated in subdivision (*b*) of this subdivision.

(*g*) Dyestuffs (synthetic, organic), including pigment dyestuffs, whether soluble or insoluble; compounds, preparations and articles made with the aid of such dyestuffs, other than any such compounds, preparations or articles incapable of use in dyeing, may be imported under the following conditions: The gross weight of each package must not exceed 8 ounces, and customs duty at the appropriate rate will be collected. Each package must be clearly marked: "C/o the Officer of Customs and Excise", in addition to bearing the full name and address of the addressee and a declaration that the contents are of no commercial value. A postal fee of 6 pence for clearance through the customs will be levied on each package on which customs duty is levied.

(*h*) Goods (excluding textiles) liable to duty under the Import Duties Act of 1932 or the Ottawa Agreements Act of 1932: Packages containing articles which are genuine trade samples of goods liable to duty only under the aforesaid Acts may be imported free of duty under the following conditions: The samples must not have any salable value, being effectively disfigured or mutilated if necessary. Only one sample of the same description, brand, color or variety may be sent to each addressee.

(*i*) Hops in packages not exceeding 16 ounces gross weight will be delivered on payment of duty at a flat rate of 8 pence per package.

(*j*) Playing cards: Packages containing only one or two packs will be delivered free of duty provided that one of the corners of each card has been cut to the extent of half an inch along the side and end.

(*k*) Sugar and sugar confectionery in quantities and under conditions similar to those stated in subdivision (*b*) of this subdivision.

(*l*) Tea in packages not exceeding 8 ounces gross weight each will be delivered on payment of duty in accordance with the following scale: (*1*) If the gross weight of the sample is under 3 ounces, or the net weight under 1 ounce, free of duty; (2) If the gross weight of the sample is 3 ounces or more, but does not exceed 8 ounces, a flat rate of 2 pence per package.

(*m*) Textiles (including silk and artificial silk) may be imported subject to the following conditions: The gross weight of each package must not exceed 16 ounces. Only one sample of the same range and color may be sent to one and the same addressee. Each package must be plainly marked "C/o The Officer of Customs and Excise", in addition to bearing the full name and address of the addressee. Duty will be waived in the following cases: (*1*) Tissues (including ribbons) in lengths not exceeding 1 yard irrespective of the width from selvedge to selvedge; (2) Piece goods liable to ad valorem duty, such as cords, gimps, etc., in lengths not exceeding 1 yard; (*3*) Ribbons in lengths not exceeding two and a half yards, provided that they are snipped at intervals of not more than 9 inches; (*4*) Yarns, raw silk and waste silk not exceeding 4 ounces. Yarns, tissues, ribbons, braids, cords and trimmings, raw silk, silk waste or artificial silk waste exceeding the above limits but not exceeding 16 ounces gross weight will be charged with the appropriate duty. Each package must be plainly marked "C/o The Officer of Customs and Excise", in addition to bearing the full name and address of the addressee and particulars of the value, net weight and (in the case of silk and artificial silk tissues) the square yardage. A postal fee of 6 pence for clearance through the customs will be levied on each package on which customs duty is levied.

(*n*) Tobacco. Type-samples of unmanufactured tobacco in articles not exceeding six ounces in gross weight each will be delivered upon payment of a uniform customs duty of 12 shillings 9 pence per article.

(*o*) Bees. Each package containing live bees must be marked plainly "C/o The Officer of Customs and Excise" in addition to bearing the full name and address of the addressee.

(*p*) Printing plates. Each package must be plainly marked "Printers' Blocks", and "C/o The Officer of Customs and Excise", in addition to bearing the full name and address of the addressee.

(*q*) Serum in glass ampoules is admitted if rendered harmless by the manner of preparation and packing. Each article must be plainly marked "C/o The Officer of Customs and Excise", in addition to bearing the complete name and address of the addressee. Customs duty will be charged at the appropriate rate. A postal charge of 6 pence for customs clearance will be charged for each package on which customs duty is levied.

(ix) Dutiable prints: It is recommended that each article of printed matter containing dutiable material be plainly marked "C/o The Officer of Customs and Excise", in addition to bearing the complete name and address of the addressee. A postal charge of 6 pence for customs clearance will be charged for each package on which customs duty is levied.

(b) *Parcel post.* (Great Britain and Northern Ireland.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.00	11	4	$19.04
0	8	1.41	11	8	19.45
0	12	1.82	11	12	19.86
1	0	2.23	12	0	20.27
1	4	2.64	12	4	20.68
1	8	3.05	12	8	21.09
1	12	3.46	12	12	21.50
2	0	3.87	13	0	21.91
2	4	4.28	13	4	22.32
2	8	4.69	13	8	22.73
2	12	5.10	13	12	23.14
3	0	5.51	14	0	23.55
3	4	5.92	14	4	23.96
3	8	6.33	14	8	24.37
3	12	6.74	14	12	24.78
4	0	7.15	15	0	25.19
4	4	7.56	15	4	25.60
4	8	7.97	15	8	26.01
4	12	8.38	15	12	26.42
5	0	8.79	16	0	26.83
5	4	9.20	16	4	27.24
5	8	9.61	16	8	27.65
5	12	10.02	16	12	28.06
6	0	10.43	17	0	28.47
6	4	10.84	17	4	28.88
6	8	11.25	17	8	29.29
6	12	11.66	17	12	29.70
7	0	12.07	18	0	30.11
7	4	12.48	18	4	30.52
7	8	12.89	18	8	30.93
7	12	13.30	18	12	31.34
8	0	13.71	19	0	31.75
8	4	14.12	19	4	32.16
8	8	14.53	19	8	32.57
8	12	14.94	19	12	32.98
9	0	15.35	20	0	33.39
9	4	15.76	20	4	33.80
9	8	16.17	20	8	34.21
9	12	16.58	20	12	34.62
10	0	16.99	21	0	35.03
10	4	17.40	21	4	35.44
10	8	17.81	21	8	35.85
10	12	18.22	21	12	36.26
11	0	18.63	22	0	36.67

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.

Customs declaration: 1 Form 2966.

Dispatch note: No.

Parcel-post sticker: 1 Form 2922.

Sealing: Insured parcels must, and ordinary parcels may, be sealed.

Group shipments: Limited to ordinary parcels. (See § 127.76.)

Registration: No.

Insurance: Yes.
C. o. d.: No.

Note: See item "Eire (Ireland)" concerning parcels intended for that country.

(2) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(3) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the appropriate postage rates in addition to the fees mentioned:

Limit of indemnity:	Fees
Not over $10	$0.20
From $10.01 to $25	.25
From $25.01 to $50	.35
From $50.01 to $100	.55

Only parcels mailed in continental United States (not including Alaska) may be insured for the following amounts:

Limit of indemnity:	Fees
From $100.01 to $200	$0.60
From $200.01 to $300	.65
From $300.01 to $400	.70
From $400.01 to $500	.75
From $500.01 to $600	.80
From $600.01 to $700	.85
From $700.01 to $800	.90
From $800.01 to $900	.95
From $900.01 to $1,000	1.00

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

Each insured parcel must have shown thereon (before dispatch from the mailing office) in United States currency (both in arabic figures and in roman letters spelled out in full) the amount for which the parcel is insured.

(iii) Every parcel containing coins, bullion, precious stones, and any article of gold, silver, or platinum must be insured. If a parcel containing such articles is mailed uninsured it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly. Attention is called to the fact that coins of a higher value than £5 (except with a declaration indicating that they are intended to serve as ornaments), as well as gold in ingots of a value higher than £5 and silver in ingots or silver partially worked of a value higher than £20, are prohibited, even in insured parcels.

(iv) Parcels containing jewelry must not have a value in excess of £400. Any parcel containing jewelry, or any other precious article, exceeding £100 in value must be packed in a box measuring not less than 2 feet 6 inches in length and girth combined.

(v) The final decision on all questions of compensations rests with the country in whose service the loss, rifling, or damage took place.

(vi) While parcels containing eggs, when properly packed, may be accepted for insurance to Great Britain and Northern Ireland, no indemnity is payable, in the event of damage, should it be determined that responsibility for the damage rests with the Postal Administration of Great Britain and Northern Ireland. Also regardless of where the damage occurred, no indemnity is payable for the damage to insured parcels, containing eggs, originating in Great Britain and Northern Ireland and addressed to this country.

For further information concerning insurance, see §§ 127.102 and 127.108.

(4) *Observations.* (i) Parcel post packages are divided into two classes, namely, bona fide unsolicited gift parcels; and all other parcels. The following shall be observed in the acceptance of parcels under the two classes mentioned:

(*a*) Bona fide unsolicited gift parcels addressed to individuals: All such parcels must be endorsed by the senders with the words "Unsolicited Gift." A gift is not regarded by the British service as unsolicited if it is received as a result of a prior communication sent by the recipient to the donor. While parcels sent as gifts do not require a British import license, they may, nevertheless, be subject to customs duty and, in some cases, to the United Kingdom purchase tax, which the addressee must pay in order to obtain delivery of the parcel.

(*b*) All other parcels: All acceptable merchandise not sent as an unsolicited gift will be admitted into the United Kingdom only under a license which the importer must obtain from the Import Licensing Department of the Board of Trade, 1–6 Tavistock Square, London, W. C. 1, England. In the case of books and other printed matter sent by mail, delivery will be expedited if the titles and the number of volumes, pamphlets, etc., of each title are shown on the outside of the wrapper. All parcels not coming within the requirements set forth in subdivision (*a*) of this subdivision for "Unsolicited gift parcels" will be regarded as having been accepted with the understanding that the responsibility for previously determining that the articles sent will be admitted and for obtaining the required import license rests with the sender and addressee, and the Post Office Department will assume no responsibility arising from the failure or the inability of the addressee to produce the import license.

(*c*) A fee for clearance through the customs is imposed on each parcel-post package received from abroad which is subject to customs charges. The amount of the fee is 1 shilling for each parcel on which the customs charges exceed 10 shillings and 6 pence for each parcel on which the customs charges do not exceed 10 shillings.

(*d*) Particulars on customs declarations must be full and precise in all details, and in case of packages containing articles of different kinds, the exact quantity of each kind of article must be stated, with descriptions and individual weights.

(*e*) Carbon paper coated with wax and not containing any oxidizable oily or fatty substance must be described accordingly on the customs declaration.

(*f*) Parcels containing goods liable to ad valorem duty should be accompanied by an invoice showing the contents in detail and the value of each article and the cover of the parcel should be marked on the address side "Invoice inclosed." When the invoice relates to more than one parcel the cover of each parcel should be marked "Invoice inclosed in parcel No. —."

(*g*) Parcels for delivery in London, England, to secure delivery should include in all cases: (*1*) Name of addressee. (*2*) Number (or if there is no number, the name) of the house. If a house bears a name and also a number, the number should always be used, whether or not the name be added. (*3*) Name of street or road in which the house is located. (*4*) The words "London, England." (*5*) Initials of the postal district, followed by the number of the office of delivery, thus: "S. W. 4", "N. W. 8." In the case of parcels for delivery in other parts of Great Britain and Northern Ireland, the name of the county is an essential part of the address.

(*h*) Special customs and other provisions: The British Office does not accept responsibility for any parcel containing precious stones, jewelry, or any other article of gold or silver of a value higher than £100, sent in transit through that office or intended for delivery in Great Britain or Northern Ireland, unless it is inclosed in a box measuring not less than 1.1 meters (length and girth combined).

(*i*) Parcels containing penicillin must have the wrappers marked by the senders "Addressee has import license", or similarly.

(*j*) See § 127.70 (d) (1), regarding special packing requirements for liquids.

(5) *Prohibitions—(i) For reasons of sanitary policy.* (*a*) Rags and bedding.

(*b*) Soiled clothing.

(*c*) Shaving brushes made in Japan or exported from Japan.

(*d*) Goat hair and goat wool, and hair and wool of animals from Egypt (including the Sudan); also all articles mixed with those materials.

(*e*) All advertisements concerning the treatment of venereal diseases or relative to any preparations intended to prevent, cure, or relieve them, except in the case of articles addressed solely to practicing physicians or to duly qualified chemists for the needs of their profession.

(*f*) Vaccines, serums, toxins, antitoxins, antigene, salvarsan and its derivatives, insulin, tuberculin, and preparations of the posterior lobe of the pituitary gland, intended to be used for injection, sterilized surgical sutures, unless the addressee has obtained an authorization from the competent authority, or unless those substances are intended to be used exclusively in veterinary medicine and the receptacles are indelibly marked to that effect.

(*g*) Liquids or substances for analysis or medical examination.

(*h*) Pathological specimens.

(*i*) Tea unfit for human consumption. Tea exhausted or mixed with other substances, except by special permission of the Commissioners of Customs and Excise.

(*j*) Butter, margarine, margarine cheese, milk, cream, condensed milk, separated or skimmed milk, meat, carcasses and parts of carcasses, lard and other similar greases, and foodstuffs in bad condition, except in execution of the provisions of the laws and regulations relative thereto, and unless packed in hermetically sealed tins bearing a conspicuous mark indicating the nature of their contents.

(k) Alimentary products and beverages to which any preservative or other substance has been added, unless they comply with the provisions of the laws and regulations relating thereto.

(ii) *For the protection of animals or plants against extermination or disease.* (a) Skins, horns, hoofs, or any other parts of cattle or other animals whose transmission may be prohibited in order to prevent the propagation of any contagious disease.

(b) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(c) Trees, shrubs and plants of the following genera: Ulmus (elm), Abies (fir), Larix (larch), Picea (spruce), Pinus (pine), Pseudotsuga (Douglas spruce), Sequoia (redwood), Thuja (Thuya), and Tsuga (hemlock), and the roots, layers, cuttings or other parts of these trees, shrubs or plants, as well as plants and parts of plants, not including the seeds, of sugar beets (Beta vulgaris L.), and chrysanthemums, except when imported for instructional, scientific and similar purposes under and in accordance with the conditions of a license issued by the Ministry of Agriculture and Fisheries.

(iii) *Arms, munitions, etc.* (a) Firearms, deadly weapons, and parts thereof, except air guns, unrifled hunting guns having barrels not less than 20 inches long and parts thereof; these exceptions, however, do not apply to articles for Northern Ireland.

(b) Arms of all kinds intended or adapted for throwing liquids, gas, or other injurious substances, and parts thereof.

(c) Accessories intended or adaptable for reducing the sound or flash from firearms.

NOTE: The articles mentioned in (a), (b), (c) of this subdivision are exceptionally admitted as parcel post, subject to permission from the competent British authority.

(d) Munitions containing liquids, gas, or other harmful substances, or those intended or adapted to contain them; also parts of such munitions.

(e) Nonexplosive components of artillery fuses.

(iv) *For reasons such as State monopolies, etc.* (a) False or counterfeit coin and imitation coin.

(b) Silver coin of the United Kingdom which does not meet with the legal standard of weight or fineness.

(v) *For other reasons.* (a) Articles which bear or are marked with stamps, names, or other indications leading one to believe that they are guaranteed or sanctioned by a department of the British Government.

(b) Articles bearing a counterfeit mark or a false trade description and articles of foreign manufacture bearing a name or mark representing or supposed to represent the name or mark of any manufacturer or merchant in Great Britain or Northern Ireland, unless the name of the country in which the article has been made is also indicated.

(c) Gold or silverware which, when assayed, has not the legal alloyage.

(d) Goods made in foreign prisons, with the exception of goods imported for a noncommercial purpose or goods of a kind not manufactured in the United Kingdom.

(e) Timepieces, clocks, and watches or other articles of metal bearing a mark or stamp representing or imitating a mark or stamp of British legal assay, or any mark or indication leading one to believe that such articles were made in the United Kingdom.

(f) Synthetic organic dyes, colors, and coloring matters prohibited by the dyestuffs import regulation act of 1920 may be imported in the form of parcel post if accompanied by a permit issued by the board of trade. As an exception, bona fide trade samples having no commercial value may be imported without a permit from the board of trade. Parcels containing such samples must be addressed directly to the importer.

(g) Books, paintings, etc., which are protected by the copyright law in the United Kingdom.

(h) Liquid celluloid, solid celluloid called "unseasoned celluloid"; that is to say, celluloid which has not been freed from all volatile solvent and which is designated at times under the name of "Xylonite cake."

(i) Oilskins[1] and similar oiled goods, carbon paper[2] and oiled paper.

The transmission of other kinds of carbon paper is prohibited.

(j) Live animals, with the exception of bees, leeches, and silkworms placed in well-constructed boxes.

(k) Tobacco stalks, manufactured or not, tobacco-stalk flour, and preparations of snuff except by permission of the Commissioners of Customs.

(l) Cut and pressed tobacco and tobacco containing other substances. (Practically all cigarettes manufactured in this country are prohibited, and senders should ascertain from the British authorities if the brands they desire to send are admissible. However, the prohibition mentioned is waived temporarily so as to permit the mailing of these articles in unsolicited gift parcels addressed to private individuals.)

(m) Saccharine, mixtures containing saccharine and other substances of a similar nature or use.

(n) Extracts, essences, or other concentrations of coffee, chicory, tea, or tobacco or other mixtures of those products.

(o) Articles bearing on the outside or in the address words, letters or marks (employed without formal authorization) indicating or permitting the addressee to believe that the said articles relate to His Majesty's Service.

(p) Articles bearing on the outside or in the address words, marks, or designs (drawings) which, in the opinion of the Postmaster General, might embarrass the postal agents called upon to handle such articles.

(q) Circulars.

(r) Fictitious stamps and dies, plates, instruments, or materials intended for the manufacture of such stamps.

(s) Coins coined in a foreign country, other than gold or silver, unless they are shown to the satisfaction of the customs authorities to have a curiosity value in excess of their bullion value.

(t) Coin, precious stones, jewelry, and any articles of gold, silver, and platinum, in uninsured parcels coming from countries which admit insurance. Coins of a value higher than £5 (except with a declaration indicating that they are intended to serve as ornaments), gold in ingots of a value higher than £5, and silver in ingots or silver partially worked of a value higher than £20, even if the shipment of coins or ingots, etc., is made as an insured parcel.

(u) All advertisements published by or on behalf of any fortune teller; all advertisements of gambling houses; all advertisements or coupons coming from a football enterprise in which bets are made in cash.

(v) Sealskins, except those of accepted origins.

(w) The importation into this country of the plumage of any birds, with the exception of those coming from African ostriches, eider ducks, the Rhea Rothschildi, the common jay, the common magpie, the common starling, the Java sparrow, the West African curly parrakeet, the Chinese bustard, the golden pheasant, the common cormorant, the common shag (or crested cormorant), and birds ordinarily used for food in Great Britain and Northern Ireland, is prohibited, except by authorization of the board of trade.

(x) Articles which, by virtue of the Merchandise Marks Act, 1926, must bear a mark indicating the name of the country of origin at the time of importation, unless they are marked in the prescribed manner. This applies to such articles as rubber tires and tubes, pottery, insulated electric cables and wires, electric incandescent lamps, ball and roller bearings, flame safety lamps and parts, apples, currants, sultanos and raisins, eggs in shell, dried eggs, oat products, and phonograph records.

(y) Metal polish.

(z) Paints, varnishes, turpentine, lacquer, and similar substances, having a flash point of less than 200° F.

[1] Oilskins and similar oiled goods are admitted, in the form of parcel post only, in the relations of the United Kingdom with European countries, the Bermuda Islands, Canada, Newfoundland, and the United States of America, on the condition that each parcel is accompanied by a certificate signed by a responsible person and having the following tenor: "Any oilskins or similar oil goods contained in this parcel have been stoved at a temperature of 140° F. for at least 8 hours and afterwards cured for not less than 1 month before being packed."

[2] Carbon paper coated with wax and not containing any oxidizable oily or fatty substance is admitted on the condition that the sender indicates the contents on the customs declaration in the following form: "Carbon paper coated with wax and not containing any oxidizable oily or fatty substance."

(*aa*) Processed milk, unless sent as an unsolicited gift, may require the production by the addressee of a license issued by the British Board of Trade, or a certificate in the form approved by the Board of Trade. "Processed milk" means condensed whole milk, condensed skim milk, full-cream milk powder, skimmed milk powder, buttermilk powder, whey powder, or cream.

(c) *U. S. A. gift parcels.* (Great Britain and Northern Ireland.)

(1) *Table of rates.* (Surface only.)

Pounds	Rate	Pounds	Rate
1	$0.06	12	$0.72
2	.12	13	.78
3	.18	14	.84
4	.24	15	.90
5	.30	16	.96
6	.36	17	1.02
7	.42	18	1.08
8	.48	19	1.14
9	.54	20	1.20
10	.60	21	1.26
11	.66	22	1.32

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b) of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. gift parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.269 *Greece* (including Crete and Dodecanese Islands (Astypalaia, Chalki, Kalymnos, Karpathos, Kassos, Kastellorizon, Kos, Leipsos, Leros, Nissiros, Patmos, Rodos, Symi and Tilos).)

(a) *Regular mails* — (1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Prohibitions.* (i) Dutiable articles (merchandise) in letters and packages prepaid at letter rate.

(ii) Notes of the Hellenic Bank. Coins; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles.

(iii) Tobacco, cigarettes, cigars, saccharine, and its products.

(iv) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Greece.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.93
2	.28	13	2.07
3	.67	14	2.21
4	.81	15	2.35
5	.95	16	2.49
6	1.09	17	2.63
7	1.23	18	2.77
8	1.37	19	2.91
9	1.51	20	3.05
10	1.65	21	3.19
11	1.79	22	3.33

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.07	11	4	$26.15
0	8	1.64	11	8	26.72
0	12	2.21	11	12	27.29
1	0	2.78	12	0	27.86
1	4	3.35	12	4	28.43
1	8	3.92	12	8	29.00
1	12	4.49	12	12	29.57
2	0	5.06	13	0	30.14
2	4	5.63	13	4	30.71
2	8	6.20	13	8	31.28
2	12	6.77	13	12	31.85
3	0	7.34	14	0	32.42
3	4	7.91	14	4	32.99
3	8	8.48	14	8	33.56
3	12	9.05	14	12	34.13
4	0	9.62	15	0	34.70
4	4	10.19	15	4	35.27
4	8	10.76	15	8	35.84
4	12	11.33	15	12	36.41
5	0	11.90	16	0	36.98
5	4	12.47	16	4	37.55
5	8	13.04	16	8	38.12
5	12	13.61	16	12	38.69
6	0	14.18	17	0	39.26
6	4	14.75	17	4	39.83
6	8	15.32	17	8	40.40
6	12	15.89	17	12	40.97
7	0	16.46	18	0	41.54
7	4	17.03	18	4	42.11
7	8	17.60	18	8	42.68
7	12	18.17	18	12	43.25
8	0	18.74	19	0	43.82
8	4	19.31	19	4	44.39
8	8	19.88	19	8	44.96
8	12	20.45	19	12	45.53
9	0	21.02	20	0	46.10
9	4	21.59	20	4	46.67
9	8	22.16	20	8	47.24
9	12	22.73	20	12	47.81
10	0	23.30	21	0	48.38
10	4	23.87	21	4	48.95
10	8	24.44	21	8	49.52
10	12	25.01	21	12	50.09
11	0	25.58	22	0	50.66

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. O. D.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Observations.* (i) Customs declarations must furnish a detailed description of the contents of the parcels including the exact gross and net weight, and the quantity and value of each kind of merchandise, and, if practicable, be worded in the Greek or French language as well as in English.

(ii) According to a decision of the Greek Government, the importation of certain classes of foreign merchandise is permitted only within limits fixed for each kind of merchandise and for each importer. Senders should obtain information in advance.

(iii) The delivery of parcels containing articles subject to import quota restrictions is permitted only on authorization of the central distributing committee.

(iv) The delivery of parcels imported for personal use is permitted upon presentation of a permit which the addressees must procure from the Ministry of National Economy.

(v) Delivery of parcels containing merchandise imported for commercial purposes, and coming from countries with which Greece has concluded commercial treaties for clearing or exchange of merchandise, is permitted upon presentation of an authorization issued by the Bank of Greece.

(vi) It is indispensable that senders enclose a copy of commercial invoices in parcels. The absence of the invoice may result in delay in delivery of parcels, difficulties in customs treatment, or even prejudice against the addressees.

(6) *Prohibitions*—(i) *For sanitary reasons.* (*a*) Fresh meat (including pork), sausage, bologna, etc., rawhides, wool, horns, hoofs, bones and other parts, by-products and waste from cattle or sheep, as well as crude horsehair, unless accompanied by a certificate of origin issued by the competent authorities showing that the place of origin is not contaminated with trichina.

(*b*) The importation for commercial purposes of parcels containing old and used articles (rags, underwear, bedding, etc.) is absolutely prohibited.

(*c*) Used clothing for personal use must be cleaned before mailing.

(*d*) Cans of condensed milk, unless they have a label in the Greek language affixed giving the directions for use.

(*e*) The importation of gluten-flour biscuits and gluten flour is permitted on condition that they contain nitrogenized substances, at least 60 percent for biscuits and at least 80 percent for flour. Parcels containing such products must

be accompanied by a certificate issued by a chemical laboratory in the country of origin.

(f) Snuff.

(g) Certain pharmaceutical specialties require special authorization.

(ii) *For the protection of animals or plants.* (a) Live plants and parts of plants, such as roots, cuttings, vine shoots, leaves, and grapes, by virtue of the phylloxers law. This prohibition does not apply to Macedonia, Thrace, and the islands of Chios, Samos, Mytilene (Medelin), and Nikaria (Iearia). It is permitted, however, to import exclusively through the offices of Piraeus, Athens, and Patras, grafts and cuttings of plants other than grapevines, by special authorization of the Ministry of Agriculture, after they have been disinfected at the said offices.

(b) Cottonseed as well as unseeded cotton.

(c) Silk cocoons require special authorization.

(d) Parasites and predators of injurious insects, unless intended for the control of those insects and exchanged between officially recognized institutions.

(iii) *Arms, munitions, etc.* (a) Firearms, pistols or revolvers, poniards, swords, and any other articles containing swords, poniards, blades, or guns.

(b) Commercial arms, including hunting arms, are admitted only by special permission, to be obtained by the addressees from the police authorities.

(c) Nonexplosive components of artillery fuses.

(iv) *State monopolies.* (a) Salt, playing cards, amusement devices, petroleum, saccharine, quinine, cigarette papers as well as thin paper which might be used for making cigarettes, weighing up to 30 grams per square meter, if not polished at least on one side, and if it does not contain 2 percent of sulphur. The importation of paper weighing less than 60 grams per square meter is also prohibited without the special permit which the addressees must obtain from the State chemical laboratory.

(b) Leaf tobacco for the making of cigars may be imported only by or for tobacco manufacturers, under special authorization from the Ministry of Finance and subject to the fulfillment of the formalities prescribed by the regulations.

(c) The importation of cigarette papers is permitted only by tobacco manufacturers, subject to authorization from the Ministry of Finance.

(d) Foreign coins of silver, copper, or bronze.

(e) Watermarked paper similar to stamped papers.

(f) Aluminum beaten into sheets intended for the manufacture of tobacco.

(g) Mechanical lighters.

(h) Notes of Hellenic Bank.

(i) The importation of obligations, public securities and paper values of all kinds is subject to special authorization from the Ministries of Finance and National Economy of Greece. In case the addressees do not submit the required authorization packages containing the articles referred to will be returned to origin.

(c) *U. S. A. gift parcels.* (Greece.)

(1) *Table of rates.* (Surface only.)

[Rates include surcharges]

Pounds	Rate	Pounds	Rate
1	$0.10	12	$1.45
2	.20	13	1.55
3	.55	14	1.65
4	.65	15	1.75
5	.75	16	1.85
6	.85	17	1.95
7	.95	18	2.05
8	1.05	19	2.15
9	1.15	20	2.25
10	1.25	21	2.35
11	1.35	22	2.45

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addititon to the conditions applicable to parcels generally, as set forth in paragraph (b), above, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuoisly endorced by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.270 *Greenland*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1 § 127.1 Small packets accepted at risk of sender.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.

(3) *Indemnity.* See § 127.105.

(4) *Air mail service.* No service available.

(5) *Special delivery.* No service.

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Combination packages.* Accepted.

(8) *Prohibitions.* Coin, gold, silver, precious stones, jewelry, etc.

Articles of correspondence marked on the outside with the declared value of contents.

(b) *Parcel post.* See "Denmark," § 127.240 (b).

§ 127.271 *Guadeloupe.* (Including the Islands of Desirade, Les Saintes, Marie Galante, Petite Terre, St. Bartholomew (Barthelemy), and the French port of St. Martin.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 101.15 and 127.101.

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* (Postage rate, 10 cents ½ ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as parcel post.

(b) *Parcel post.* (Guadeloupe.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Duty-free "family parcels" are admitted to Guadeloupe under the same conditions as to France. See § 127.252 (b) (3).

(5) *Prohibitions.* Nonexplosive components of artillery fuses.

§ 127.272 *Guatemala*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Eight-ounce merchandise packages. Accepted.* (See § 127.11.)

(6) *Diplomatic and consular mail.* See § 127.30.

(7) *Freedom of postage for government correspondence.* See § 127.30 (f).

(8) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(9) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted, if registered. (See § 127.3.)

(10 *Observations.* See subparagraph (5) *Observations* of paragraph (b) *Parcel post* of this section, for requirements as to commercial invoices and certificates of origin, which also apply to merchandise sent in the regular mails.

(11) *Prohibitions.* (i) Money in cash, bank notes, and values payable to the bearer. Such money in cash, bank notes, and values payable to the bearer found in ordinary or registered letters for

Guatemala are invariably confiscated upon their receipt in that country, and the Guatemalan Postal Administration has declined to release the articles in question for delivery to the addressees or for return to the mailers.

(ii) Dutiable articles in letters and packages prepaid at the letter rate, unless registered.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Guatemala.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	23	$3.47
2	.53	24	3.61
3	.67	25	3.75
4	.81	26	3.89
5	.95	27	4.03
6	1.09	28	4.17
7	1.23	29	4.31
8	1.37	30	4.45
9	1.51	31	4.59
10	1.65	32	4.73
11	1.79	33	4.87
12	1.93	34	5.01
13	2.07	35	5.15
14	2.21	36	5.29
15	2.35	37	5.43
16	2.49	38	5.57
17	2.63	39	5.71
18	2.77	40	5.85
19	2.91	41	5.99
20	3.05	42	6.13
21	3.19	43	6.27
22	3.33	44	6.41

(ii) Air parcels.

[Rates, include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.01	11	12	$12.51
0	8	1.26	12	0	12.76
0	12	1.51	12	4	13.01
1	0	1.76	12	8	13.26
1	4	2.01	12	12	13.51
1	8	2.26	13	0	13.76
1	12	2.51	13	4	14.01
2	0	2.76	13	8	14.26
2	4	3.01	13	12	14.51
2	8	3.26	14	0	14.76
2	12	3.51	14	4	15.01
3	0	3.76	14	8	15.26
3	4	4.01	14	12	15.51
3	8	4.26	15	0	15.76
3	12	4.51	15	4	16.01
4	0	4.76	15	8	16.26
4	4	5.01	15	12	16.51
4	8	5.26	16	0	16.76
4	12	5.51	16	4	17.01
5	0	5.76	16	8	17.26
5	4	6.01	16	12	17.51
5	8	6.26	17	0	17.76
5	12	6.51	17	4	18.01
6	0	6.76	17	8	18.26
6	4	7.01	17	12	18.51
6	8	7.26	18	0	18.76
6	12	7.51	18	4	19.01
7	0	7.76	18	8	19.26
7	4	8.01	18	12	19.51
7	8	8.26	19	0	19.76
7	12	8.51	19	4	20.01
8	0	8.76	19	8	20.26
8	4	9.01	19	12	20.51
8	8	9.26	20	0	20.76
8	12	9.51	20	4	21.01
9	0	9.76	20	8	21.26
9	4	10.01	20	12	21.51
9	8	10.26	21	0	21.76
9	12	10.51	21	4	22.01
10	0	10.76	21	8	22.26
10	4	11.01	21	12	22.51
10	8	11.26	22	0	22.76
10	12	11.51	22	4	23.01
11	0	11.76	22	8	23.26
11	4	12.01	22	12	23.51
11	8	12.26	23	0	23.76
23	4	$24.01	33	12	$34.51
23	8	24.26	34	0	34.76
23	12	24.51	34	4	35.01
24	0	24.76	34	8	35.26
24	4	25.01	34	12	35.51
24	8	25.26	35	0	35.70
24	12	25.51	35	4	36.01
25	0	25.76	35	8	36.26
25	4	26.01	35	12	36.51
25	8	26.26	36	0	36.76
25	12	26.51	36	4	37.01
26	0	26.76	36	8	37.26
26	4	27.01	36	12	37.51
26	8	27.26	37	0	37.76
26	12	27.51	37	4	38.01
27	0	27.76	37	8	38.26
27	4	28.01	37	12	38.51
27	8	28.26	38	0	38.76
27	12	28.51	38	4	39.01
28	0	28.76	38	8	39.26
28	4	29.01	38	12	39.51
28	8	29.26	39	0	39.76
28	12	29.51	39	4	40.01
29	0	29.76	39	8	40.26
29	4	30.01	39	12	40.51
29	8	30.26	40	0	40.76
29	12	30.51	40	4	41.01
30	0	30.76	40	8	41.26
30	4	31.01	40	12	41.51
30	8	31.26	41	0	41.76
30	12	31.51	41	4	42.01
31	0	31.76	41	8	42.26
31	4	32.01	41	12	42.51
31	8	32.26	42	0	42.76
31	12	32.51	42	4	43.01
32	0	32.76	42	8	43.26
32	4	33.01	42	12	43.51
32	8	33.26	43	0	43.76
32	12	33.51	43	4	44.01
33	0	33.76	43	8	44.26
33	4	34.01	43	12	44.51
33	8	34.26	44	0	44.76

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch Note: No.
Parcel post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Limited to ordinary parcels. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.
Consular Invoice: Yes. (See observations.)

(2) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid the appropriate postage rates in addition to the fees mentioned.

Limits of indemnity:	Fees (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) Parcels containing coin, precious metals, jewelry, or other precious articles must be insured.

(iv) Each insured parcel must have shown thereon (both in arabic figures and in roman letters spelled out in full) the amount for which the parcel is insured. The amount of insurance must also be shown on the customs declaration. (See § 127.102 (b) (5).)

(v) For further information concerning insurance service see §§ 127.102 and 127.108.

(5) *Observations.* (i) The customs laws of Guatemala require that a certificate of origin be furnished for every importation except in the case of merchandise not exceeding $50.00 in value. Nevertheless, if the articles are subject to restrictions, quotas, or special charges, the certificate is required regardless of their value.

Commercial invoices must be furnished for all merchandise inported into that country.

Both certificate of origin and commercial invoice must be visaed by a Guatemalan consul or diplomatic representative. Senders should present to the nearest Guatemalan consul five copies of the commercial invoice covering their parcels. The certificates of origin, and the original invoice which is returned after certification should not be enclosed in the parcel, but forwarded under separate cover to the addressee. The remaining copies are retained by the Consul.

(ii) Consular fees are collected at the point of destination of the parcels in Guatemala. It is understood that in cases where parcels of value are received in Guatemala without the certified invoices and the addressees are unable to produce such invoices the parcels will be delivered, but the addressees will be required to pay the usual import duties plus a fine of 50 percent of the duties.

(iii) The invoices must indicate (*a*) name and address of shipper; (*b*) name and address of consignee; (*c*) date of the invoice; (*d*) marks, countermarks, and numbers; (*e*) number and kind of package; (*f*) contents of merchandise in detail; (*g*) weights in kilograms—legal, net and gross; (*h*) value of merchandise; (*i*) expenses, such as postage, commissions, etc.; (*j*) declaration that all the prices and particulars are true and correct. The invoices must be signed in ink.

(iv) Guatemalan Consuls are located in the following cities.

Baltimore, Md.	Miami, Fla.
Berkeley, Calif.	Mobile, Ala.
Boston, Mass.	New Orleans, La.
Brownsville, Tex.	New York, N. Y.
Chicago, Ill.	Oakland, Calif.
Corpus Christi, Tex.	Philadelphia, Pa.
Dallas, Tex.	Portland, Oreg.
Fort Worth, Tex.	St. Petersburg, Fla.
Galveston, Tex.	San Antonio, Tex.
Houston, Tex.	San Francisco, Calif.
Laredo, Tex.	San Juan, P. R.
Los Angeles, Calif.	Tampa, Fla.

(v) A tax of $0.75 per kilogram is imposed in Guatemala on parcels destined for the Department of El Peten, the purpose of the tax being to reimburse the Guatemalan Government for the additional expense entailed in shipping parcels to the Department named by air.

(vi) In the case of parcels addressed in care of banks or other organizations,

the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(6) *Prohibitions*—(i) *For reasons of public safety.* Machines and apparatus for setting off explosives, except for mining and railway enterprises, etc., and by permit from the Ministry of War.

(ii) *For sanitary reasons.* (*a*) Foodstuffs containing substances injurious to health.

"Chloretile" for carnival games.

(*b*) Medicinal specifics whose application is not indispensable in medicine. However, they may be imported with the permission of the faculty of natural and pharmaceutical sciences.

(*c*) Nursing bottles and their accessories with glass tubes.

(iii) *For the protection of animals or plants.* (*a*) Queen bees, silkworms, beehives, honeycomb, live plants or parts of plants, seeds and fruits, as well as their packing, must be accompanied by a sanitary certificate of origin issued by the proper office showing that they are not contaminated by contagious diseases and that they come from regions, nurseries, etc., where there are no insects, fungi, or other parasites whose introduction into the country might be harmful.

(*b*) Coffee plants and seeds.

(*c*) Gardenia plants or seeds.

(*d*) Cape Jasmine seeds and plants.

(iv) *Arms, etc.* (*a*) Balls of iron or lead; bombs, grenades, or other projectiles; rifles and air guns; revolvers and air pistols; of any kind, make, or caliber.

(*b*) Umbrellas and canes containing swords, firearms, or air guns.

(*c*) Poniards, swords, etc.

(*d*) Arms in general, except certain arms for hunting.

(v) *For other reasons.* (*a*) Potassium nitrate (saltpeter) in quantities exceeding 10 kilograms; empty used sacks.

(*b*) Cigarette paper.

(*c*) Confetti of varied colors in the same container.

(*d*) Guatemalan coins.

(*e*) Copper, bronze, or nickel coins, except antique coins.

(*f*) Military supplies of all kinds.

(*g*) Automatic lighters.

§ 127.273 *Haiti*—(a) *Regular mails.*—(1) *Classifications, rates, weights limits, and dimensions.* See Table No. 2, §127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Diplomatic and consular mail.* See § 127.30.

(6) *Freedom of postage for government correspondence.* See § 127.30 (f).

(7) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(8) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(9) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(10) *Combination package.* Accepted. (See § 127.12.)

(11) *Observations.* In order for international reply coupons to be exchanged in Haiti, the reply coupons and the articles of correspondence to be prepaid must be presented at the same time.

(12) *Prohibitions.* (i) Jewels.

(ii) Bank notes and coins. Remittances in cash when sent from banks in the United States to their respective branches in Haiti, and values payable to bearer to any addressees, are accepted at the risk of the senders.

(iii) Articles of a seditious character, writings, prints, pamphlets, and placards injurious to the Government, to the superior authorities, or to public safety.

(b) *Parcel post.* (Haiti.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.21	23	$3.47
2	.35	24	3.61
3	.49	25	3.75
4	.63	26	3.89
5	.77	27	4.03
6	.91	28	4.17
7	1.05	29	4.31
8	1.20	30	4.45
9	1.34	31	4.59
10	1.48	32	4.73
11	1.62	33	4.87
12	1.84	34	5.09
13	1.98	35	5.23
14	2.12	36	5.37
15	2.26	37	5.51
16	2.40	38	5.65
17	2.54	39	5.79
18	2.68	40	5.93
19	2.82	41	6.07
20	2.96	42	6.21
21	3.10	43	6.35
22	3.24	44	6.49

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.72	9	12	$8.70
0	8	.93	10	0	8.91
0	12	1.14	10	4	9.12
1	0	1.35	10	8	9.33
1	4	1.56	10	12	9.54
1	8	1.77	11	0	9.75
1	12	1.98	11	4	9.96
2	0	2.19	11	8	10.17
2	4	2.40	11	12	10.38
2	8	2.61	12	0	10.59
2	12	2.82	12	4	10.80
3	0	3.03	12	8	11.01
3	4	3.24	12	12	11.22
3	8	3.45	13	0	11.43
3	12	3.66	13	4	11.64
4	0	3.87	13	8	11.85
4	4	4.08	13	12	12.06
4	8	4.29	14	0	12.27
4	12	4.50	14	4	12.48
5	0	4.71	14	8	12.69
5	4	4.92	14	12	12.90
5	8	5.13	15	0	13.11
5	12	5.34	15	4	13.32
6	0	5.55	15	8	13.53
6	4	5.76	15	12	13.74
6	8	5.97	16	0	13.95
6	12	6.18	16	4	14.16
7	0	6.39	16	8	14.37
7	4	6.60	16	12	14.58
7	8	6.81	17	0	14.79
7	12	7.02	17	4	15.00
8	0	7.23	17	8	15.21
8	4	7.44	17	12	15.42
8	8	7.65	18	0	15.63
8	12	7.86	18	4	15.84
9	0	8.07	18	8	16.05
9	4	8.28	18	12	16.26
9	8	8.49	19	0	16.47
19	4	$16.68	31	12	$27.18
19	8	16.89	32	0	27.39
19	12	17.10	32	4	27.60
20	0	17.31	32	8	27.81
20	4	17.52	32	12	28.02
20	8	17.73	33	0	28.23
20	12	17.94	33	4	28.44
21	0	18.15	33	8	28.65
21	4	18.36	33	12	28.86
21	8	18.57	34	0	29.07
21	12	18.78	34	4	29.28
22	0	18.99	34	8	29.49
22	4	19.20	34	12	29.70
22	8	19.41	35	0	29.91
22	12	19.62	35	4	30.12
23	0	19.83	35	8	30.33
23	4	20.04	35	12	30.54
23	8	20.25	36	0	30.75
23	12	20.46	36	4	30.96
24	0	20.67	36	8	31.17
24	4	20.88	36	12	31.38
24	8	21.09	37	0	51.59
24	12	21.30	37	4	31.80
25	0	21.51	37	8	32.01
25	4	21.72	37	12	32.22
25	8	21.93	38	0	32.43
25	12	22.14	38	4	32.64
26	0	22.35	38	8	32.85
26	4	22.56	38	12	33.06
26	8	22.77	39	0	33.27
26	12	22.98	39	4	33.48
27	0	23.19	39	8	33.69
27	4	23.40	39	12	33.90
27	8	23.61	40	0	34.11
27	12	23.82	40	4	34.32
28	0	24.03	40	8	34.53
28	4	24.24	40	12	34.74
28	8	24.45	41	0	34.95
28	12	24.66	41	4	35.16
29	0	24.87	41	8	35.37
29	4	25.08	41	12	35.58
29	8	25.29	42	0	35.79
29	12	25.50	42	4	36.00
30	0	25.71	42	8	36.21
30	4	25.92	42	12	36.42
30	8	26.13	43	0	36.63
30	12	26.34	43	4	36.84
31	0	26.55	43	8	37.05
31	4	26.76	43	12	37.29
31	8	26.97	44	0	37.47

Each air-parcel must have affixed the blue Par Avion label (Form 2978.) (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Prohibitions.* Nonexplosive components of artillery fuses.

§ 127.274 *Honduras (Republic of)*—(a) *Regular mails*—(1) *Classifications,*

rates, weight limits, and dimensions. See Table No. 2, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (*See* § 127.20.)

(6) *Diplomatic and consular mail.* See § 127.30.

(7) *Freedom of postage for government correspondence.* See § 127.30 (f).

(8) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(9) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(10) *Combination packages.* Accepted. (See § 127.12.)

(11) *Prohibitions.* Coins, bank notes, paper money, or values payable to bearer; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Honduras, Republic of.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.78	7	8	$8.90
0	8	1.06	7	12	9.18
0	12	1.34	8	0	9.46
1	0	1.62	8	4	9.74
1	4	1.90	8	8	10.02
1	8	2.18	8	12	10.30
1	12	2.46	9	0	10.58
2	0	2.74	9	4	10.86
2	4	3.02	9	8	11.14
2	8	3.30	9	12	11.42
2	12	3.58	10	0	11.70
3	0	3.86	10	4	11.98
3	4	4.14	10	8	12.26
3	8	4.42	10	12	12.54
3	12	4.70	11	0	12.82
4	0	4.98	11	4	13.10
4	4	5.26	11	8	13.38
4	8	5.54	11	12	13.66
4	12	5.82	12	0	13.94
5	0	6.10	12	4	14.22
5	4	6.38	12	8	14.50
5	8	6.66	12	12	14.78
5	12	6.94	13	0	15.06
6	0	7.22	13	4	15.34
6	4	7.50	13	8	15.62
6	8	7.78	13	12	15.90
6	12	8.06	14	0	16.18
7	0	8.34	14	4	16.46
7	4	8.62	14	8	16.74
7	8	8.90	14	12	17.02
7	12	9.18	15	0	17.30
8	0	9.46	15	4	17.68
8	4	9.74	15	8	17.86
8	8	10.02	15	12	18.14
8	12	10.30	16	0	18.42
9	0	10.58	16	4	18.70
9	4	10.86	16	8	18.98
9	8	11.14	16	12	19.26
9	12	11.42	17	0	19.54
10	0	11.70	17	4	19.82
10	4	11.98	17	8	20.10
10	8	12.26	17	12	20.38
10	12	12.54	18	0	20.66
11	0	12.82	18	4	20.94
11	4	13.10	18	8	21.22
11	8	13.38	18	12	21.50
11	12	13.66	19	0	21.78
12	0	13.94	19	4	22.06
12	4	14.22	19	8	22.34
12	8	14.50	19	12	22.62
12	12	14.78	20	0	22.90
13	0	15.06	20	4	23.18
13	4	15.34	20	8	23.46
13	8	15.62	20	12	23.74
13	12	15.90	21	0	24.02
14	0	16.18	21	4	24.30
14	4	16.46	21	8	24.58
14	8	16.74	21	12	24.86
14	12	17.02	22	0	25.14
15	0	17.30	22	4	25.42
15	4	17.68	22	8	25.70
15	8	17.86	22	12	25.98
15	12	18.14	23	0	26.26
16	0	18.42	23	4	26.54
16	4	18.70	23	8	26.82
16	8	18.98	23	12	27.10
16	12	19.26	24	0	27.38
17	0	19.54	24	4	27.66
17	4	19.82	24	8	27.94
17	8	20.10	24	12	28.22
17	12	20.38	25	0	28.50
18	0	20.66	25	4	28.78
18	4	20.94	25	8	29.06
18	8	21.22	25	12	29.34
18	12	21.50	26	0	29.62
19	0	21.78	26	4	29.90
19	4	22.06	26	8	30.18
19	8	22.34	26	12	30.46
19	12	22.62	27	0	30.74
20	0	22.90	27	4	31.02
20	4	23.18	27	8	31.30
20	8	23.46	27	12	31.58
20	12	23.74	28	0	31.86
21	0	24.02	28	4	32.14
21	4	24.30	28	8	32.42
21	8	24.58	28	12	32.70
21	12	24.86	29	0	32.98
22	0	25.14	29	4	33.26
22	4	25.42	29	8	$33.54
22	8	25.70	29	12	33.82
22	12	25.98	30	0	34.10
23	0	26.26	30	4	34.38
23	4	26.54	30	8	34.66
23	8	26.82	30	12	34.94
23	12	27.10	31	0	35.22
24	0	27.38	31	4	35.50
24	4	27.66	31	8	35.75
24	8	27.94	31	12	36.06
24	12	28.22	32	0	36.34
25	0	28.50	32	4	36.62
25	4	28.78	32	8	36.90
25	8	29.06	32	12	37.18
25	12	29.34	33	0	37.46
26	0	29.62	33	4	37.74
26	4	29.90	33	8	38.02
26	8	30.18	33	12	38.30
26	12	30.46	34	0	38.58
27	0	30.74	34	4	38.86
27	4	31.02	34	8	39.14
27	8	31.30	34	12	39.42
27	12	31.58	35	0	39.70
28	0	31.86	35	4	39.98
28	4	32.14	35	8	40.26
28	8	32.42	35	12	40.54
28	12	32.70	36	0	40.82
29	0	32.98	36	4	41.10
29	4	33.26	36	8	41.38
29	8	$33.54	36	12	41.66
29	12	33.82	37	0	41.94
30	0	34.10	37	4	42.22
30	4	34.38	37	8	42.50
30	8	34.66	37	12	42.78
30	12	34.94	38	0	43.06
31	0	35.22	38	4	43.34
31	4	35.50	38	8	43.62
31	8	35.75	38	12	43.90
31	12	36.06	39	0	44.18
32	0	36.34	39	4	44.46
32	4	36.62	39	8	44.74
32	8	36.90	39	12	45.02
32	12	37.18	40	0	45.30
33	0	37.46	40	4	45.58
33	4	37.74	40	8	45.86
33	8	38.02	40	12	46.14
33	12	38.30	41	0	46.42
34	0	38.58	41	4	46.70
34	4	38.86	41	8	46.98
34	8	39.14	41	12	47.26
34	12	39.42	42	0	47.54
35	0	39.70	42	4	47.82
35	4	39.98	42	8	48.10
35	8	40.26	42	12	48.38
35	12	40.54	43	0	48.66
36	0	40.82	43	4	48.94
36	4	41.10	43	8	49.22
36	8	41.38	43	12	49.50
36	12	41.66	44	0	49.78
37	0	41.94			
37	4	42.22			
37	8	42.50			
37	12	42.78			
38	0	43.06			
38	4	43.34			
38	8	43.62			
38	12	43.90			
39	0	44.18			
39	4	44.46			
39	8	44.74			
39	12	45.02			
40	0	45.30			
40	4	45.58			
40	8	45.86			
40	12	46.14			
41	0	46.42			
41	4	46.70			
41	8	46.98			
41	12	47.26			
42	0	47.54			
42	4	47.82			
42	8	48.10			
42	12	48.38			
43	0	48.66			
43	4	48.94			
43	8	49.22			
43	12	49.50			
44	0	49.78			

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22,[1] 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(3) *Indemnity.* (See § 127.106.)

(4) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Observations.* (i) Parcel-post packages addressed to banks or commercial firms, and intended for delivery to second addressee, should bear an indication of the name and address of the second addressee, as well as the name and address of the consignee.

(ii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(iii) Parcels containing used clothing must be accompanied by a certificate of disinfection from the local board of health or from a firm with facilities for disinfecting the articles. Senders are to endorse the wrappers of such parcels to show that the certificate of disinfection is enclosed.

(iv) Parcels from the United States are held at the disposal of addressees for a period of 90 days.

(v) To facilitate the handling at destination, senders of commercial parcels sent by air to Honduras should forward a copy of the relative commercial invoices by air mail to the Direction General of Posts at Tegucigalpa.

(7) *Prohibitions.* (i) Firearms and parts thereof, munitions, and war material.

(ii) Coins, bank-notes, paper money, bills of exchange payable to bearer; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry or other precious articles; unless registered.

§ 127.275 *Hong Kong.* (Including Kowloon.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coin, gold, silver, precious stones, and jewelry.

(ii) Any drug coming under the dangerous drugs ordinance of 1923.

(iii) Articles bearing imitation or used postage stamps, imitations of Government stamped paper or documents, articles bearing any imitations of words, letters, or other marks used by the British or any other postal administration, or any unauthorized indication that they relate to His Majesty's service.

(iv) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between

[1] Parcels exceeding 22 pounds accepted for Amapala, Comayagua, La Ceiba, Olanchito, Progreso, Puerto Castilla, Puerto Cortez, San Pedro Sula, Tecucigalpa, and Tela.

officially recognized institutions, are admitted in the form of samples only.

(v) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Hong Kong.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.74	11	4	$62.90
0	8	3.13	11	8	64.29
0	12	4.52	11	12	65.68
1	0	5.91	12	0	67.07
1	4	7.30	12	4	68.46
1	8	8.69	12	8	69.85
1	12	10.08	12	12	71.24
2	0	11.47	13	0	72.63
2	4	12.86	13	4	74.02
2	8	14.25	13	8	75.41
2	12	15.64	13	12	76.80
3	0	17.03	14	0	78.19
3	4	18.42	14	4	79.58
3	8	19.81	14	8	80.97
3	12	21.20	14	12	82.36
4	0	22.59	15	0	83.75
4	4	23.98	15	4	85.14
4	8	25.37	15	8	86.53
4	12	26.76	15	12	87.92
5	0	28.15	16	0	89.31
5	4	29.54	16	4	90.70
5	8	30.93	16	8	92.09
5	12	32.32	16	12	93.48
6	0	33.71	17	0	94.87
6	4	35.10	17	4	96.26
6	8	36.49	17	8	97.65
6	12	37.88	17	12	99.04
7	0	39.27	18	0	100.43
7	4	40.66	18	4	101.82
7	8	42.05	18	8	103.21
7	12	43.44	18	12	104.60
8	0	44.83	19	0	105.99
8	4	46.22	19	4	107.38
8	8	47.61	19	8	108.77
8	12	49.00	19	12	110.16
9	0	50.39	20	0	111.55
9	4	51.78	20	4	112.94
9	8	53.17	20	8	114.33
9	12	54.56	20	12	115.72
10	0	55.95	21	0	117.11
10	4	57.34	21	4	118.50
10	8	58.73	21	8	119.89
10	12	60.12	21	12	121.28
11	0	61.51	22	0	122.67

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.*

(i) Hong Kong is a British colony and parcels for that place should not be addressed to China.

(ii) Liquids, greases, powders, and dyes in powder form, in lead-sealed metal containers, properly boxed and wrapped so as to afford the utmost protection to the accompanying mail matter, are admissible.

(5) *Prohibitions.* Firearms, except on production by the addressee of a special permit. Coins and ingot of gold and silver.

All articles prohibited in the regular mails, except precious stones and jewelry.

§ 127.276 *Hungary* — (a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(5) *Special delivery.* No service.

(6) *Dutiable articles (merchandise) prepared at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibition.* (i) Mail articles sent to post offices for cancellation and onward transmission.

(ii) Articles sealed with insurance labels or bearing any other sign indicating that they have been insured by any insurance company.

(iii) Stocks, mortgage deeds, Government bonds, deposit receipts, Government drafts, and Treasury bonds, whether of domestic or foreign issue, are prohibited without the special permission of the National Bank of Hungary. This provision also applies to coupons of the said securities, with the exception of dividend and interest coupons which have fallen due at the time of importation.

(iv) Tokens, jewelry, and similar objects resembling coins of the country, as well as imitations of paper money, bank notes, or securities.

(v) Imitations of postage stamps, as well as articles bearing such imitations.

(vi) Tobacco and tobacco products are generally prohibited in the regular mails. However, articles containing such merchandise not exceeding 300 grams sent as gifts are delivered to the addressees on payment of the license fee and customs duty. Articles over 300 grams in weight are examined by the competent director of finance, who decides whether they may be delivered with or without collecting the permit fee. If that authority refuses to admit the shipment, it is confiscated by the Hungarian Tobacco Monopoly.

(vii) All articles prohibited or conditionally admitted in the form of parcel post are likewise prohibited or admitted subject to the same conditions in the regular mails.

(b) *Parcel post.* (Hungary.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.24	11	$1.71
2	.38	12	2.01
3	.55	13	2.15
4	.69	14	2.29
5	.83	15	2.43
6	.97	16	2.57
7	1.11	17	2.71
8	1.29	18	2.85
9	1.43	19	2.99
10	1.57	20	3.13
21	$3.27	33	$5.11
22	3.41	34	5.41
23	3.71	35	5.55
24	3.85	36	5.69
25	3.99	37	5.83
26	4.13	38	5.97
27	4.27	39	6.11
28	4.41	40	6.25
29	4.55	41	6.39
30	4.69	42	6.53
31	4.83	43	6.67
32	4.97	44	6.81

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimension.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Observations.* The use of cloth, canvas, or boxes is recommended to protect the contents of packages.

(5) *Prohibitions*—(i) *For sanitary reasons.* (a) Substances containing poisonous or injurious components.

(b) Medicines may be imported with the approval of the Hungarian health authorities.

(ii) *For the protection of animals or plants.* (a) Fresh plants, parts of plants, fresh fruits, grafts, casks and parts of casks coming from America, to prevent the introduction of the San Jose scale. Grape marc is admitted only in well sealed containers. Grapestones may be imported without special formalities. Potatoes must bear the seal and have the certificate of origin of the competent foreign institution, attesting the freedom of the shipment from contagion.

(b) Veterinary medicines and pathological animal products are admitted subject to the approval of the Hungarian authorities.

(iii) *Arms, etc.* Nonexplosive components of artillery fuses. The importation into Hungary of all war arms, munitions, and war material is generally prohibited. It is for the Hungarian Ministry of National Defense to decide regarding the exceptions to be made in that respect. Other firearms, as well as cutting and pointed weapons, are subject to permit (such certificate to accompany the shipment) from the Minister of the Interior or the police authorities designated by him.

(iv) *State monopolies etc.* (a) Imitations of the labels and tubes used for packing and containing State tobacco products and for making cigarettes. Imitation or toy cigarettes.

(b) Importations of tobacco and tobacco and tobacco products, unless they are sent as gifts, require the permission of the competent financial authorities.

(c) Saccharine and other artificial sweetening substances may be introduced with permission of the Minister of Finance.

(d) See regular mails regarding prohibition against the importation of stocks, mortgage deeds, Government bonds, etc.

(v) *For other reasons.* Foreign merchandise with false indication of origin, all objects, wrappers, printed matter, etc., illegally bearing the Hungarian coat of arms or insignia.

§ 127.277 *Iceland*—(a) *Regular mail*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Combination packages.* Accepted. (See § 127.12.)

(8) *Prohibitions.* Bees and silkworms. Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Iceland.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.20	23	$4.60
2	.40	24	4.80
3	.60	25	5.00
4	.80	26	5.20
5	1.00	27	5.40
6	1.20	28	5.60
7	1.40	29	5.80
8	1.60	30	6.00
9	1.80	31	6.20
10	2.00	32	6.40
11	2.20	33	6.60
12	2.40	34	6.80
13	2.60	35	7.00
14	2.80	36	7.20
15	3.00	37	7.40
16	3.20	38	7.60
17	3.40	39	7.80
18	3.60	40	8.00
19	3.80	41	8.20
20	4.00	42	8.40
21	4.20	43	8.60
22	4.40	44	8.80

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.89	6	4	$8.81
0	8	1.22	6	8	9.14
0	12	1.55	6	12	9.47
1	0	1.88	7	0	9.80
1	4	2.21	7	4	10.13
1	8	2.54	7	8	10.46
1	12	2.87	7	12	10.79
2	0	3.20	8	0	11.12
2	4	3.53	8	4	11.45
2	8	3.86	8	8	11.78
2	12	4.19	8	12	12.11
3	0	4.52	9	0	12.44
3	4	4.85	9	4	12.77
3	8	5.18	9	8	13.10
3	12	5.51	9	12	13.43
4	0	5.84	10	0	13.76
4	4	6.17	10	4	14.09
4	8	6.50	10	8	14.42
4	12	6.83	10	12	14.75
5	0	7.16	11	0	15.08
5	4	7.49	11	4	15.41
5	8	7.82	11	8	15.74
5	12	8.15	11	12	16.07
6	0	8.48	12	0	16.40
12	4	$16.73	28	4	$37.85
12	8	17.06	28	8	38.18
12	12	17.39	28	12	38.51
13	0	17.72	29	0	38.84
13	4	18.05	29	4	39.17
13	8	18.38	29	8	39.50
13	12	18.71	29	12	39.83
14	0	19.04	30	0	40.16
14	4	19.37	30	4	40.49
14	8	19.70	30	8	40.82
14	12	20.03	30	12	41.15
15	0	20.36	31	0	41.48
15	4	20.69	31	4	41.81
15	8	21.02	31	8	42.14
15	12	21.35	31	12	42.47
16	0	21.68	32	0	42.80
16	4	22.01	32	4	43.13
16	8	22.34	32	8	43.46
16	12	22.67	32	12	43.79
17	0	23.00	33	0	44.12
17	4	23.33	33	4	44.45
17	8	23.66	33	8	44.78
17	12	23.99	33	12	45.11
18	0	24.32	34	0	45.44
18	4	24.65	34	4	45.77
18	8	24.98	34	8	46.10
18	12	25.31	34	12	46.43
19	0	25.64	35	0	46.76
19	4	25.97	35	4	47.09
19	8	26.30	35	8	47.42
19	12	26.63	35	12	47.75
20	0	26.96	36	0	48.08
20	4	27.29	36	4	48.41
20	8	27.62	36	8	48.74
20	12	27.95	36	12	49.07
21	0	28.28	37	0	49.40
21	4	28.61	37	4	49.73
21	8	28.94	37	8	50.06
21	12	29.27	37	12	50.39
22	0	29.60	38	0	50.72
22	4	29.93	38	4	51.05
22	8	30.26	38	8	51.38
22	12	30.59	38	12	51.71
23	0	30.92	39	0	52.04
23	4	31.25	39	4	52.37
23	8	31.58	39	8	52.70
23	12	31.91	39	12	53.03
24	0	32.24	40	0	53.36
24	4	32.57	40	4	53.69
24	8	32.90	40	8	54.02
24	12	33.23	40	12	54.35
25	0	33.56	41	0	54.68
25	4	33.89	41	4	55.01
25	8	34.22	41	8	55.34
25	12	34.55	41	12	55.67
26	0	34.88	42	0	56.00
26	4	35.21	42	4	56.33
26	8	35.54	42	8	56.66
26	12	35.87	42	12	56.99
27	0	36.20	43	0	57.32
27	4	36.53	43	4	57.65
27	8	36.86	43	8	57.98
27	12	37.19	43	12	58.31
28	0	37.52	44	0	58.64

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.56(b).)

Weight limit: 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55
From $100.01 to $165	60

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) The insurance of parcels containing coins, bank notes, currency notes, or any kind of securities payable to bearer; platinum, gold, or silver, whether manufactured or unmanufactured; precious stones, jewelry, or other precious articles is obligatory. If a parcel containing such articles is mailed uninsured, it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly.

(iv) Each insured parcel must be marked to show (both in figures and in roman letters), in United States currency and in gold francs, the amount for which the parcel is insured. (See § 127.102 (b) (5).)

(v) The amount for which the parcel is insured must also be shown on the customs declaration.

(vi) For further information concerning insurance service see §§ 127.102 and 127.108.

(5) *Observations.* (i) The importation of foreign merchandise is prohibited without the authorization of the Central Currency and Importation Bureau of Iceland.

(ii) All merchandise imported by mail, except books, newspapers, and periodicals, shall be accompanied by an invoice and the accompanying customs declaration appropriately endorsed to indicate this fact, or else sent directly to the addressee so as to be received by him before he can receive the shipment mentioned in that invoice.

(iii) The invoice should contain an exact designation of the contents of the parcel, with indication of the true delivery price, and should bear the attestation of the sender himself or of a person authorized by the law of the country of origin to sign his firm name. Failure to observe these formalities will entail the return of the articles in question to origin, followed by return charges, unless the addressee consents to pay, in addition to the customs duty, a fine which varies from 10 to 1,000 crowns, depending on the importance of the violation.

Parcels destined for Iceland are subject on delivery to a small additional postal charge.

(6) *Prohibitions*—(i) *For sanitary reasons.* Used clothing, linens, rags, bedding, and wadding; wool-flock, waste paper, hair, untanned hides.

(ii) *For the protection of plants.* (a) Potatoes from districts infected with the potato-wart disease (Synchytrium endobioticum).

(b) Every shipment of potatoes must therefore be accompanied by a certificate of origin, as well as an official certificate of health particularly stating whether there has been any case of potato-wart disease within 5 kilometers of the place where the potatoes were grown within the past 5 years and whether the packing is new and uncontaminated.

(iii) *Arms, etc.* Nonexplosive components of artillery fuses.

(iv) *State monopolies.* (a) Monopolized medicinal products, unless addressed to pharmacies or the Department of Commerce.

(b) Wireless receivers and their accessories, parts, or batteries.

(c) Icelandic coins or bank notes or obligations stated in money or payable in Icelandic money. However, these restrictions do not apply to money orders, checks, or other remittances stated in Icelandic money and payable at official banking institutions.

§ 127.278 *India.*[1] (Including the Andaman Islands, Nepal and Tibet.

(a) *Regular mails — (1) Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* (i) Accepted (See § 127.3.)

(ii) Dutiable letter packages received unaccompanied by the green label, Form 2976 (C 1), or paper customs declaration, Form 2976–A, are subject to a heavy fine in addition to the customs duty.

(iii) Postmasters will instruct all concerned at their offices that articles which are prepared at the letter rate and are known or thought to contain merchandise shall be returned to the senders if the necessary green labels are not affixed to the covers. On return the articles should be appropriately indorsed as to the reason for the return.

(7) *Observations.* (i) The Postal Administration of India advises that customs duties will be assessed on articles transmitted in the sample mails to that country, unless such samples are devoid of all value and unfit for consumption or any other use except as samples for purposes of inspection. Also, the quantity composing the shipment should be less than the unit ordinarily sold at retail.

(ii) Articles for Tibet may be accepted only if they are addressed in care of an agent of the sender or of the addressee at Gyantse, in Tibet, to whom they will be delivered and who shall be responsible for their onward transmission. The Postal Administration of India advises that it cannot in any case whatsoever accept any responsibility for the articles after their delivery at Gyantse. Regulations and conditions applicable to mail destined to India apply also to articles for Tibet.

(8) *Prohibitions.* (i) Unmanufactured silver, except under license issued by the Reserve Bank of India. Coins or bullion exceeding £5 in value (except coins clearly intended as ornaments).

(ii) Objects of art (including photographs), ruled or printed forms, account books and manuscript books, address labels, advertising matter (except trade catalogs and trade circulars), picture books, almanacs on sheets or cards, other cards, old paper and newspapers for wrapping-paper, are not admitted as prints, when sent as merchandise, if they are subject to customs duty.

(iii) Noninflammable motion-picture films or "safety" films are admitted in the Postal Union (regular) mails when enclosed in a strong metal box and the latter is packed in a strong wooden or thick pasteboard container. A label printed in red letters or written very clearly by hand in red ink bearing the note "Contains only noninflammable films" must be placed on the outside of each package. Any article received in India containing noninflammable or "safety" films not prepared in the manner outlined above is liable to destruction.

(iv) However, celluloid and articles made wholly or partly of celluloid, such as inflammable motion-picture and photographic films, are prohibited importation.

(v) All plants (except sugarcane for planting, intended for cultivation under the personal supervision of the Government expert at Coimbatore); American cotton; seeds of flax, cotton, and bersim (Egyptian clover).

(vi) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (India.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	12	$2.17
2	.53	13	2.31
3	.73	14	2.45
4	.87	15	2.59
5	1.01	16	2.73
6	1.15	17	2.87
7	1.29	18	3.01
8	1.37	19	3.15
9	1.51	20	3.29
10	1.65	21	3.43
11	1.79	22	3.57

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.70	5	8	$21.86
0	8	2.66	5	12	22.82
0	12	3.62	6	0	23.78
1	0	4.58	6	4	24.74
1	4	5.54	6	8	25.70
1	8	6.50	6	12	26.66
1	12	7.46	7	0	27.62
2	0	8.42	7	4	28.58
2	4	9.38	7	8	29.54
2	8	10.34	7	12	30.50
2	12	11.30	8	0	31.46
3	0	12.26	8	4	32.42
3	4	13.22	8	8	33.38
3	8	14.18	8	12	34.34
3	12	15.14	9	0	35.30
4	0	16.10	9	4	36.26
4	4	17.06	9	8	37.22
4	8	18.02	9	12	38.18
4	12	18.98	10	0	39.14
5	0	19.94	10	4	40.10
5	4	20.90	10	8	41.06
10	12	$42.02	16	8	$64.10
11	0	42.98	16	12	65.06
11	4	43.94	17	0	66.02
11	8	44.90	17	4	66.98
11	12	45.86	17	8	67.94
12	0	46.82	17	12	68.90
12	4	47.78	18	0	69.86
12	8	48.74	18	4	70.82
12	12	49.70	18	8	71.78
13	0	50.66	18	12	72.74
13	4	51.62	19	0	73.70
13	8	52.58	19	4	74.66
13	12	53.54	19	8	75.62
14	0	54.50	19	12	76.58
14	4	55.46	20	0	77.54
14	8	56.42	20	4	78.50
14	12	57.38	20	8	79.46
15	0	58.34	20	12	80.42
15	4	59.30	21	0	81.38
15	8	60.26	21	4	82.34
15	12	61.22	21	8	83.30
16	0	62.18	21	12	84.26
16	4	63.14	22	0	85.22

Each air parcel must have affixed the blue Par. Avion label (Form 2973). (See § 127.55 (b).)

Weight limit: 11,[1] 22 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(4) *Observations.* (i) All parcels should be very strongly packed.

(ii) Parcel-post packages addressed to box numbers and not bearing the actual address of the addressee will be returned to origin.

(iii) Customs duty is levied in India on the full value of the article sent, including postage, insurance, commission, etc., and an addition of 4 percent to the declared value is made by the Indian customs authorities in assessing the duty unless such extra charges are shown in detail on the customs declarations, or unless it is made clear in the declarations that the charges have been included in the declared value.

(iv) If books and photographs are inclosed in a parcel with other articles, their value should be shown separately in the customs declaration.

(v) The net weight of the contents of parcels of tobacco, cigars, and cigarettes, and, in the case of cigars and cigarettes, particulars of the brands, and the number and net weight of the cigars or cigarettes of each brand should be clearly indicated on the customs declaration.

(vi) The senders of parcels must indicate clearly on the relative customs declarations the nature of the material of which the articles contained therein are made (e. g., silk stockings, silver-plated cutlery, etc.)

(vii) An incorrect declaration of the value of the contents may result in the confiscation of the parcel by the Indian customs authorities and the imposition of a heavy fine upon the addressee.

(viii) For information regarding parcels for Tibet, see Observations under

[1] Certain parts of northwest and of eastern India have been formed into a separate dominion called "Pakistan." For information concerning articles and parcels for Pakistan see § 127.320.)

[1] The weight limit of parcels for Tibet is 11 pounds.

regular mails, paragraph (a) (7) of this section.

(5) *Prohibitions*—(i) *For reasons of public safety.* (a) Articles considered as dangerous. This includes magnesium wondertapers; fuses and sparklers; spirits having a flash point of 90° F. or less, or of higher proof than 60° F. (24 percent of alcohol by volume); turpentine and its products; and varnishes of all kinds.

(*b*) Any copy of the motion-picture film entitled "Storm Over Asia," otherwise known as "The Heir of Genghis Khan," produced by the Prometheus Film Co.

(*c*) All literature, documents, or other articles advocating the overthrow of the Government of India or any other established government, or other treasonable activities.

(ii) *For sanitary reasons.* Shaving brushes made in or exported from Japan.

(iii) *For the protection of animals and plants.* (*a*) Unginned cotton.

(*b*) Mexican jumping beans (Sebastiana palmeri of the Euphorbiaceae family).

(*c*) Insects (this includes live insects and their eggs) must be accompanied by a certificate of freedom from disease, and an importing permit.

(*d*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, etc.* (*a*) Arms, munitions, and military stores, except for the Indian Government.

(*b*) Silent revolvers and pistols, imitation or toy revolvers and pistols.

(*c*) Appliances (including pistols, pistol pencils, etc.) for discharging gas, except on behalf of the Government.

(v) *For other reasons.* (a) Any goods bearing a counterfeit trade-mark.

(b) Piece goods, such as are ordinarily sold by the yard or piece, manufactured outside of India.

(c) Saccharine.

§ 127.279 *Iran*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3 *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.) Dutiable articles imported into Iran in letters or letter packages are subject to additional charges.

(7) *Observations.* (i) It is necessary that addressees in Iran obtain an import permit from the Department of Commerce of Iran before receiving merchandise through the mail.

(ii) Addresses should be written in a precise and complete manner in Latin (English) characters lengthwise on the articles, leaving space for service notations or labels, so that the dispatch of articles and their delivery to addresses may be effected without research.

(iii) Small packets received in Iran are subject to additional charges.

(8) *Prohibitions.* (i) Coins; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles.

(ii) Currency of all kinds, all paper values, etc. (See *Parcel post, Prohibitions,* paragraph (b) (5) of this section.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Iran.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

Weight limit: 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) Postage covers conveyance only to Iranian frontier offices; additional charges for conveyance into the interior are levied by the Iranian Administration.

(ii) Addressees must obtain and produce to the customs authorities a permit, issued by the Iranian Department of Commerce to import the goods contained in a parcel.

(iii) All parcels must be packed in wood, tin, canvas, linen, or similar material, and not merely in paper or cardboard, and must be sealed with a distinctive seal.

(5) *Prohibitions.* (i) Firearms of all kinds.

(ii) The importation of a wide range of general merchandise is at present prohibited, and senders are advised in their own interests to ascertain before mailing whether their goods are admissible. A complete list of the prohibitions cannot be given, but it includes certain classes of goods in the following categories: Spices and preserves; musical instruments; arms and munitions; cords and shoestrings; cotton and wool cloth; telegraph and radio equipment; lamps and accessories; hides and leather; articles of wood; chinaware and porcelain; toys and games; household articles and miscellaneous small articles of ornament and use; medicaments; coloring materials; candles and soaps; glassware; articles of metal; coffee and cocoa; vegetable and animal oils and butter; articles of paper; hats; seeds and other plant material; tobacco; containers bearing foreign trademarks; office supplies; cigarette-making machines; various chemicals; thread and fibers of silk; various articles manufactured from cloth, leather, and rubber; various animal products; various minerals; construction materials; coins. The above is intended to serve as a general guide only. It should be suggested to prospective mailers that they ascertain from their correspondents in Iran whether the articles they desire to send will be admitted importation.

§ 127.280 *Iraq*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* Sec § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* See *Observations* under *Parcel post,* paragraph (b) (4) of this section, concerning import licenses.

(8) *Prohibitions.* Colored post cards sent as prints. Also all articles prohibited as parcel post.

(b) *Parcel post.* (Iraq.)

(1) *Table of rates.* (i) Surface parcels.

[Rates includes surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.35	23	$4.20
2	.49	24	4.34
3	.73	25	4.48
4	.87	26	4.62
5	1.01	27	4.76
6	1.15	28	4.90
7	1.29	29	5.04
8	1.53	30	5.18
9	1.67	31	5.32
10	1.81	32	5.46
11	1.95	33	5.60
12	2.20	34	5.90
13	2.34	35	6.04
14	2.48	36	6.18
15	2.62	37	6.32
16	2.76	38	6.46
17	2.90	39	6.60
18	3.04	40	6.74
19	3.18	41	6.88
20	3.32	42	7.02
21	3.46	43	7.16
22	3.60	44	7.30

Weight limit: 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(4) *Observations.* (i) All parcels should be very strongly packed.

(ii) For parcels and other postal articles containing goods the value of which is more than 1 Iraqi dinar (about $4), a special import license must be obtained from the Ministry of Supply, Import Department, Baghdad. Senders should endorse such parcels, "Iraq import license obtained by addressee," or similarly.

(iii) The net weight of the contents of parcels of tobacco, cigars, and cigarettes, and, in the case of cigars and cigarettes particulars of the brands, and the numbers and net weight of the cigars or cigarettes of each brand, should be clearly indicated on the customs declaration.

(5) *Prohibitions*—(i) *For reasons of public safety.* Newspapers, paintings, and other articles constituting means for pernicious propaganda.

(ii) *For sanitary reasons.* (*a*) Tubes of serum are admitted; *Provided,* That they are destined for laboratories or institutions officially recognized by the Department of Public Health and that they are not sent for commercial purposes.

(*b*) Shaving brushes manufactured in Japan.

(*c*) Medicines, drugs, and chemical supplies are subject to special restrictions.

(*d*) Grease intended for human consumption, except under permit from the Government Chemical Examiner of Iraq countersigned by the Director of Public Health of that country. This prohibition does not apply to bona fide samples or to quantities not exceeding 4 gallons imported for bona fide personal use.

(*e*) Adulterated or harmful foodstuffs.

(*f*) Condensed milk not fulfilling the following conditions: (*1*) It must be free from any foreign substance other than pure sugar, and (2) it must not contain less than 31 percent of solid parts of milk, at least 9 percent of which must be fatty parts of milk.

(*g*) Tea for sale or consumption in Iraq, unless it meets the standard prescribed by the Department of Public Health, which requires that the thein content must be at least one percent; the ash must not exceed six percent; and the tea must not be exhausted or artificially colored.

(*h*) Rubber pacifiers for the amusement of babies and all kinds of rubber balloons used by children for amusement.

(iii) *For the protection of animals or plants.* (*a*) Live bees, leeches, silkworms, and parasites and predators of injurious insects must be packed so as to prevent all danger and permit verification of the contents. Plants with woody stems, and all parts thereof, such as stems, original fibers, plants, grafts, layers, and cuttings, as well as cotton and cottonseed and all bulbs, corms, roots of plants, and tubers other than potatoes may be imported, but they are subject on arrival to inspection by the Department of Agriculture and to the production of a "no objection" certificate delivered by that Department.

(*b*) The importation of citrus fruits and their products, such as oranges, lemons, tangerines, mandarin oranges, sweet limes, pommelloes, grapefruit, and other similar fruits, as well as of grapes, grapevine leaves, and grapevine cuttings, is prohibited unless they are accompanied by a certificate from the competent authorities of the country of origin attesting that they have been examined and found free from diseases. This prohibition does not apply to the above fruits when they are candied, dried, or in the form of jelly. In case of doubt or uncertainty as to whether a shipment is subject to these conditions or whether the certificate is valid, it is for the Director General of Agriculture to decide whether or not the shipment may be admitted.

(iv) *Arms, munitions, etc.* The importation of arms of all kinds, parts of arms and munitions, with the exception of hunting rifles and their accessories.

(*b*) Hunting arms and their accessories require a permit from the police authorities (may be sent only in the form of parcel post).

(*c*) Nonexplosive components of artillery fuses.

(*d*) Knives known as "Um-Al-Yay," and any clasp-knives or daggerlike knives having a blade more than 76 millimeters (approximately 3 inches) long require a license from the Minister of the Interior.

(v) *State monopolies, etc.* (*a*) Counterfeit or imitation coins, dies bearing the design of coins; pieces of metal which, by their shape or size, resemble coins, and those bearing on the front or back impressions in imitation of coins.

(*b*) Cotton, wool, silk, or other woven goods, bearing designs in imitation of paper money, bank notes, or any public Government securities.

(*c*) Salt (unrefined) except by special authorization by an officer of the Customs and Excise Department at the place of importation.

(*d*) Antiquities require a permit from the competent authorities of the country of origin.

(vi) *For other reasons.* (*a*) Unmanufactured tobacco.

(*b*) Goods bearing a counterfeit trademark or a false trade description.

(*c*) Paper money (may be sent only in registered letters).

(*d*) Platinum, coins, manufactured or unmanufactured gold or silver; precious stones, jewelry, and other precious articles.

(*e*) Celluloid and other articles made wholly or partly of celluloid, such as motion picture or photographic films may be imported if packed in a strong wooden box bearing a label with the word "Celluloid" in conspicuous characters.

§ 127.281 *Ireland (Eire).* (See item "Great Britain and Northern Ireland" § 127.268 concerning England, Scotland, Wales and Northern Ireland.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. Articles sent from this country for special delivery in Eire at a distance, over 1 mile from the post office of destination are subject to the collection from the addressee of 6 pence for each additional mile or part of a mile, after the first mile. For further information, see § 127.19.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) The names of the counties in Eire are as follows: Carlow, Cavan, Clare, Cork, Donegal, Dublin, Galway, Kerry, Kildare, Kilkenny, Kings (or Offaly), Leitrim, Leix (or Queens), Limerick, Longford, Louth, Mayo, Meath, Monaghan, Offaly (or Kings), Queens (or Leix), Roscommon, Sligo, Tipperary, Waterford, Westmeath, Wexford, and Wicklow.

(ii) The names of the county and the delivering office must form a part of the address of all mail articles.

(iii) The following are prohibited except as samples: Live bees, leeches, and silkworms; liquids and substances for analysis or medical examination; and pathological specimens.

(8) *Prohibitions.* (i) The articles prohibited or restricted as parcel post are likewise prohibited or restricted in the regular mails, except that the restrictions relating to money, precious stones, etc., do not apply to the regular mails; and that oiled or varnished cloth or similar substances are prohibited unconditionally.

(ii) However, gold, foreign values, banknotes, letters of exchange, life-insurance policies, stocks, bonds, acknowledgments or receipts of deposit of values, or proxies may be delivered only by authorization of the Minister of Finance, Dublin.

(b) *Parcel post.* Ireland (Eire).

(1) *Tables of rates.* (*i*) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.97	5	12	$9.11
0	8	1.34	6	0	9.48
0	12	1.71	6	4	9.85
1	0	2.08	6	8	10.22
1	4	2.45	6	12	10.59
1	8	2.82	7	0	10.96
1	12	3.19	7	4	11.33
2	0	3.56	7	8	11.70
2	4	3.93	7	12	12.07
2	8	4.30	8	0	12.44
2	12	4.67	8	4	12.81
3	0	5.04	8	8	13.18
3	4	5.41	8	12	13.55
3	8	5.78	9	0	13.92
3	12	6.15	9	4	14.29
4	0	6.52	9	8	14.66
4	4	6.89	9	12	15.03
4	8	7.26	10	0	15.40
4	12	7.63	10	4	15.77
5	0	8.00	10	8	16.14
5	4	8.37	10	12	16.51
5	8	8.74	11	0	16.88

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 11 pounds.

Customs declarations: 1 Form 2966.

Dispatch note: No.

Parcel-post sticker: 1 Form 2922.

Sealing: Insured parcels must, and ordinary parcels may, be sealed.

Group shipments: No.
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined, 6 feet.

(3) *Insurance.* (i) Parcel-post packages may be insured, subject to the following limits of indemnity when prepaid at the postage rate applicable plus the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55

(ii) Insurance return receipt. (*a*) Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(*b*) Each insured parcel must have written on the address side (both in figures and in Roman letters), in United States currency and in gold francs, the amount for which the parcel is insured. (See § 127.102, paragragh (b) (5).)

(*c*) The insurance of all parcels containing coin, bullion, valuable jewelry, or any other precious article is obligatory. If a parcel containing such articles is mailed uninsured it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly. Attention is called to the fact that coin exceeding £5 in value (except with a declaration indicating that they are intended to serve as ornaments), as well as gold in ingots of a value higher than £5 and silver in ingots or silver partially worked of a value higher than £20, are prohibited, even in insured parcels.

(*d*) Parcels containing any other articles of gold or silver, jewelry, or any other precious object exceeding £100 in value shall be packed in a box, measuring not less than 3 feet 6 inches in length and girth combined.

(*e*) For further information concerning insurance, see §§ 127.102 and 127.108.

(4) *Observations.* (i) The names of the county and the delivering office must form a part of the address of all mail articles. See "Regular mail", "Observations," paragraph (a) (6) of this section for names of counties comprising Eire.

(ii) Customs declarations must be drawn up clearly and precisely and, if practicable, in accordance with the classification of the Official Import List of Eire. They should bear the authentic signature of the sender.

(iii) The declaration should show as regards each article enclosed in the parcel: (*a*) The value, (*b*) the gross weight, (*c*) the net weight, and (*d*) the name of the country of origin. When the contents are composed of different kinds of articles, the exact quantity and value of each kind must be stated, as well as a description of the material of which the articles are composed; the number and size of each internal container being likewise given. As regards books, the following particulars are required: (*a*) The language in which the book is written, (*b*) whether it is a novel or otherwise, (*c*) the nature of the binding (leather, imitation leather, etc.), and (*d*) whether the book is newly published or has been in use already.

(iv) Typewriter carbon paper must have the following statement by the sender on the customs declaration: "Typewriter carbon paper coated with wax and containing no oxidizable oily or fatty substance."

(v) In the case of articles liable to customs duty which are eligible for preference, the preferential tariff will not be applied unless the customs declaration is inscribed in bold characters: "Preference claims—Certificate of origin enclosed." Otherwise, the full customs duties will be applied to the articles.

(vi) The same applies to goods imported under permit, unless the declaration is clearly marked "Imported under license," and unless the relative license is produced at the time of customs examination. In such cases the license should be procured before the goods are imported.

(vii) If there is not sufficient space on the customs declaration to indicate fully all necessary particulars, such details may be written on the cover of the parcel. Reference should, however, be made to this fact on the customs declaration itself.

(viii) Parcels containing goods which are liable to ad valorem duty on importation into Eire (e. g., boots or shoes, articles of personal clothing, other articles of personal, domestic or household use made of woven material, woven or knitted piece goods, clocks or watches, automobile parts or accessories, etc.) should, if exported on sale, be accompanied in all cases by the invoice or, if the original invoice has been forwarded separately to the addressee of the parcel, by a true copy thereof. Private parcels containing such goods of a value of £5 or over should be accompanied by any documentary evidence available.

(ix) Invoices may be inclosed in parcels on the condition that the fact is mentioned on the customs declaration.

(x) Original certificates concerning living plants should be addressed to the Secretary, Department of Agriculture, Dublin, before the parcel itself is mailed. A copy of the certificate should be attached to the parcel.

(xi) Other certificates, permits to import, etc., may be inserted in the packets or attached thereto.

(xii) The following charges are levied: (*a*) A minimum customs duty of 60 cents on every single class of dutiable goods contained in one packet or parcel, (*b*) a delivery fee of 12 cents on every parcel liable to customs duty.

(xiii) Cinematograph films must be well packed in a tin case inclosed in a strong wooden box, and if the lid or bottom or any of the sides of the box are composed of more than one piece of wood, they must be tongued and grooved. A lining of suitable material must be placed between the upper edges of the box and lid, and the lid must be firmly screwed down. A white label bearing the word "Films" in plain black letters must be affixed to the packet.

(xiv) The use of hay and straw of any description as packing for parcels (including straw envelopes used in wrapping bottles) is forbidden.

(xv) Addresses of gift parcels must procure "Duty Free" licenses to import before delivery of the parcels. However, as the senders are under no obligation with respect to the procuring or production of such licenses, gift parcels addressed to persons in Eire may be accepted for mailing without the production of import licenses by the senders.

(5) *Prohibitions*—(i) *For sanitary reasons.* (*a*) Shaving brushes from Japan or other articles likely to be infected with anthrax, and any goods mixed therewith.

(*b*) Circulars or advertisements relating to the prevention or treatment of venereal disease, unless addressed to duly qualified physicians or pharmacists.

(*c*) Margarine, skimmed milk, exhausted or adulterated tea, and certain other diluted or adulterated foodstuffs must be suitably marked. Tea unfit for human consumption is prohibited.

(*d*) Vaccines, serums, toxins, antitoxins, antigens, salvarsan and analogous substances, penicillin, insulin, sterilized surgical catgut, pituitary preparations and other therapeutic substances of animal origin intended for injection, except adrenalin, are admitted only if the addressee is in possession of an import license issued by the Department of Health, Dublin.

(*e*) Pork, including bacon and ham, and beef and mutton in any form, unless the addressee possesses an import permit issued by the Minister for Agriculture at Dublin.

(ii) *For the protection of animals and plants.* (*a*) Skins, horns, hoofs, and other parts of animals which may be prohibited for prevention of any contagious disease.

(*b*) Plumage.

(*c*) Elm trees.

(*d*) Peat moss litter.

(*e*) Hay and straw, including all articles made of straw.

(*f*) Containers or wrappers which have previously been used for animal carcasses or parts thereof, and farm goods packed in such containers.

(*g*) Sealskins of the genera Callorhinus alascanus, Callorhinus insinus, and Callorhinus kurilensis must be accompanied by a permit issued by the competent authorities of the country of origin.

(*h*) All plants and parts of plants must be accompanied by a license issued by the Ministry of Agriculture at Dublin, and must be imported under the conditions prescribed by that Ministry.

(iii) *Arms, etc.* Firearms and deadly weapons and detached parts thereof, toy pistols and revolvers and blank cartridges therefor, require a license from the Department of Justice, Dublin. Safety fuses are prohibited.

(iv) *State monopolies.* False or counterfeit money. Coins, other than gold or silver, minted in a foreign country. Silver money of Eire or Great Britain which is not of legal weight or fineness.

(v) *For other reasons.* Articles bearing false trademarks, i. e., (*a*) marks or stamps implying guarantee or sanction by a Government Department; (*b*) counterfeit marks, or marks imitating those of any manufacturer or dealer in Eire or Great Britain, unless the country of manufacture is also indicated; (*c*) un-

authorized indications that the articles are dispatched on Government business; (*d*) imitations of Irish assay marks, or marks implying Irish manufacture, on clocks, watches, or other metal goods of foreign origin; (*e*) imitations of postage stamps, valid or obsolete.

(*b*) Fictitious stamps and dies or other articles for making them.

(*c*) Goods made in prisons.

(*d*) Articles contravening the Irish copyright laws.

(*e*) Extracts, essences, or other concentrations of coffee, tea, chicory, or tobacco, or other mixtures thereof.

(*f*) Tobacco, cigars or cigarettes packed with other articles.

(*g*) All shipments of tobacco require a license to be secured by the addressee from the Revenue Commissioners, Dublin. Cut and compressed, sweetened, or adulterated tobacco is prohibited.

(*h*) Oiled or varnished cloth or similar oiled or varnished articles, unless accompanied by a certificate signed by a responsible person reading as follows: "The oilcloths or similar articles contained in this parcel have been stoved at a temperature of 140° F. until completely dried, and then cured for at least a month before packing."

(*i*) Carbon paper, except typewriter carbon paper which must have the following statement from the sender on the customs declaration: "Typewriter carbon paper coated with wax and containing no oxydizable oil or fatty substance."

(*j*) Liquid celluloid, and solid celluloid known as "unseasoned," that is, not freed from all volatile solvent, and sometimes known as "Xylonite cake."

(*k*) Saccharine and similar substances.

§ 127.282 *Israel (State of)*—(a) *Regular mails.*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.*—Accepted. (See § 127.3.)

(7) *Observations.* See subsection "Observations" under "Parcel Post" concerning import license requirements which are also applicable to goods sent in the regular mails.

Mail service to the State of Israel is available to the following localities:

Abu Kishok.
Abu Shuasha.
Abu Shusha.
Abu Zureiq.
Afikim.
Afula.
'Akbara.
'Alma.
Alonim.
Ataroth.
Amiad.
Amir.
Ammuqa.
A'qir.
'Arab el Fuqara.
'Arab el Ghawarina.
'Arab en Nufei'at.
Arab Zubeid.
Ashdot Yaacov.
Atlit.
Avihayil.
Avuka.
Ayanoth (Ramath David).
Ayanoth School.
Ayelethashahar.
Balad esh Sheikh.
Balfouriya.
Batshlomo.
Batyam.
Batzra.
Beerganim.
Beeri.
Beeroth Yitzhak.
Beertuviya.
Berryaakov.
Behadraga.
Beisan.
Beit.
Beitalpha.
Beitania.
Beit Dajan.
Beiteishel.
Beitgan.
Beithaarava.
Beithalevi.
Beithanan.
Beithashita.
Beithilel.
Beit Jan.
Beit Keshet.
Beit Oren.
Beit Oved.
Beit Shearim.
Beit Yanai.
Beit Yehoshua.
Beit Yitzhak.
Beit Yosef.
Beit Zera.
Benei Berit.
Beneibrak.
Beneigeulim (Talmon).
Beneir Deror.
Benshemen (Kfar Hanoar).
Benshemen (Moshav).
Binyamina.
Biriya.
Birkat Ramadan.
Bir Salim.
Bitzaron.
Biyar'Adas.
Bnaya.
Bneiakiva.
Dafna.
Dalhamiya.
Dalia.
Daliya.
Daliyat el Karmil.
Daliyat erruha.
Dan.
Dardara.
Deganiya "A".
Deganiya "B".
Deishum.
Dellata.
Doroth.
Dovrat.
Dror.
Ed Dumeira.
Eilon.
Eincanim.
Ein Eiron.
Ein ex Zeitun.
Eingev.
'Ein Ghazal.
Einhaemek.
Einhahoresh.
Einhamifratz.
Einhanatziv.
Einhaoved.
Einharod.
Einhashofet.
'Ein Haud.
Einshemer.
Einvered.
Einzeitim.
Ekron.
El Bira.
El Hamma.
El Haram.
El Kafrin.
El Khalisa.
El Kheiriya.
El Manara.
El Mansi.
El Mansura.
El Mas'udiya.
El Mazar.
El Mughar.
El Mussura.
El Nabi Rubin.
El Qubeiba.
El Quderiya.
Elroi.
El 'Ubeidiya.
El 'Ulmaniya.
Elyashiv.
El Yehudiya.
En Nabi Yusha'.
En Na'ima.
Er Rihaniya.
Esh Shajara.
Esh Sheikh Muwannis.
Esh Shuna.
Es Safa.
Es Safiriya.
Es Salihiya.
Es Samakiya.
Es Samara.
Es Sanbariya.
Es Sarafand.
Es Sawalima.
Es Sindiyana.
Et Tabigha.
Et Tira.
Et Tira (nr. Haifa).
Evenyehuda.
Evron.
Ez Zawiya.
Ez Zuq at Tahtani.
Fajja.
Farradiya.
Fir'im.
Fureidis.
Galon.
Ganeam.
Ganhashomron.
Ganhayim.
Ganhepher.
Ganshlomo (Shiller).
Ganshmuel.
Ganyavne.
Gat.
Gatrimon.
Gedera.
Gesher.
Geva.
Gevat.
Gezer.
Ghuweir Abu Shusha.
Gibton.
Ginegar.
Ginosar.
Givaatayim.
Givaatbrener.
Givaathashlosha.
Givaathayim.
Givaathen.
Givaathshapira.
Givatada.
Givotzeid.
Gililyam.
Gvaram.
Hadar.
Hadatha.
Hadera.
Haifa.
Hamaapil.
Hanita.
Hartouv.
Hasharon (Ramatdavid).
Hatzerim.
Havatzelethasnaron.
Hazorea.
Hazorim.
Hefetzhayim.
Heftsibah.
Hermonim.
Heruth.
Hertseliya.
Hibath Zion.
Hittin.
Hogla.
Holon.
Hukok.
Hula.
Hulata.
Hulda.
Ijzim.
Ilaniya (Sejera).
'Isfiya.
Jaba.
Jaffa.
Jalil El Qibliya.
Jalil Esh Shamaliya.
Jammasin El Gharbi.
Jammasin Esh Sharqi.
Jarisha.
Jatt.
Jerusalem.[1]
Jeuna.
Jisr'el Majami'.
Jubb Uusuf.
Kabara.
Kadima.
Kafr Lam.
Kafr Qari.
Karkur.
Kaukab el Hawa.
Kedma.
Kesarya (Sdotyam).
Kfaraharon.
Kfar Ana.
Kfarata.
Kfaravrajam.
Kfarazar.
Kfarbaruhch.
Kfarbialik.
Kfarbilu.
Kfarblum.
Kfarbrandeis.
Kfardarom.
Kfarfelixwarburg.
Kfarganim.
Kfargideon.
Kfargileadi.
Kfarglikson.
Kfarhahoresh.
Kfarhamaccabi.
Kfarharoe.
Kfarhassidim.
Kfarhayim.
Kfarhess.
Kfarhittim.
Kfar Kama.
Kfarkisch.
Kfarmalal.
Kfarmarmorek.
Kfarmassaryk.
Kfarmenahem.
Kfar Monash.
Kfarnatan Laski.
Kfarneter.
Kfarpines.
Kfarrupin.
Kfarsaba.
Kfarshemaryahu.
Kfarsirkin.
Kfarszold.
Kfartabor.
Kfartzyon.
Kfaruriya.
Kfarvitkin.
Kfaryabetz.
Kfaryeheskel.
Kfaryehoshua.
Kfaryehuda.
Kfaryeladim.
Kfaryona.
Khirbat beit lid.
Khirbat ed Damun.
Khirbat el Burj.
Khidbat Manshiya.
Khisas.
Khiyam el Walid.
Khubbeiza.
Khulda.
Kinneret Kibuutz.
Kinneret Moshava.
Kirad el Baqqara.
Kirad el Ghannama.
Kiryatamal.
Kiryatanavim.
Kiryatbialik.
Kiryatbinyamin.
Kiryatharoshet.
Kiryathayim.
Kiryatmotykin.
Kiryatnahum.
Kiryatshaul.
Kiryatschmuel.
Kiryatyam.
Lehavothhabashan.
Lubiya.
Maabarot.
Maale Hahamisha.
Maapilim.
Maayanzvi.
Magdiel.
Mahanayim.
Mahaneyehuda.
Mahaneyisrael.
Malikiya.
Mallaha.
Mansurat el Kheit.
Maozhayim.
Marus.
Massada.
Massoutyitzhak.
Matzuva.
Meirum.
Menahemiya.
Merhaviya Kibbutz.
Merhaviya Moshav.
Mesilot.
Metula.
Migdal.
Mikhomeret.
Mikveisrael.
Misgav—Am.
Mishamarhanegev.
Mishmarhaomek.
Mishmarhasharon.
Mishmarhashlosha.
Mishmarhayam.
Mishmar Hayarden.
Mishmaroth.
Miska.
Mitzpa.
Mizra.
Moledeth (Bnei Brith).
Motza.
Motzaillit.
Mount Tabor.
Naan.
Na'ana.
Naghar.
Nahalal.
Naharayim.
Nahariya.
Nahlatyehuda.
Nahlatyitzhak.
Narbata.
Nasr ed Din.
Negba.
Nehalim.
Nesher.
Nestsiona.
Netaim.
Nethanya.
Nevatim.
Neveeitan.
Neveilan.
Neveyaakov.
Nimrin.
Nira.
Niram.
Nirdavid.
Nirim.
Nitzanim.
Nuris.
Nuseirat.
Pardesshanna.
Petahtikva.
Qabba'a.
Qalansuwar.
Qannir.
Qaqun.
Qastina.
Qatra.
Qumiya.
Raanana.
Rabath Ashlag.
Ramatayim.
Ramatgan.
Ramathadar.

[1] Although Jerusalem is not considered a part of the State of Israel, mail for that city is accepted and sent via Israel. Articles may be addressed to "Jerusalem, via Israel."

Ramathakovesh.
Ramathasharon.
Ramathashofet.
Ramatrachel.
Ramattiomkin.
Ramatyishai.
Ramatyitzhak.
Ramatyohanan.
Ramin.
Ramothashavim.
Rantiya.
Regba.
Rehovot.
Revivim.
Rihaniya.
Rishonletsiyon.
Rishpon.
Roshpina.
Ruhama.
Sabbarin.
Safad.
Salama.
Saliha.
Saqiya.
Sarafand El 'Amar.
Sarafand el kharab.
Sarid.
Sdeeliyahu.
Sdenahum.
Sdenehemya.
Sdewarburg.
Sdeyaahov.
Semakh.
Serid.
Sha'ara.
Shaarhaamakin.
Shaarhagolan.
Shadmotdevora.
Shafa Amr.
Shamir.
Sharona.
Shaveizion.
Shearyeshuv.
Shefer.
Shfayim.
Shfeya (Kfar Hanoar).
Shkunatbeilinson.
Shkunatono.
Shorashim.
Shoval.
Tamra.
Tantura.
Teitaba.
Teladashim.
Tel Aviv.
Tellitwinsky.
Telmond.
Telyitzhak.
Telyosef.
Telzur.
Tiberias.
Tira.
Tiratshalom.
Tiratzvi.
Tkuma.
Tuba.
Tubas.
Tuleil.
Um ez Zinat.
Umm esh Shauf.
Umm Khalid.
Urim.
Usha.
Wadi Ara.
Wadi el Hawarith North.
Wadi el Hawarith South.
Waldheim.
Weiziya.
Wilhelma.
Yaarothakarmel.
Yadmordcai.
Yafa.
Yagur.
Yajur.
Yaquq.
Yarkona.
Yasur.
Yavne.
Yavneel.
Yazur.
Yedudya.
Yesodhamaala.
Yibna.
Yokneam.
Zanghariya.
Zarnuga.
Zikhronyaakov.
Zofit.
Zraim.
Zuq el Faqani.
Zurmoshe.

(8) *Prohibitions.* No list.

(b) *Parcel post (Israel, State of).*

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.35	12	$2.50
2	.49	13	2.64
3	.81	14	2.78
4	.95	15	2.92
5	1.09	16	3.06
6	1.23	17	3.20
7	1.37	18	3.34
8	1.77	19	3.48
9	1.91	20	3.62
10	2.05	21	3.76
11	2.19	22	3.90

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) See § 127.282 (a) (7) concerning localities to which service is available.

(ii) Addressees in Israel are required to possess import licenses in order to take delivery of (*a*) all parcels mailed for commercial purposes; (*b*) all parcels sent as gifts exceeding $60.00 in value; and (*c*) parcels sent as bona fide gifts exceeding $4.00 but not exceeding $60.00 in value, when more than one is received in a six-month period. Gift parcels not exceeding $4.00 in value may be received by persons in Israel in unlimited numbers without import licenses.

(iii) Parcels addressed to Israel must be marked by the senders either "Bona Fide Gift" or "Addressee has obtained import license", and care must be taken to see that the value of the contents is clearly shown on the customs declarations. It is the responsibility of senders to determine that the addressees of their parcels have obtained import licenses when required.

(5) *Prohibitions.* No list.

§ 127.283 *Italy.* (Including the Republic of San Marino.)

(a) *Regular mails* — (1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted under the following conditions:

(i) The articles must be sent as gifts.

(ii) The contents are limited to essential relief items such as nonperishable foods, clothing, soap, and mailable medicines.

(iii) For further information see § 127.3.

(6) *Air mail service.* Postage rates, 15 cents one-half ounce. (See § 127.20.)

(7) *Observations.* (i) Packages containing books, music, magazines or periodicals mailed as printed matter must be accompanied by a paper form of customs declaration, Form 2976–A, even in those cases in which the articles concerned are admitted free of duty. The declaration is required as evidence of the arrival of the printed matter in Italy, in order that the addressee may obtain from the Bank of Italy the currency necessary to pay for the printed matter in question and permission to send the relative amount out of Italy. However, when the addressees are not required to pay for the merchandise, and therefore need not send currency out of Italy, the customs declarations are not necessary.

(ii) Dutiable prints are admitted provided such articles, whether ordinary or registered, are accompanied by the green label, Form 2976 (C 1).

(iii) In order for international reply coupons to be exchanged in Italy, the reply coupons and the articles of correspondence to be prepaid must be presented at the same time.

(iv) Articles, other than letters, weighing more than 500 grams (18 ounces), are liable in Italy to a charge to be collected from the addressee upon delivery, when the addressee agrees to pay such charge. This small optional delivery fee is levied against the respective addressees, in order to facilitate delivery of articles containing manuscripts, prints, or samples exceeding the weight above mentioned.

(8) *Prohibitions.* (i) Coins, bank notes, paper money, gold and silver bullion, precious stones, jewelry and other precious articles.

(ii) Also articles prohibited in the parcel-post mails.

(iii) There is shown below a list of those articles admissible as samples of merchandise:

NOTE: The limits of weight apply not only to each article, but also to the whole of such articles sent at the same time by one and the same sender to one and the same addressee.

(*a*) Up to 50 grams: Tea.

(*b*) Up to 60 grams:

Egrets prepared for medicaments.
Worked sponges.

(*c*) Up to 75 grams:

Cinnamon, pure or mixed with other spices.
Cloves.
Pepper and pimento, pure and mixed with other spices.

(*d*) Up to 100 grams:

Needles.
Worked amber.
Worked ivory.
Biscuits.
Buttons of all kinds (except those of precious metal or of any other material garnished with precious metals as well as those comprised under other headings of the list) in quantities which differ from one another.
Perforated glass or enamel beads for crowns, necklaces, ornaments, etc.
Cacao seeds, broken, ground, or in paste.
Candied fruits.
Lithographs, chromolithographs, drawings, phototypes, zincotypes, etc., on paper or cardboard, and paper or cardboard perforated or otherwise worked.
Cards bearing drawings or illustrations.
Worked celluloid. (Packets containing articles of celluloid whose mercantile value has been nullified by the senders by means of holes or other injuries are admitted up to the weight of 350 grams.)
Chocolate.
Colors in small pieces, prepared in the form of small cakes or paste, inclosed in small tubes and placed in boxes, with or without accessories.
Sugarplums and conserves, in sugar or honey.
Thread of cotton, jute, wool, or linen, even if each packet contains more than one skein, rolled on a bobbin, arranged in the form of a ball, or in a similar manner, and silk thread for sewing, embroidery, etc., in skeins, rolled around a bobbin, arranged in the form of a ball, or in a similar manner.
Pencils of all kinds.
Condensed or concentrated milk articles.
Night lamps, with boxes and accessories.
Worked mother-of-pearl.
Small articles of common metals and their alloys; articles of gilded, silvered, or burnished metal, as well as all kind of articles of nickel, bronze, and aluminum.
Brushes.
Pipes and pipestems.
Penholders and metal pens.
Boxes of colors.
Scarfpins.
Worked shells.
Varnishes of all kinds.
Sugar and glucose, in pieces or in powder.
Straw and worked straw.

(*e*) Up to 150 grams:

Strings for musical instruments.
Worked ebonite.
Elastic rubber or gutta-percha, in sheets, in tubes, or prepared in another manner.
Small articles of wood (toys and other articles of wood).
Worked bone and horn (articles containing articles of bone and horn whose mercantile value has been annulled by the senders by means of holes or other injuries are admitted up to the weight of 350 grams).

(f) Up to 200 grams:
Electric cords.
Lactated flour and other similar flours prepared for nutrition.
Electric wire.
Soap.
(g) Up to 250 grams:
Thread of hemp, if each packet contains a single skein, and dyed silk thread, including that "filled with white."
(h) Up to 350 grams:
Raw silk thread, including that simply bleached.

It is not permissible to import, in one and the same packet, various merchandise when the weight of the packet exceeds one or the other of the maximum weights authorized, even if each article does not exceed the maximum fixed by the present list.

Lace, braid, embroidery, galloon, ribbon, fringe, cord and small cord of any textile material mixed with metal threads, are admitted as samples if sent in separate pieces and not measuring more than 20 centimeters in length.

Tissues, muslins, gauzes, voiles, tulles, blond laces, velours, crepes, plushes and felts of any textile material, whether or not mixed with metal threads, are admitted as samples only on condition that their length does not exceed 40 centimeters and that their width is that of the piece when it is well determined by the border; in the contrary case, no sample may measure more than 40 centimeters on a side. These samples must also be made unfit for any other use by means of incisions.

(b) *Parcel post.* (Italy and Republic of San Marino.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.08	7	12	$16.08
0	8	1.58	8	0	16.58
0	12	2.08	8	4	17.08
1	0	2.58	8	8	17.58
1	4	3.08	8	12	18.08
1	8	3.58	9	0	18.58
1	12	4.08	9	4	19.08
2	0	4.58	9	8	19.58
2	4	5.08	9	12	20.08
2	8	5.58	10	0	20.58
2	12	6.08	10	4	21.08
3	0	6.58	10	8	21.58
3	4	7.08	10	12	22.08
3	8	7.58	11	0	22.58
3	12	8.08	11	4	23.08
4	0	8.58	11	8	23.58
4	4	9.08	11	12	24.08
4	8	9.58	12	0	24.58
4	12	10.08	12	4	25.08
5	0	10.58	12	8	25.58
5	4	11.08	12	12	26.08
5	8	11.58	13	0	26.58
5	12	12.08	13	4	27.08
6	0	12.58	13	8	27.58
6	4	13.08	13	12	28.08
6	8	13.58	14	0	28.58
6	12	14.08	14	4	29.08
7	0	14.58	14	8	29.58
7	4	15.08	14	12	30.08
7	8	15.58	15	0	30.58
15	4	$31.08	18	12	$38.08
15	8	31.58	19	0	38.58
15	12	32.08	19	4	39.08
16	0	32.58	19	8	39.58
16	4	33.08	19	12	40.08
16	8	33.58	20	0	40.58
16	12	34.08	20	4	41.08
17	0	34.58	20	8	41.58
17	4	35.08	20	12	42.08
17	8	35.58	21	0	42.58
17	12	36.08	21	4	43.08
18	0	36.58	21	8	43.58
18	4	37.08	21	12	44.08
18	8	37.58	22	0	44.58

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Prohibitions.* Tobacco in any form, cigarette lighters and lighter fluids. Saccharine and derivative products thereof.

(c) *U. S. A. gift parcels.* (Italy).

(1) *Table of rates.* (Surface only.)

Pounds	Rate	Pounds	Rate
1	$0.06	12	$0.72
2	.12	13	.78
3	.18	14	.84
4	.24	15	.90
5	.30	16	.96
6	.36	17	1.02
7	.42	18	1.08
8	.48	19	1.14
9	.54	20	1.20
10	.60	21	1.26
11	.66	22	1.32

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b), of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.284 *Ivory Coast*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1 Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as Dahomey (§ 127.239 (a) (6)).

(b) *Parcel post.* (Ivory Coast.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

Weight limit: 44 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provisions.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Parcels for Grand Bassam and Tabou are delivered free; but parcels for all other places are liable to a charge for delivery.

(5) *Prohibition.* Same as Dahomey.

§ 127.285 *Jamaica (including Cayman Islands)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and di-*

mensions. See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Combination packages.* Accepted. (See § 127.12.)

(8) *Prohibitions.* Parasites and predators of injurious insects, intended for control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Jamaica.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(3) *Indemnity.* No provision.

(4) *Registry return receipt.* No fee. (See § 127.101 (h).)

(5) *Ordinary return receipt.* The sender of an unregistered parcel addressed to Jamaica may obtain a "return receipt" for the parcel by prepaying by means of postage stamps a fee of 5 cents in addition to the ordinary postage. In such case the words "Receipt desired" must be plainly written on the wrapper of the parcel.

(6) *Prohibitions.*—(i) *For sanitary reasons.* Shaving brushes manufactured in or exported from eastern or southeastern Asia, India, Ceylon, the East Indies, or the Philippines.

(ii) *For the protection of animals and plants.* (a) Bees (except queens by permission of the Director of Agriculture), honey, and material already used by bee raisers.

(b) Boots already used on banana plantations.

(c) Citrus fruits, coconuts in their husks.

(d) Cotton, including cotton line, cottonseed, any part of the cotton plant or of any plant of the species and varieties of Gossypium.

(e) Banana plants, shoots, cuttings, or any part of those plants, as well as any earth, mold, merchandise, packing objects, covers, or material already used for packing or protecting banana plants, shoots, or cuttings, or any part thereof, and all tools or instruments generally used in the cultivation of bananas coming directly from any country in Central or South America or from Trinidad.

(iii) *Arms, munitions, etc.* The nonexplosive components of artillery fuses are not admitted.

(iv) *For other reasons.* (a) Coffee.

(b) Medicaments of all kinds, unless the formula or composition is clearly printed in English or French on the container; also medicaments intended for the internal or external treatment of venereal disease if accompanied by any printed directions for use.

§ 127.286 *Japan.*—(a) *Regular mails.*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105. No indemnity is payable in the event the loss occurs in Japan.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate 25 cents one half ounce. Merchandise accepted by air as "small packets." (See § 127.20.)

(6) *Observations.* (i) Civilian mail service is available as follows:

Mail may not be accepted for:

(a) Utsuryo (Ullung) Island; Take Island (Liancourt Rocks); Quelpart (Saishu or Cheju) Island.

(b) The Nanto Islands south of Sofu Can (Lot's Wife); the Bonin (Ogasawara) and Volcano (Kazan or Iwo) Islands; and all other outlying Pacific islands including the Daito (Ohigashi or Oagari) Group, Parece Vela (Okino Tori), Marcus (Minami Tori), and Ganges (Nakano Tori) Islands.

(c) The Kurile (Chishima) Islands; the Habomai (Hapomaze) Group, including Suisho, Yuri, Akiyuri, Shibotsu and Taraku Islands; and Shikotan Island.

Mail may be accepted for:

The four main Japanese islands of Hokkaido, Honshu, Kyushu, and Shikoku.

The adjacent islands, about 1,000 in number, including the Tsushima Islands; the Ryukyu (Nansei) Islands north of 30° north latitude (excluding Kuchinoshima); the Izu Islands; and the Nanto Islands north of and including Sofu Can (Lot's Wife). (For further information concerning Okinawa and the Ryukyu Islands, see item "Ryukyu Islands." § 127.342)

(ii) Letter and post card communications are restricted to messages written in English, Chinese, Japanese, French, Portuguese, Korean, Russian or Spanish. Mail articles should be addressed in English, but it will be permissible for the address to be shown also in any of the other languages mentioned, provided those addressed in Chinese, Japanese, Korean, or Russian bear an interline translation in English of the names of the post office, island, and country of destination.

(iii) International reply coupons are not accepted in Japan.

(7) *Prohibitions.* (i) Dutiable articles (merchandise) in letters and packages prepaid at the letter rate.

(ii) Transactional correspondence of the following types:

(a) All messages which transfer currency, checks, drafts, payment orders, or other credit or financial instruments;

(b) Messages which relate to conversion, transfer or disguising of any Japanese external assets by powers of attorney, proxies, instructions, or other means;

(c) Messages which grant or transfer translation, reproduction, performance or other rights concerning books, articles, plays, music, motion pictures, or other media of information and expression;

(d) Messages relating in any way to copyrights, except for description and explanation of the authorized channels and procedures for handling such matters and except for acknowledgment of rights arranged through the authorized channels.

(iii) Commercial papers of the following types:

(a) Scores or sheets of music in manuscript;

(b) Manuscripts of works or of newspapers sent singly;

(c) All papers of legal procedure;

(d) Documents of all kinds drawn up by ministerial officers.

(b) *Parcel post. Japan.* See "Observations, subparagraph (3) of this paragraph, concerning restrictions.

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declaration: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Observations.* (i) See paragraph (a) (6) (i) this section for places to which parcels may be sent and for permissible addresses.

(ii) *Gift parcels.* (a) The parcels and relative customs declarations must be conspicuously marked "Gift Parcel" by the senders who must itemize the contents and value on the customs declaration.

(b) Only one parcel per week may be sent by or on behalf of the same sender to or for the same addressee.

(c) Gift parcels may contain only relief items such as nonperishable foods, mailable medicines in noncommercial quantities, soap, clothing, and other relief items in quantities which can reasonably be used by the addressee and his family. No gift parcel may contain more than 1,000 saccharine tablets or more than one item of tobacco, within the following limits:

(1) 200 cigarettes.
(2) 50 cigars.
(3) One-half pound of pipe tobacco.

The controlling authorities in Japan have limited as follows the quantities of food, mailable medicines, clothing, soap and other relief items which may be included in a single gift parcel:

Assorted foodstuffs: Up to 22 pounds.
Mailable medicines: Noncommercial quantities not requiring a doctor's prescription. The following specific items are specially limited to the amounts shown:
Penicillin, up to 2 million units.
Santonin, up to four ounces.
Phenacetin, up to two ounces.
Streptomycin, up to 15 grams or 15,000,000 units.
Vitamins and similar products, 2 dozen ampules or 1 pound of tablets.
Aspirin, 2 ounces.
Sulfa drugs, 50 tablets.
New clothing:
Suits or dresses, adults, 1 of each size.
Suits or dresses, children, 2 of each size.
Underwear, 6 pairs.
Gloves, 3 pairs.
Socks and stockings, 1 dozen pairs.
Hats, caps and the like, 2 items.
Boots and shoes, 2 pairs.
Handkerchiefs, 1 dozen.
Towels, 1 dozen.
Sheets and such coverings, 5 items.
Textiles for clothing, woolen, sufficient for 2 suits.
Cotton or silk cloth, sufficient for 2 dresses.
Woolen yarn, 5 pounds.
Cotton thread (yarn), 2 dozen small rolls.
Sewing needles, 2 small packets.
Used Clothing: Moderate quantities using the above new-goods standard as a basis.
Soap: 2 dozen bars.
Other relief items:
Toilet goods or cosmetics, 6 items each.
Compacts, 2 items.
Handbags, 2 items.
Parasols, 2 items.
Games, balls, bats, gloves, etc., 2 each.
Toys and children's picture books, reasonable quantity.

The parcels are examined on receipt in Japan, and excessive quantities of relief items will be removed from the packages and delivered to a recognized relief agency for general distribution to the needy in the area where the addressee resides.

(d) Articles such as fountain pens, watches, cameras and other nonrelief items will not be permitted entry in gift parcels, and if they are included will be removed and only the admissible items delivered to the addressees.

(e) Gift parcels which are undeliverable will not be returned to senders but will be turned over to authorized Japanese relief agencies.

(iii) (a) Other parcels: Parcels containing ordinary items of merchandise in commercial quantities are admitted on condition that each such parcel contains a certified or photostatic copy of a license validated by the Supreme Commander for the Allied Powers, in Japan, permitting such importation. The words "Import License Enclosed" must be endorsed by the senders on the wrappers of all such commercial parcels. There is no limitation on the number of commercial parcels which may be accepted for mailing from the same sender to the same addressee.

(b) Parcels containing trade samples are admitted, without the necessity for an import license, on condition that the customs declarations of such parcels bear, in addition to the description of the article, the words "Trade Samples Only."

(c) Senders may so indicate, in the usual manner, if they desire to have parcels which prove to be undeliverable returned to them.

(5) *Prohibitions.* No list.

(c) *U. S. A. gift parcels.* (Japan).

(1) *Table of rates.* (Surface only.)

Pounds:	Rate	Pounds:	Rate
1	$0.10	12	$1.20
2	.20	13	1.30
3	.30	14	1.40
4	.40	15	1.50
5	.50	16	1.60
6	.60	17	1.70
7	.70	18	1.80
8	.80	19	1.90
9	.90	20	2.00
10	1.00	21	2.10
11	1.10	22	2.20

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b) of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.287 *Kenya and Uganda*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1 Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* (See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.) Special-delivery service is confined to Eldoret, Entebbe, Jinja, Kampala, Kisumu, Kitale, Lamu, Mbale, Mombasa, Nairobi, Nakuru, and Nyeri.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Manufactured or unmanufactured platinum, gold, or silver; coins; precious stones, jewelry, and other precious articles. However, sporting prizes such as gold or silver medals or spoons are admitted in registered letters.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Kenya and Uganda.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.18	7	$1.14
2	.32	8	1.33
3	.46	9	1.47
4	.72	10	1.61
5	.86	11	1.75
6	1.00		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) Parcels should be very strongly packed. Waterproof covers should be used for parcels intended for places beyond the services of the Uganda Railway.

(ii) Merchandise for resale by dealers may be imported only under license granted by the Commissioner of Customs at Mombasa.

(5) *Prohibitions*—(i) *For sanitary reasons.* (a) Shaving brushes from Japan.

(b) Condensed milk containing less than 9 percent milk fat.

(c) Used clothing, bedding, blankets, and other similar articles imported for sale or for disposal unless accompanied by a sufficient certificate of disinfection to the satisfaction of the Port Health Officer or other person authorized by him.

(d) Rat virus except under permit from the Director of Medical and Sanitary Services, and subject to such conditions as may be specified.

(ii) *For the protection of plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or

from one of the offices of that Bureau located at principal ports of entry.

(iii) *Arms, etc.* (*a*) Gas pistols and other pistols of similar type, pistols in the form of a stylograph pencil, and firing cartridges loaded with smokeless powder and glutinous bags containing liquid tar gas, or safety, toy or alarm pistols which in the opinion of the Commissioner of Customs are capable of being converted into lethal weapons.

(*b*) Silent and automatic rifles.

(*c*) Nonexplosive components of artillery fuses.

(*d*) Rifles of .303 bore except with the express sanction of the governor of the colony.

(*e*) All other arms or parts thereof except under the permit of the governor of the colony or other person authorized by him.

(*f*) Such articles when imported are retained by the customs authorities until the importer has complied with the laws of the colony.

(iv) *State monopolies, etc.* (*a*) Articles which, without the authorization of His Majesty, bear the royal coat of arms or monogram, or other arms or monograms resembling them so closely that they might mislead.

(*b*) Unwrought precious metal (i. e., gold, silver, or metal of the platinoid group in the unmanufactured state) except under certificate issued by the Commissioner of Customs.

(v) *For other reasons.* Manufactured articles bearing the name, address, or trade-mark of any manufacturer or dealer, or the name of any place in Great Britain or in any British possession, calculated to convey an impression of British manufacture when they are not of such manufacture.

(vi) *False money.* Any coins which do not have the legal weight or fineness.

§ 127.288 *Korea*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents, one-half ounce.

(6) *Observations.* Articles addressed for delivery in Korea may be in any of the following languages: Korean, English, Russian, French, Spanish, Chinese, Japanese or Portuguese. Mail should bear the name of the addressee, street, district, town and province in Korea. The address should be shown also in Korean characters, if known.

(7) *Prohibitions.* Dutiable articles (merchandise) prepaid at letter rate.

(b) *Parcel post.* (Korea.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Observations.* (i) Service is restricted to gift parcels, and only one such parcel may be sent each week by or on behalf of the same sender to or for the same addressee.

(ii) Contents of gift parcels are limited to essential relief items such as nonperishable foods, clothing, soap and mailable medicines.

(iii) The parcels and relative customs declaration must be conspicuously marked "Gift Parcel" by the senders, who must itemize the contents and value on the customs declaration.

(iv) Parcels which are undeliverable will not be returned to senders but will be turned over to authorized Korean relief agencies.

(v) Parcels should bear the name of the addressee, street, district, town and province in Korea. The address should be shown also in Korean characters, if known.

(5) *Prohibitions.* No list.

(c) *U. S. A. gift parcels.* (Korea.)

(1) *Table of rates.* (Surface only.)

Pounds	Rate	Pounds	Rate
1	$0.10	12	$1.20
2	.20	13	1.30
3	.30	14	1.40
4	.40	15	1.50
5	.50	16	1.60
6	.60	17	1.70
7	.70	18	1.80
8	.80	19	1.90
9	.90	20	2.00
10	1.00	21	2.10
11	1.10	22	2.20

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b) of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels."

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.289 *Labuan*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. See § 127.3.)

(7) *Prohibitions.* (i) Coins, manufactured or unmanufactured platinum, gold, or silver, jewelry, and other precious articles. However, unmounted precious stones are admitted in the registered letter mails.

(ii) Articles bearing in the address or on the outside, words, letters, or marks (used without formal authorization) indicating or leading the addressee to believe that the articles in question concern His Majesty's service.

(iii) Articles marked on the outside with the value of the contents.

(iv) Unvulcanized rubber.

(v) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(vi) Also all articles prohibited in the form of parcel post. However, no plant material for propagation may be imported by air mail.

(b) *Parcel post.* (Labuan.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.47	12	$2.99
2	.61	13	3.13
3	1.07	14	3.27
4	1.21	14	3.41
5	1.35	16	3.55
6	1.49	17	3.69
7	1.63	18	3.83
8	2.10	19	3.97
9	2.24	20	4.11
10	2.38	21	4.25
11	2.52	22	4.39

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* Same as those shown under Malaya, § 127.297 (b) (4).

§ 127.290 *Latvia.*

NOTE: The regulations mentioned below are as prescribed by the Soviet authorities who are, as a practical matter, in a position to refuse the entry into Latvia of mail unless such mail complies with the Soviet postal regulations.

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* (See § 127.105.)

(4) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(5) *Special delivery.* No service.

(6) *Observations.* Same as those governing mail service with the Union of Soviet Socialist Republics, § 127.373 (a) (5). To facilitate distribution and delivery, "Union of Soviet Socialist Republics" or "U. S. S. R." should be included as part of the address of mail articles.

(7) *Prohibitions.* Same as those governing mail service with the Union of Soviet Socialist Republics, § 127.373 (a) (6).

(b) *Parcel post.* (Latvia.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.59	12	$2.34
2	.73	13	2.48
3	.81	14	2.62
4	.95	15	2.76
5	1.09	16	2.90
6	1.23	17	3.04
7	1.37	18	3.18
8	1.44	19	3.32
9	1.58	20	3.46
10	1.72	21	3.60
11	1.86	22	3.74

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.66	8	0	$21.19
0	8	2.29	8	4	21.82
0	12	2.92	8	8	22.45
1	0	3.55	8	12	23.08
1	4	4.18	9	0	23.71
1	8	4.81	9	4	24.34
1	12	5.44	9	8	24.97
2	0	6.07	9	12	25.60
2	4	6.70	10	0	26.23
2	8	7.33	10	4	26.86
2	12	7.96	10	8	27.49
3	0	8.59	10	12	28.12
3	4	9.22	11	0	28.75
3	8	9.85	11	4	29.38
3	12	10.48	11	8	30.01
4	0	11.11	11	12	30.64
4	4	11.74	12	0	31.27
4	8	12.37	12	4	31.90
4	12	13.00	12	8	32.53
5	0	13.63	12	12	33.16
5	4	14.26	13	0	33.79
5	8	14.89	13	4	34.42
5	12	15.52	13	8	35.05
6	0	16.15	13	12	35.68
6	4	16.78	14	0	36.31
6	8	17.41	14	4	36.94
6	12	18.04	14	8	37.57
7	0	18.67	14	12	38.20
7	4	19.30	15	0	38.83
7	8	19.93	15	4	39.46
7	12	20.56	15	8	40.09
15	12	$40.72	19	0	$48.91
16	0	41.35	19	4	49.54
16	4	41.98	19	8	50.17
16	8	42.61	19	12	50.80
16	12	43.24	20	0	51.43
17	0	43.87	20	4	52.06
17	4	44.50	20	8	52.69
17	8	45.13	20	12	53.32
17	12	45.76	21	0	53.95
18	0	46.39	21	4	54.58
18	4	47.02	21	8	55.21
18	8	47.65	21	12	55.84
18	12	48.28	22	0	56.47

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(4) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(5) *Observations.* Same as those governing parcel post service with the Union of Soviet Socialist Republics, § 127.373 (b) (5). To facilitate distribution and delivery, "Union of Soviet Socialist Republics" or "U. S. S. R." should be included as part of the address of parcels.

(6) *Prohibitions.* Same as those governing parcel post service with the Union of Soviet Socialist Republics, § 127.373 (b) (6).

§ 127.291 *Lebanon*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1 Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) The importation of merchandise is subject to the obtaining by the addressee of an import permit. Such previous authorization is not required for (*a*) mail articles of slight importance (whose value does not exceed $2.50) or those having no salable value, and (*b*) parcel-post packages mailed by private individuals and having no commercial character, except in the case of a number of parcels mailed by the same sender to the same addressee.

(ii) Articles should be carefully addressed to show the exact place of destination but not the names of other places nearby. The office of destination should be written legibly in Arabic characters, as far as possible, as well as in English or French.

(8) *Prohibitions.* All articles prohibited in the form of parcel post.

(b) *Parcel post.* (Lebanon.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.47	23	$4.61
2	.61	24	4.75
3	.93	25	4.89
4	1.07	26	5.03
5	1.21	27	5.17
6	1.35	28	5.31
7	1.49	29	5.45
8	1.63	30	5.59
9	1.77	31	5.73
10	1.91	32	5.87
11	2.05	33	6.01
12	2.62	34	6.59
13	2.76	35	6.73
14	2.90	36	6.87
15	3.04	37	7.01
16	3.18	38	7.15
17	3.32	39	7.29
18	3.46	40	7.43
19	3.60	41	7.57
20	3.74	42	7.71
21	3.88	43	7.85
22	4.02	44	7.99

Weight limit:[1] 11, 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) The importation of merchandise is subject to the obtaining by the addressee of an import permit. Such previous authorization is not required for (*a*) mail articles of slight importance (whose value does not exceed $2.50) or those having no salable value, and (*b*) parcel-post packages mailed by private individuals and having no commercial character, except in the case of a number of parcels mailed by the same sender to the same addressee.

(ii) Articles should be carefully addressed to show the exact place of destination but not the names of other places nearby. The office of destination should be written legibly in Arabic characters, as far as possible, as well as in English or French.

(5) *Prohibitions.* (i) For sanitary reasons.

(*a*) Artificial butters and adulterated or harmful products dangerous to health.

(*b*) Cottonseed oil, soybean oil, sunflower oil, palm and palmetto oil, whale oil, seal oil, and shark oil may be imported only under a special import permit issued by the councilor of the High Commission for Economic Affairs at the request of the importer.

(ii) *Arms, etc.* Arms, except sporting guns, which may be imported under special permit from the High Commission

[1] Parcels exceeding 11 pounds in weight are not accepted to the following offices:

Ain-Zhalta.	Koubayat.
Baino.	Maaser-el-Chouf.
Falougha.	Ras-Baalbeck.
Hammana.	Souk-el-Gharb.

of the French Republic in the Lebanese Republic.

(iii) *State monopolies, etc.* (*a*) Cigarette papers in tubes and boxes of cigarette paper intended, by their marks and inscriptions, for the manufacture or packing of cigarettes.

(*b*) Machines for manufacturing tobacco or cigarettes (knives, choppers, etc.).

(*c*) Salt.

(*d*) Tumbeki, leaf tobacco, cigars, and cigarettes require an import permit from the Ministry of Finance of the State of destination. They are dutiable when admitted to importation, and may be sent either by parcel post or in the form of small packets.

(iv) *For other reasons.* (*a*) Radio-sending equipment.

(*b*) Phonograph records with a religious character.

(*c*) Essences, essential oils, and all chemical products derived therefrom intended or suitable for use in the manufacture of false or imitated alcoholic beverages; essences and aromas for the manufacture of mineral waters, ices, and pastries.

(*d*) False trade-marks, trade names, or indications of origin.

(*e*) Ottoman or foreign coins of silver, and old silver coins, may be imported by authorization of the Minister of Finance.

(*f*) Printed labels bearing the mark of wines, brandies, or liquors of French origin are subject to restrictions.

(*g*) Radio apparatus is subject to restrictions. Notice must be given to the Inspectorate General of Posts.

§ 127.292 *Leeward Islands.* (Anguilla, Antigua, Barbuda, Montserrat, Nevis, Redonda, St. Christopher or St. Kitts and Virgin Islands (British).)

(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* (See § 127.105.)

(4) *Special delivery.* No service.

(5) *Air-mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins. (Admitted into Montserrat only.)

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Leeward Islands.)

(1) *Tables of rates.* (i) Surface parcels.

All Islands except Montserrat

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Montserrat only

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.17	12	$2.04
2	.34	13	2.21
3	.51	14	2.38
4	.68	15	2.55
5	.85	16	2.72
6	1.02	17	2.89
7	1.19	18	3.06
8	1.36	19	3.23
9	1.53	20	3.40
10	1.70	21	3.57
11	1.87	22	3.74

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker, 1 Form 2922.
Sealing. Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: No.
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(3) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity, when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fees (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55

(ii) Insurance return receipt. (*a*) Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(*b*) Parcels which contain coin, bullion, jewelry, or any other precious article must be insured. If a parcel containing such articles is mailed uninsured, it must be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly. Every parcel containing jewelry or any other precious articles exceeding $500 in value must be packed in a box measuring not less than 2 feet 6 inches in length and girth combined.

(*c*) Each insured parcel must have written on the address side, in United States currency, the amount for which the parcel is insured.

(*d*) For further information concerning insurance, see §§ 127.102 and 127.108.

(4) *Observations.* (i) Used clothing admitted, but may be subjected to fumigation.

(ii) A charge of 3d. is levied on every parcel imported into Antigua, and a similar charge on every dutiable parcel imported into Dominica.

(5) *Prohibitions*—(i) *For sanitary reasons.* Used clothing may be subject to fumigation at the expense of the addressee.

(ii) *For the protection of plants.* (*a*) Plants, fruits, and parts thereof, if they come from countries where diseases of such plants exist.

(*b*) The following special restrictions apply to articles addressed to Antigua, Barbuda and Redonda.

(*1*) All fruits, except plantains, nuts, and dried, canned, candied, or other processed fruits must be accompanied by a certificate of origin issued by a competent authority stating that they originate in this country.

(*2*) All fruits and vegetables imported from the United States or Canada must be accompanied by a certificate issued by a competent authority in the country of exportation stating that the articles did not originate in a country from which they are prohibited.

(*c*) The following articles require a permit from the Governor for importation:

(*1*) Sugarcane, including plants, seedlings, and all parts of sugarcane.

(*2*) Rooted plants of the citrus family, which must also be accompanied by a certificate signed by a competent inspecting officer, stating that the region where the plants originated has been free of citrus canker for the preceding 2 years.

(*3*) Limes (citrus fruits).

(*4*) Cotton seed, cotton lint, and seed cotton, as well as all wrappings, containers and sacks used therefor.

(*5*) Soil and plants growing in soil.

(iii) *Arms, munitions, etc.* Admitted only under permit from the Governor.

(iv) *For other reasons.* Goods bearing the name or trade-mark of any manufacturer, dealer, or merchant in Great Britain and Northern Ireland, or any British possession, unless that name or mark is accompanied by the exact indication of the country where such goods were made or purchased.

§ 127.293 *Liberia*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted at risk of sender.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise)* prepaid at letter rate. Accepted at risk of sender. (See § 127.3.)

(7) *Prohibitions.* Platinum, gold, and silver, manufactured or unmanufactured; precious stones, jewelry, and other precious articles.

(b) *Parcel post.* (Liberia.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(5) *Prohibitions.* False money.

§ 127.294 *Lithuania.*

NOTE: The regulations in this section are as prescribed by the Soviet authorities who are, as a practical matter, in a position to refuse the entry into Lithuania of mail unless such mail complies with the Soviet postal regulations.

(a) *Regular mails* — (1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(5) *Special delivery.* No service.

(6) *Observations.* Same as those governing mail service with the Union of Soviet Socialist Republics, § 127.373 (a) (5). To facilitate distribution and delivery, "Union of Soviet Socialist Republics" or "U. S. S. R." should be included as part of the address of mail articles.

(7) *Prohibitions.* Same as those governing mail service with the Union of Soviet Socialist Republics, § 127.373 (a) (6).

(b) *Parcel post.* (Lithuania.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.59	12	$2.34
2	.73	13	2.48
3	.81	14	2.62
4	.95	15	2.76
5	1.09	16	2.90
6	1.23	17	3.04
7	1.37	18	3.18
8	1.44	19	3.32
9	1.58	20	3.46
10	1.72	21	3.60
11	1.86	22	3.74

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.66	8	0	$21.19
0	8	2.29	8	4	21.82
0	12	2.92	8	8	22.45
1	0	3.55	8	12	23.08
1	4	4.18	9	0	23.71
1	8	4.81	9	4	24.34
1	12	5.44	9	8	24.97
2	0	6.07	9	12	25.60
2	4	6.70	10	0	26.23
2	8	7.33	10	4	26.86
2	12	7.96	10	8	27.49
3	0	8.59	10	12	28.12
3	4	9.22	11	0	28.75
3	8	9.85	11	4	29.38
3	12	10.48	11	8	30.01
4	0	11.11	11	12	30.64
4	4	11.74	12	0	31.27
4	8	12.37	12	4	31.90
4	12	13.00	12	8	32.53
5	0	13.63	12	12	33.16
5	4	14.26	13	0	33.79
5	8	14.89	13	4	34.42
5	12	15.52	13	8	35.05
6	0	16.15	13	12	35.68
6	4	16.78	14	0	36.31
6	8	17.41	14	4	36.94
6	12	18.04	14	8	37.57
7	0	18.67	14	12	38.20
7	4	19.30	15	0	38.83
7	8	19.93	15	4	39.46
7	12	20.56	15	8	40.09
15	12	$40.72	19	0	$48.91
16	0	41.35	19	4	49.54
16	4	41.98	19	8	50.17
16	8	42.61	19	12	50.80
16	12	43.24	20	0	51.43
17	0	43.87	20	4	52.06
17	4	44.50	20	8	52.69
17	8	45.13	20	12	53.32
17	12	45.76	21	0	53.95
18	0	46.39	21	4	54.58
18	4	47.02	21	8	55.21
18	8	47.65	21	12	55.84
18	12	48.28	22	0	56.47

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(3) *Indemnity.* No provision.

(4) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(5) *Observations.* Same as those governing parcel post service with the Union of Soviet Socialist Republics, § 127.373 (b) (5). To facilitate distribution and delivery, "Union of Soviet Socialist Republics" or "U. S. S. R." should be included as part of the address of parcels.

(6) *Prohibitions.* Same as those governing parcel post service with the Union of Soviet Socialist Republics, § 127.373 (b) (6).

§ 127.295 *Luxemburg (Grand Duchy)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as parcel post, paragraph (b) (5) of this section.

(b) *Parcel post.* (Luxemburg.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.26	10	$1.60
2	.40	11	1.74
3	.62	12	2.06
4	.76	13	2.20
5	.90	14	2.34
6	1.04	15	2.48
7	1.18	16	2.62
8	1.32	17	2.76
9	1.46	18	2.90
19	$3.04	32	$5.02
20	3.18	33	5.16
21	3.32	34	5.46
22	3.46	35	5.60
23	3.76	36	5.74
24	3.90	37	5.88
25	4.04	38	6.02
26	4.18	39	6.16
27	4.32	40	6.30
28	4.46	41	6.44
29	4.60	42	6.58
30	4.74	43	6.72
31	4.88	44	6.86

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.98	18	0	$31.51
0	8	1.41	18	4	31.94
0	12	1.84	18	8	32.37
1	0	2.27	18	12	32.80
1	4	2.70	19	0	33.23
1	8	3.13	19	4	33.66
1	12	3.56	19	8	34.09
2	0	3.99	19	12	34.52
2	4	4.42	20	0	34.95
2	8	4.85	20	4	35.38
2	12	5.28	20	8	35.81
3	0	5.71	20	12	36.24
3	4	6.14	21	0	36.67
3	8	6.57	21	4	37.10
3	12	7.00	21	8	37.53
4	0	7.43	21	12	37.96
4	4	7.86	22	0	38.39
4	8	8.29	22	4	38.82
4	12	8.72	22	8	39.25
5	0	9.15	22	12	39.68
5	4	9.58	23	0	40.11
5	8	10.01	23	4	40.54
5	12	10.44	23	8	40.97
6	0	10.87	23	12	41.40
6	4	11.30	24	0	41.83
6	8	11.73	24	4	42.26
6	12	12.16	24	8	42.69
7	0	12.59	24	12	43.12
7	4	13.02	25	0	43.55
7	8	13.45	25	4	43.98
7	12	13.88	25	8	44.41
8	0	14.31	25	12	44.84
8	4	14.74	26	0	45.27
8	8	15.17	26	4	45.70
8	12	15.60	26	8	46.13
9	0	16.03	26	12	46.56
9	4	16.46	27	0	46.99
9	8	16.89	27	4	47.42
9	12	17.32	27	8	47.85
10	0	17.75	27	12	48.28
10	4	18.18	28	0	48.71
10	8	18.61	28	4	49.14
10	12	19.04	28	8	49.57
11	0	19.47	28	12	50.00
11	4	19.90	29	0	50.43
11	8	20.33	29	4	50.86
11	12	20.76	29	8	51.29
12	0	21.19	29	12	51.72
12	4	21.62	30	0	52.15
12	8	22.05	30	4	52.58
12	12	22.48	30	8	53.01
13	0	22.91	30	12	53.44
13	4	23.34	31	0	53.87
13	8	23.77	31	4	54.30
13	12	24.20	31	8	54.73
14	0	24.63	31	12	55.16
14	4	25.06	32	0	55.59
14	8	25.49	32	4	56.02
14	12	25.92	32	8	56.45
15	0	26.35	32	12	56.88
15	4	26.78	33	0	57.31
15	8	27.21	33	4	57.74
15	12	27.64	33	8	58.17
16	0	28.07	33	12	58.60
16	4	28.50	34	0	59.03
16	8	28.93	34	4	59.46
16	12	29.36	34	8	59.89
17	0	29.79	34	12	60.32
17	4	30.22	35	0	60.75
17	8	30.65	35	4	61.18
17	12	31.08	35	8	61.61

Lb.	Oz.	Rate	Lb.	Oz.	Rate
35	12	$62.04	40	0	$69.35
36	0	62.47	40	4	69.78
36	4	62.90	40	8	70.21
36	8	63.33	40	12	70.64
36	12	63.76	41	0	71.07
37	0	64.19	41	4	71.50
37	4	64.62	41	8	71.93
37	8	65.05	41	12	72.36
37	12	65.48	42	0	72.79
38	0	65.91	42	4	73.22
38	4	66.34	42	8	73.65
38	8	66.77	42	12	74.08
38	12	67.20	43	0	74.51
39	0	67.63	43	4	74.94
39	4	68.06	43	8	75.37
39	8	68.49	43	12	75.80
39	12	68.92	44	0	76.23

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)
Weight limit: 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Observations.* (i) For the clearance of parcels addressed to Luxemburg, the Customs Service demands the production of the invoice relating to the articles. The sender of parcels addressed to Luxemburg must therefore attach the said invoice to his article if he wishes the clearance to be made with due celerity.

(ii) Senders of parcels for or from Luxemburg who request their parcels to be returned must transmit with their request an amount sufficient to prepay postage.

(5) *Prohibitions*—(i) *For reasons of public safety.* (*a*) Articles whose exterior or contents if visible contain expressions which are harmful or contrary to public order. Prints or forms similar to bank notes or other fiduciary values (postage stamps, etc.). Anonymous printed pamphlets, without indication of the name of the printer.

(*b*) Secret and prohibited arms such as air rifles, air pistols, poniards, knives in the form of poniards, bayonets, sword canes, canes loaded with iron except those having iron around the bottom, and other hidden or secret defensive weapons. Pistols and revolvers are not considered as hidden or secret arms, and may consequently be admitted.

(ii) *For sanitary reasons.* (*a*) Officinal or nonofficinal preparations containing more than 2 per cent of opium, 0.2 per cent of morphine or its salts, 0.1 per cent of cocaine or its salts, 0.1 per cent of diacetylmorphine or its salts, may be imported for medical or scientific purposes, by previous authorization from the Director General of Public Health. The authorization to import is issued on written application setting forth the nature and quantity of the substances to be introduced as well as their alkaloid content. The importer may not take possession of the products imported until after verification by a competent agent at the customs office of Luxemburg city. The parcels must bear the conspicuous and legible names and addresses of the addressee and sender, and, in conspicuous letters, the names of the substances or preparations mentioned above; the label must also bear, on a red background, a death's head with the note "Poison—Gift."

(*b*) White lead in powder, lumps or cakes, intended for painting, is prohibited importation; white lead for other purposes than painting may be imported, but the importation is authorized only under conditions to be fixed by the Director General of Finance.

(*c*) The importation of meat is subject to the provisions of the laws and regulations on inspection of meats.

(iii) *For the protection of plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *For other reasons.* Saccharine and similar sweetening substances, unless addressed to pharmacists for medical purposes by Government authorization.

The importation of fertilizers and other nitrogenous products is permitted only by authorization of the Government.

(*c*) *U. S. A. gift parcels.* (Luxemburg.)

(1) *Table of rates.* (Surface only.)

[Rates include transit charges]

Pounds	Rate	Pounds	Rate
1	$0.22	23	$2.84
2	.32	24	2.94
3	.50	25	3.04
4	.60	26	3.14
5	.70	27	3.24
6	.80	28	3.34
7	.90	29	3.44
8	1.00	30	3.54
9	1.10	31	3.64
10	1.20	32	3.74
11	1.30	33	3.84
12	1.58	34	4.10
13	1.68	35	4.20
14	1.78	36	4.30
15	1.88	37	4.40
16	1.98	38	4.50
17	2.08	39	4.60
18	2.18	40	4.70
19	2.28	41	4.80
20	2.38	42	4.90
21	2.48	43	5.00
22	2.58	44	5.10

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b) of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.296 *Macao*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.*—Coins, bank notes, paper money, values payable to the bearer; manufactured or unmanufacture platinum, gold, or silver; precious stones, jewelry, and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Macao.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.47	12	$2.12
2	.61	13	2.26
3	.75	14	2.40
4	.89	15	2.54
5	1.03	16	2.68
6	1.17	17	2.82
7	1.31	18	2.96
8	1.45	19	3.10
9	1.59	20	3.24
10	1.73	21	3.38
11	1.87	22	3.52

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.
Consular invoice: Yes. (See Observations.)

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length,

3½ feet, except that parcels may measure up to 4 feet in length on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Observations.* (i) Senders of parcels valued over $20.00 mailed at those places at which a Portuguese consul is located must furnish a consular invoice signed by the sender and visaed by the Portuguese consul. A consular invoice is also required for a number of parcels mailed the same day at the same office by the same sender to the same addressee, if the total value of the merchandise is more than $20.00.

(ii) The invoices may be sent enclosed in the parcels to which they relate or they may be sent direct to the addressees in sealed envelopes, preferably registered. When sent direct to the addressees, an explanatory note must be placed on the wrappers of the parcels indicating that the invoice has been sent under separate cover.

(iii) For a list of the Portuguese consuls, see § 127.329.

(5) *Prohibitions.* (i) Plants, seeds, and all organs of plants affected or suspected of being affected by any disease.

(ii) Arms, munitions, and war material, except with the authorization of the military authorities. Nonexplosive components of artillery fuses.

§ 127.297 *Madagascar and dependencies.* (Madagascar, Ste. Marie-de-Madagascar, Nossi-Be, Comoro Islands (Mayotte, Grand Comoro, Anjouan, and Mohell.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins; manufactured or unmanufactured platinum, gold, and silver; jewels and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Madagascar and dependencies.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.51	7	$1.49
2	.65	8	1.77
3	.93	9	1.91
4	1.07	10	2.05
5	1.21	11	2.19
6	1.35		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(4) *Prohibitions.* (i) Saccharine. Compound medicines not appearing in an official pharmacopoeia.

(ii) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iii) Nonexplosive components of artillery fuses. Arms and munitions of any origin are admitted only upon authorization by the local authorities.

(iv) Playing cards. Tobacco sauce (praiss). Articles violating the copyright laws. Products bearing any indication leading to the belief that they are of French origin. Preserved fish, vegetables and plums not bearing on each receptacle a stamp showing their origin. Boxes of preserved sardines weighing more than 1 kilogram.

§ 127.298 *Madeira Islands*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1 Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted, if registered. (See § 127.3.)

(7) *Prohibitions.* Same as Portugal § 127.332 (a), except that dutiable articles (merchandise) in unregistered letters and packages prepaid at letter rate are prohibited.

(b) *Parcel post.* (Madeira Islands.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.62	12	$3.06
2	.76	13	3.20
3	.90	14	3.34
4	1.34	15	3.48
5	1.48	16	3.62
6	1.62	17	3.76
7	1.76	18	3.90
8	2.08	19	4.04
9	2.22	20	4.18
10	2.36	21	4.32
11	2.50	22	4.46

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Registered or insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: Yes. (See Portugal, § 127.332.)
Insurance: Yes. (See *Portugal*, § 127.332.)
C. o. d.: No.

(2) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(3) *Observations.* No parcel may exceed £50 in value.

(4) *Registration and insurance.* For information concerning registration and insurance of parcels, indemnity, etc., see Portugal, § 127.332 (b).

(5) *Prohibitions.* Same as Portugal, § 127.332 (b).

§ 127.299 *Malaya.* The Postal Territory of Malaya includes the Colony of Singapore (including the Christmas and Cocos or Keeling Islands) and the Malayan Union (comprising the former Straits Settlements (Malacca, Penang and Province Wellesley), the Federated Malay States (Negri Sembilan, Pahang, Perak and Selangor) and the Unfederated Malay States (Johore, Kedah, Kelantan, Perils and Trengganu).

(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Banknotes and paper money exceeding 100 Malayan dollars in value; coins, manufactured or unmanufactured platinum, gold or silver, jewelry, and other precious articles. However, unmounted precious stones are admitted in the registered letter mails to Singapore only, upon special authorization obtained in advance from the Controller of Posts of Malayan and Kuala Lumpur.

Articles bearing in the address or on the outside words, letters, or marks used without formal authorizations indicating or leading the addressee to believe that the articles in question concern the Government service. (This does not apply to Trengganu.)

Articles marked on the outside with the value of the contents.

Parasites and predators of injurious insects intended for the control of those insects and exchanged between officially recognized institutions are admitted in the form of samples only.

No plant material for propagation may be imported by air mail.

(b) *Parcel post.* (Malaya.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.57	12	$2.92
2	.71	13	3.06
3	.98	14	3.20
4	1.21	15	3.34
5	1.35	16	3.48
6	1.49	17	3.62
7	1.63	18	3.76
8	1.97	19	3.90
9	2.11	20	4.04
10	2.25	21	4.18
11	2.39	22	4.32

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.

Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provisions.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(4) *Observations.* (i) The Postal Administration of Malaya has advised that due to the present exceptional conditions many articles not normally subject to import restrictions are now entirely prohibited or admitted only under license. While no list has been furnished showing the articles restricted or prohibited, it is incumbent upon prospective mailers to ascertain in advance whether the addressees have obtained, or will be able to obtain, the necessary license, if required.

(ii) Accordingly, postmasters are directed to refuse any packages containing merchandise addressed for delivery in Malaya, unless the sender has been informed that the addressee has made arrangements for compliance with the import regulations and has obtained an import license when required, the wrapper of the package to be marked accordingly. If no import license is required the package should be so endorsed.

(5) *Prohibitions* — (i) *For sanitary reasons.* Hypodermic syringes, unless addressed to the Director of Medical Services of Malaya, to a doctor in the British naval, military or air forces, or to a doctor, veterinary surgeon, analyst or pharmacist attached to the Government.

(ii) *Arms, etc.* (*a*) Firearms (including airguns) and parts of firearms, except by special authorization.

(*b*) Nonexplosive components of artillery fuses.

(iii) *For the protection of plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *For other reasons.* (*a*) Coins or ingots of a value higher than $50, except coins manifestly intended for ornaments.

(*b*) Base or counterfeit coins.

(*c*) Unvulcanized rubber, except samples of rubber which do not exceed 7 pounds avoirdupois.

(*d*) Articles infringing the trade-mark or copyright laws.

(*e*) Bank notes, currency notes, and negotiable instrments payable to bearer (such articles are, however, admitted in registered letters).

§ 127.300 *Malta.* (Including Gozo and Cumino Islands.)

(a) *Regular mails.*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Malta.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.22	12	$1.76
2	.36	13	1.90
3	.44	14	2.04
4	.71	15	2.18
5	.85	16	2.32
6	.99	17	2.46
7	1.13	18	2.60
8	1.28	19	2.74
9	1.42	20	2.88
10	1.56	21	3.02
11	1.70	22	3.16

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Parcels for Malta are delivered at post offices only.

(5) *Prohibitions.* (i) Japanese shaving brushes.

(ii) Plants and parts thereof.

(iii) Grapevines and fruits packed in grapevine leaves; cuttings and shoots of grapevines, and grapes; unless accompanied by a phylloxera certificate.

(iv) Potatoes, unless accompanied by a certificate that they come from a place free from the wart disease.

(v) Citrus fruits, unless found healthy by an inspector.

(vi) Sulla seed, unless accompanied by a certificate that the seeds are 12 months old.

(vii) Nonexplosive components of artillery fuses.

(viii) Unseasoned or crude celluloid, xylonite cake or liquid celluloid.

(ix) For prohibition against articles sent via England see "Articles in transit," § 127.268 (b) (5).

§ 127.301 *Martinique*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 121.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

The importation of dutiable articles (merchandise) into Martinque in letters or letter packages is subject to the obtaining of an authorization delivered prior to the mailing at the request of the importers, by the chief of the customs service.

(7) *Prohibitions.* (i) Gold, silver, jewelry, and other precious articles.

(ii) Bank notes and paper money.

(iii) All articles prohibited in the form of parcel post.

(b) *Parcel post.* (Martinique.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

Weight limit: 11 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(4) *Observations.* Duty-free "family parcels" are admitted to Martinique under the same conditions as to France. See § 127.252 (b) (3).

(5) *Prohibitions.* Products capable of propagating the coffee-berry borer, plants and cuttings of sugarcane, of all origins, except by special authorization from the Governor.

§127.302 *Mauritania*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Smal packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See §127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

The importation of dutiable articles (merchandise) into Mauritania in letters or letter packages is subject to the obtaining of an authorization delivered to the addressee prior to the mailing at the request of the importers by the chief of the customs service.

(7) *Prohibitions.* Same as Senegal, § 127.349 (b) (4).

(b) *Parcel post.* (Mauritania.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	12	$2.47
2	.53	13	2.61
3	.83	14	2.75
4	.97	15	2.89
5	1.11	16	3.03
6	1.25	17	3.17
7	1.39	18	3.31
8	1.53	19	3.45
9	1.67	20	3.59
10	1.81	21	3.73
11	1.95	22	3.87

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966, 4 Form 2967.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.

Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) The service extends to:

Akjoujt.	Kiffa.
Aleg.	Mederdra.
Atar.	Moudjeria.
Boghe.	Nouakchott.
Boutilimit.	Port Etienne.
Chinghetti.	Rosso.
Fort Gouraud.	Tamchakett.
Kaedi.	Tidjikja.

(ii) Parcels for other places may be accepted but must be claimed at one of these offices, of which the name should appear in the address. All parcels are liable to charges for delivery.

(5) *Prohibitions.* Same as Senegal, § 127.349 (b) (4).

§ 127.303 *Mauritius and dependencies (including Rodrigues)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins, bank notes, paper money, values payable to the bearer; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Mauritius and dependencies.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.34	7	$2.38
2	.68	8	2.72
3	1.02	9	3.06
4	1.36	10	3.40
5	1.70	11	3.74
6	2.04		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* (i) Used clothing intended for sale.

(ii) Shaving brushes manufactured in Japan or exported from that country.

(iii) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) Nonexplosive components of artillery fuses.

(v) Any article bearing a fictitious name. Books infringing the copyright laws.

(vi) Articles bearing counterfeit trade-marks.

(vii) Dyes coming from countries other than those of the British Empire.

(viii) Turtle oil (except by authorization from the collector of customs).

(ix) Turtle shells known by the name of "As Kashonane."

(x) Films, celluloid, etc., are admitted under the same conditions as to Great Britain. (See § 127.268 (b) (5).)

§ 127.304 *Mexico*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 2, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Diplomatic and consular mail.* See § 127.30.

(5) *Freedom of postage for Government correspondence.* See § 127.30 (f).

(6) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(7) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(8) *Air mail service.* Postage rates, post cards, 4 cents each; letters and other articles, 6 cents per ounce. (See sec. 19.) (See § 127.20.)

(9) *C. o. d. service.* For information concerning collect-on-delivery service for registered 8-ounce packages of merchandise, small packets, and printed matter, see paragraph (b) (7) of this section, Collect-on-delivery service.

(10) *Dutiable articles (merchandise) prepared at letter rate.* Accepted.

(11) *Combination packages.* Accepted.

(12) *Observations.* (i) The postal administration of Mexico has advised that, under the general law for insurance companies issued in Mexico on August 26, 1935, mail matter from insurance companies in the United States not authorized in Mexico and destined for delivery in that country, containing receipts or notices of premiums on policies, will be allowed delivery, provided the envelopes are marked "Esta correspondencia no contiene propaganda para contratar seguros" (this correspondence does not contain advertising for contracting policies).

(ii) Advertising matter, yearbooks and directories are liable to customs duties.

(iii) Customs duty can not be prepaid on the above-mentioned articles for Mexico. Information as to arrangements that may be made by the sender for paying the required customs duties may be obtained from the Office of International Trade, Department of Commerce, Washington 25, D. C.

(13) *Prohibititons.* (i) Coins and bank notes are admitted in registered letters, provided that the total value of the shipment does not exceed 2,000 Mexican pesos.

(ii) Persons desiring to transmit medicinal products, toilet preparations, and cosmetics in the mails to Mexico must submit specimens of such articles to the Mexican Department of Public Health for registration, accompanied by a statement of the formula of their composition in the Spanish language. After registration by the Department of Public Health of Mexico, medicinal products may be forwarded to that country provided they bear an indication of their formula in Spanish as well as the registration number, while toilet preparations and cosmetics will be accepted provided they bear an indication of the number under which registered.

(iii) Works reprinted abroad in violation of the Mexican copyright laws.

(iv) Books relating to magic.

(v) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Mexico.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.64	7	4	$5.68
0	8	0.82	7	8	5.86
0	12	1.00	7	12	6.04
1	0	1.18	8	0	6.22
1	4	1.36	8	4	6.40
1	8	1.54	8	8	6.58
1	12	1.72	8	12	6.76
2	0	1.90	9	0	6.94
2	4	2.08	9	4	7.12
2	8	2.26	9	8	7.30
2	12	2.44	9	12	7.48
3	0	2.62	10	0	7.66
3	4	2.80	10	4	7.84
3	8	2.98	10	8	8.02
3	12	3.16	10	12	8.20
4	0	3.34	11	0	8.38
4	4	3.52	11	4	8.56
4	8	3.70	11	8	8.74
4	12	3.88	11	12	8.92
5	0	4.06	12	0	9.10
5	4	4.24	12	4	9.28
5	8	4.42	12	8	9.46
5	12	4.60	12	12	9.64
6	0	4.78	13	0	9.82
6	4	4.96	13	4	10.00
6	8	5.14	13	8	10.18
6	12	5.32	13	12	10.36
7	0	5.50	14	0	10.54

Lb.	Oz.	Rate	Lb.	Oz.	Rate
14	4	$10.72	29	4	$21.52
14	8	10.90	29	8	21.70
14	12	11.08	29	12	21.88
15	0	11.26	30	0	22.06
15	4	11.44	30	4	22.24
15	8	11.62	30	8	22.42
15	12	11.80	30	12	22.60
16	0	11.98	31	0	22.78
16	4	12.16	31	4	22.96
16	8	12.34	31	8	23.14
16	12	12.52	31	12	23.32
17	0	12.70	32	0	23.50
17	4	12.88	32	4	23.68
17	8	13.06	32	8	23.86
17	12	13.24	32	12	24.04
18	0	13.42	33	0	24.22
18	4	13.60	33	4	24.40
18	8	13.78	33	8	24.58
18	12	13.96	33	12	24.76
19	0	14.14	34	0	24.94
19	4	14.32	34	4	25.12
19	8	14.50	34	8	25.30
19	12	14.68	34	12	25.48
20	0	14.86	35	0	25.66
20	4	15.04	35	4	25.84
20	8	15.22	35	8	26.02
20	12	15.40	35	12	26.20
21	0	15.58	36	0	26.38
21	4	15.76	36	4	26.56
21	8	15.94	36	8	26.74
21	12	16.12	36	12	26.92
22	0	16.30	37	0	27.10
22	4	16.48	37	4	27.28
22	8	16.66	37	8	27.46
22	12	16.84	37	12	27.64
23	0	17.02	38	0	27.82
23	4	17.20	38	4	28.00
23	8	17.38	38	8	28.18
23	12	17.56	38	12	28.36
24	0	17.74	39	0	28.54
24	4	17.92	39	4	28.72
24	8	18.10	39	8	28.90
24	12	18.28	39	12	29.08
25	0	18.46	40	0	29.26
25	4	18.64	40	4	29.44
25	8	18.82	40	8	29.62
25	12	19.00	40	12	29.80
26	0	19.18	41	0	29.98
26	4	19.36	41	4	30.16
26	8	19.54	41	8	30.34
26	12	19.72	41	12	30.52
27	0	19.90	42	0	30.70
27	4	20.08	42	4	30.88
27	8	20.26	42	8	31.06
27	12	20.44	42	12	31.24
28	0	20.62	43	0	31.42
28	4	20.80	43	4	31.60
28	8	20.98	43	8	31.78
28	12	21.16	43	12	31.96
29	0	21.34	44	0	32.14

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Yes. (See § 127.76.)
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: Yes.

(2) *Receipts for ordinary parcels.* See § 127.104.

(3) *Indemnity.* See § 127.106.

(4) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(5) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(6) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(7) *Collect-on-delivery service.* (i) Registered parcel-post packages, printed matter, 8-ounce packages of merchandise, and small packets may be sent collect-on-delivery from any money-order post office in the United States.

(ii) Collect-on-delivery shipments shall in all cases be registered and based upon bonafide orders for the contents of the parcel or in conformity with agreement between the senders and addressees. It is not permissible to use the c. o. d. service as a collection agency.

(iii) The amount to be collected on parcels sent to Mexico must be shown on the parcels in pesos and centavos, the centavos to be in even centavos—for instance, 2 pesos 50 centavos, not 2 pesos 49 centavos. "Pesos" and "centavos" must be written out in full. On parcels received from Mexico the c. o. d. amount will be shown in dollars and cents.

(iv) The c. o. d. fees (which cover registration) are as follows:

	Cents
For collection of a maximum of 50 pesos and an indemnity (loss only) up to $10	30
For collection of a maximum of 250 pesos and an indemnity (loss only) up to $50	45
For collection of a maximum of 500 pesos and an indemnity (loss only) up to $100	60

(v) While postal employees may acquaint the public upon request with the information published by the Department from time to time regarding the rate of conversion of the Mexican peso, it should be made clear to the public that due to the frequent fluctuations in the conversion rate no responsibility will be assumed by the Postal Service for any quotations furnished and that the fluctuations in the rate of conversion should be taken into consideration by the senders when computing the c. o. d. charges to be collected on delivery so as to insure the receipt of the full amount desired. It should also be made clear that the responsibility of properly indorsing on registered c. o. d. parcels to Mexico the amount in pesos and centavos to be collected rests with the sender and that no indemnity is payable to cover any shortage in the remittance received when such remittance represents the equivalent of the pesos and centavos indorsed on the parcel by the sender. The question of the shortage is then one for adjustment between the sender and the addressee of the c. o. d. parcel involved.

(vi) Form 3818 or a letter indicating the nature of any alteration or cancellation of the c. o. d. charges requested by the sender on c. o. d. parcels sent to Mexico shall be sent direct to the postmaster at the United States exchange office from which the parcel concerned was due to be dispatched in a direct mail to Mexico.

(vii) If the United States exchange office of dispatch is not definitely known to the postmaster at the office of mailing, the Form 3818 or letter, in order not to delay the matter, should be sent to the postmaster at Laredo or El Paso, Texas, according to whichever of these two offices can be reached more quickly from the office of mailing. In general, El Paso is reached more quickly from places in western United States and Laredo from other places.

(viii) Requests for alteration or cancellation of c. o. d. charges in connection with c. o. d. parcels sent from Mexico to this country will be sent by the proper Mexican exchange office to one of the United States exchange offices listed in subdivision (x) of this subparagraph, which in turn will transmit the request to the United States office of destination. Postmasters receiving requests from one of the United States exchange offices referred to for changes in or cancellation of the amounts of c. o. d. charges on c. o. d. articles mailed in Mexico will promptly comply with such requests. (The requests should be filed at the office of destination as a record.) However, such requests which may be erroneously sent from any Mexican post office direct to the office of destination in this country should be sent to the Deputy Second Assistant Postmaster General, International Postal Transport, Washington 25, D. C., to have them verified. The c. o. d. parcels involved should in the meantime be held for further instructions from the Deputy Second Assistant Postmaster General.

(ix) The postmarking stamp of the office of mailing must appear at all breaks (cut or torn ends) of the gummed-paper strips employed in the sealing of registered c. o. d. parcel-post packages.

(x) There is shown below a complete list of all the offices in this country and Mexico through which c. o. d. articles may now be exchanged:

Brownsville, Tex., and Matamoros, Tam.
Calexico, Calif., and Mexicali, B. Cfa.
Chicago, Ill., and Alvaro Obregon, Tab.
Chicago, Ill., and Mexico, D. F.
Chicago, Ill., and Nuevo Laredo, Tam.
Chicago, Ill., and Progreso, Yuc.
Chicago, Ill., and Veracruz, Ver.
Eagle Pass, Tex., and Piedras Negras, Coah.
El Paso, Tex., and Ciudad Juarez, Chih.
El Paso, Tex., and Mexico, D. F.
Laredo, Tex., and Mexico, D. F.
Laredo, Tex., and Nuevo Laredo, Tam.
Laredo, Tex., and Tampico, Tam.
Los Angeles, Calif., and Mexico, D. F.
New Orleans, La., and Campeche, Cam.
New Orleans, La., and Alvaro Obregon, Tab.
New Orleans, La., and Progreso, Yuc.
New Orleans, La., and Veracruz, Ver.
New York, N. Y., and Campeche, Cam.
New York, N. Y., and Mexico, D. F.
New York, N Y., and Nuevo Laredo, Tam.
New York, N. Y., and Progreso, Yuc.
New York, N. Y., and Tampico, Tam.
New York, N. Y., and Veracruz, Ver.
Nogales, Ariz., and Nogales, Son.
Philadelphia, Pa., and Mexico, D. F.
Philadelphia, Pa., and Nuevo Laredo, Tam.
Rio Grande City, Tex., and Ciudad Camargo, Tam.
St. Louis, Mo., and Mexico, D. F.
St. Louis, Mo., and Nuevo Laredo, Tam.
San Antonio, Tex., and Nuevo Laredo, Tam.
San Diego, Calif., and Ensenada, B. Cfa.
San Diego, Calif., and Tijuana, B. Cfa.

(xi) Senders' return receipts will not be furnished for collect-on-delivery parcels for Mexico.

(xii) For further information concerning collect-on-delivery service see §§ 127.103 and 127.109.

(8) *Observations.* (i) Packages, except packages of moving-picture films, automobile tires, and packages of newspapers from news dealers especially marked to go as "outside pieces," will not be accepted for transmission to Mexico when their bulk will prevent their inclosure in mail sacks at the United States exchange post office of dispatch. Automobile tires, up to a weight limit of 44 pounds each, may be accepted for places in Mexico reached by railroad from the United States. The Mexico office will not accept responsibility for any damage that may occur to packages of automobile tires when their transmission is outside of mail sacks. Packages such as herein described will be accepted outside of mail sacks when they originate in Mexico and are destined for the United States.

(ii) Air parcels are given air transportation within Mexico if delivery can be expedited by so doing.

(iii) The Postal Administration of Mexico has requested that it be recommended to senders of parcels destined for that country which are directed to the ultimate addressee through the intermediary of a first addressee (bank or other organization) that the names and addresses of both addressees be indicated on the wrappers of the parcels as well as on the customs declarations.

(iv) The Mexican Administration has established a system of advising the second addressee of the arrival of such a parcel at the office of destination. This advice of arrival, which bears a notation that the parcel will not be delivered except upon written authorization from the first addressee, is sent only once. It is sent at the same time as the advice is sent to the first addressee. The Mexican Administration states that, in practice, it has been found that banking institutions are sometimes negligent in advising their client (a second addressee) of the arrival of his merchandise, and that the sending of an advice of arrival to the second addressee serves to notify him that the parcel is on hand.

(v) These instructions contemplate that both addresses appearing on a parcel shall be addressed to a single office. Therefore, parcels should not be accepted for mailing if directed to a first addressee at a certain office and to a second addressee at another office.

(vi) For information concerning customs duties on advertising matter, yearbooks, and directories, see Regular mails, paragraph (a) of this section.

(vii) The Mexican domestic rate of postage will be charged on each parcel-post package which is forwarded from one office to another office in that country when it bears an indication that the mailer desires it tendered for delivery at an alternative address. In the event the parcel can not be delivered at the alternative address indicated, it will be returned to origin rated for the collection of the above-mentioned forwarding charges. These charges, in addition to others which may have accrued on the parcel, will be collected from the mailer at time of return.

(viii) Mail should be dispatched according to special instructions issued to cover designated post offices in a particular State. At United States Exchange post offices concerned parcel-post packages for Mexico will not be inclosed in the same sacks with regular mail articles. New York is not the exchange office for Mexico (overland).

(ix) Insecticides, fungicides, and germicides shall be prepared for mailing to Mexico as follows:

(*a*) Each receptacle shall be plainly marked with the word "Poison" and the label or printed name of the manufacturer.

(*b*) The inner boxes or tubes containing the materials must be of metal, wood, glass, or fiber, and the outer container must be of metal or fiberboard, securely fastened and sealed.

(*c*) For liquids, an inner container must not only be surrounded by sufficient absorbent material, but must also be enveloped in padding material. Wood shavings cannot be considered as absorbent. The inner packing for insecticides, fungicides and germicides in solid or powder form must likewise be surrounded by packing material.

(9) *Prohibitions.* (i) The following articles are temporarily prohibited from admission to Mexico, under regulations of the Mexican Import Control Commission:

Fresh and preserved fruits. This includes ordinary sliced dried fruits, prunes and raisins; however, other dried fruits, brandied fruits, olives, or nuts are admitted.

Preserved meats: Other than ham, sausage, bacon and canned meat or seafood without vegetables.

Cosmetics, perfumes and toilet kits. However, creams, toothpastes, face powders, deodorants and hair dyes are admitted.

Jewelry of precious or nonprecious metal or other substances, with or without precious stones; also cut diamonds. However, jewelry of silver with precious stones is admitted, as are uncut diamonds to be cut in Mexico.

Ready-made wearing apparel and sewn parts thereof, made of cotton or of wool or other animal fibers except silk. However, the following and similar articles are admitted: Ties, collars, handkerchiefs, garters and girdles of cotton or wool; and shirts or undershirts of cotton of plain weave.

Hosiery of silk, artificial fabrics, or wool, even if decorated.

Cotton cloth oiled, waxed, or coated with pyroxylin. However, cloth treated with rubber or plastic materials is admitted.

Velvet cloth made of cotton or artificial fibers, or of wool or other animal fibers except silk.

Carpets of wool or other animal fibers except silk. Carpets of cotton, jute, artificial fabrics or fabrics containing silk are admitted.

Fur wearing apparel, i. e., garments and parts thereof made of leather or skin with its hair. However, jackets and other garments made of leather without the hair are admitted.

Leather bags, purses and wallets weighing up to one kilogram (2⅕ pounds) each.

Tanned hides with the hair.

Pictures, statues and antiques at least 100 years old.

Fountain pens, mechanical pencils and penholders of any material other than fine metal, with gold, silver, or goldplated parts. Similar articles of plastic or other material without gold, silver or goldplated parts are admitted.

Radio receivers and phonographs. However, radio transmitters and parts used in the manufacture of radios and phonographs are admitted.

Watches, wrist or pocket, other than repeating. Watch cases, works or other parts are admitted.

Worked glass and crystal in pieces, with or without mountings or decorations. Plain glass bottles or other containers, and other manufactured glass articles, are admitted.

Advertisements, calendars and price lists on loose sheets. However, in view of the indefinite Mexican tariff classifications, these articles may be accepted at the sender's risk.

Cigarettes.

The prohibitions do not apply to articles imported into the following free zones and districts:

(a) Enzenada, Tijuana, Algodones, Tecate and Mexicali in Baja California.

(b) Cozumel, Chetumal, Xealak and Isla de Mujeres in the Territory of Quintana Roo.

(c) The partial free zone established in northwestern Sonora, bounded as follows: On the north by the international boundary from the Colorado River to a point 10 kilometers east of Coneita; thence straight to the coast at a point 10 kilometers east of point Penasco; thence to the Colorado River and the place of beginning.

(d) The free ports of Coatzacoalcos, Vera Cruz; Salina Cruz, Oax.; and Topolebambo, Sin.

Until further notice, all parcel post or regular mail packages addressed to Mexico containing any of the above articles will not be accepted unless to one of the excepted localities or unless the sender has received assurance that the addressee has been granted special permission to receive the contents. Such permission may be based upon quota arrangements or special regulations issued by the Mexican Import Control Commission. The wrapper of the parcel should then be endorsed "Importation into Mexico specially authorized" or similarly.

(ii) The following articles are normally prohibited from importation into Mexico by parcel post:

(*a*) *For sanitary reasons.* Pacifiers for the amusement of babies. For medicines, cosmetics, and toilet articles, see paragraph (a) of this section "Regular mails." The customs service requires, from persons receiving by mail from abroad, in small quantities, products of animal origin contained in tin cans, a certificate of sanitary inspection issued by the Department of Agriculture and Fomento. However, with a view to avoiding annoyance and difficulty for importers of such small shipments, the Secretariat of Communications and Public Works, at the request of the said customs service, advises that the products in question may be exempted from the above-mentioned inspection certificate when their weight is less than 5 kilograms (11 pounds); but that shipments of a greater weight will be inspected by a representative of the competent Secretariat, at the request of the interested parties in each case.

(*b*) *For the protection of animals and plants.* (*1*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(2) Parasites and predators of injurious insects, unless intended for the

control of those insects and exchanged between officially recognized institutions.

(c) *Arms, etc.* Arms require the special permission of the Secretariat of War and Navy. The importation by mail of pistols, hunting and target arms, is subject to the following conditions: For such inportation there is required, in addition to the authorization from the Secretariat of War and Navy, a certificate from the Mexican Consul at the place of shipment establishing that the articles destined for importation into the country are indeed of the authorized kind; this document shall be submitted to the Mexican customs office of entry, which will not permit the importation without it. Moreover, the Secretariat of Finance and Public Credit calls attention to the fact that the absence of the above certificate constitutes a violation of the customs law, and that the prescribed fines will consequently be levied; the customs can permit the forwarding and withdrawal of the arms only after the fine has been paid; pistols and other instruments for the projection of tear gas.

(d) *For other reasons.* (1) Works violating the Mexican copyright laws.

(2) Banknotes, except those of the Bank of Mexico, coins of all kinds, with the exception of gold coins, and values payable to bearer (checks, etc.) are prohibited admission. As an exception, the Bank of Mexico and the banks associated therewith are authorized to import bank notes exclusively for the purpose of exchange. However, the Secretariat of the Treasury and Public Credit of Mexico may prohibit the Bank of Mexico and its associated banks from importing banknotes into the country when, in the judgment of the National Banking Commission, the importation is excessive, or when the said commission deems it prejudicial to the economics of that country. Prohibited banknotes and coins and values payable to the bearer received in Mexico will be returned only when the Mexican Administration is satisfied that the articles do not have an illegal character. In case the articles are found to have an illegal character they will be confiscated. See Regular mail, Prohibitions (paragraph (a) (13) of this section) concerning the mailing of coins and banknotes in registered letters.

(3) Uncanceled postage stamps are accepted only under registration.

§ 127.305 *Morocco (British)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted for British Post Office in Tangier only.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* In order to be sent at the reduced rate (3 cents for each ounce or fraction) letters for Tangier must be addressed to "Tangier, Morocco (Spanish Post Office in the Tangier Zone)."

(8) *Prohibitions.* (i) The following prohibitions apply only to the British Postal Agency at Tangier. For the British Postal Agencies in French Morocco (at Casablanca, Fez, Marrakech, Mazagan, Mogador, and Saffi) and in Spanish Morocco (at Tetuan) the prohibitions are the same as for Morocco (French) and Morocco (Spanish), respectively:

(*a*) Distilling apparatus or parts thereof, except by special permission.

(*b*) Tobacco, cigarettes, cigars, and kiff, except by previous authorization of the Tobacco Monopoly.

(*c*) Hunting arms, and substances used in the manufacture of explosives, are subject to special restrictions. Other arms and munitions are prohibited.

(*d*) Java peas or Burmese beans containing more than 0.02 per cent of hydrocyanic acid. Seeds of forage plants containing Cascuta (dodder).

(*e*) For information concerning carbon paper, paint, varnish, turpentine, etc., see Great Britain and Northern Ireland, § 127.268.

(b) *Parcel post.* No service.

§ 127.306 *Morocco (French)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Manufactured or unmanufactured platinum, gold, or silver; jewelry, or other precious articles.

(ii) Coins and banknotes may be imported only by the State Bank of Morocco and banking establishments approved by the French Protectorate.

(iii) All articles prohibited importation or subject to restrictions when sent in the form of parcel post are subject to the same prohibitions and restrictions when sent in the regular mails.

(iv) For information concerning the sanitary police regulations covering vegetables, see Parcel post, paragraph (b) (5) of this section.

(b) *Parcel post.* (Morocco, French.)

(1) *Table of rates.* (i) Surface parcels.

(French Morocco, except Casablanca)

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.29	23	$3.62
2	.43	24	3.76
3	.57	25	3.90
4	.71	26	4.04
5	.85	27	4.18
6	.99	28	4.32
7	1.13	29	4.46
8	1.27	30	4.60
9	1.41	31	4.74
10	1.55	32	4.88
11	1.69	33	5.02
12	1.83	34	5.26
13	1.97	35	5.40
14	2.11	36	5.54
15	2.25	37	5.68
16	2.39	38	5.82
17	2.53	39	5.96
18	2.67	40	6.10
19	2.81	41	6.24
20	2.95	42	6.38
21	3.09	43	6.52
22	3.23	44	6.66

(Casablanca only)

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* The importation of merchandise, except articles of gold, by parcel post, is subject to previous authorization of the higher authorities of the Protectorate. Previous authorization is not required for parcels sent to private individuals and having no commercial character, except multiple shipments for the same addressee. The instructions set forth under § 127.252 (b) (3) Observations of France—Parcel post, in connection with the acceptance of commercial parcels for France, also apply with respect to commercial parcels from French Morocco.

(5) *Prohibitions*—(i) *For reasons of public safety.* The importation of hunting and de luxe arms may be authorized for sellers of arms or for strictly personal use by private individuals.

(ii) *For sanitary reasons.* Adulterated foods and drinks: harmful or adulterated medicines; substances intended for the alteration or adulteration of wines. Java peas or Burmese beans containing more than 0.02 percent of hydrocyanic acid. Nursing bottles and their parts, nipples and pacifiers made of other substances than pure rubber vulcanized otherwise than by heat, and not bearing the trade-mark of the maker or seller and the special note "Pure Rubber." Raw hides are subject to sanitary inspection on arrival.

(iii) *For the protection of animals or plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, etc.* War arms and their parts, except for the Ministry of War.

Nonexplosive components of artillery fuses.

(v) *State monopolies.* Leaf tobacco in the course of manufacture, and kiff, except for the tobacco monopoly. However, tobacco required for reasons of health or habit may, exceptionally, be imported by private individuals for their personal use, subject to previous authorization from the monopoly and payment of an additional charge.

(vi) *For other reasons.* (*a*) Articles bearing false indications. Natural or artificial products bearing, either on themselves or on their wrappers, inside or outside, any name, sign, imprint, or label containing a reproduction or drawing of national Moroccan decorations, or of coins or paper money, or a drawing even approximately resembling them.

(*b*) Coins and bank notes may be imported only by the State Bank of Morocco and banking establishments approved by the French Protectorate.

(*c*) Motion-picture films may be imported only through the offices of Oujda and Casablanca. Films showing current events may, however, be imported through other offices. The shipments should be accompanied by a declaration as to the titles and subject matter of the films, which will be inspected and passed on before admission.

§ 127.307 *Morocco (Spanish Zone)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. Special-delivery service is confined to offices of Alcazarquivir, Arcila, Larache, Nador, Targuist, Tetuan, Villa Alhucemas, and Xauen. (See § 127.19.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* See § 127.30.

(7) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(8) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(9) *Prohibitions.* (i) Articles bearing religious inscriptions or reproducing the portrait of the Sultan of Morocco or the Khalife of the Spanish Protectorate.

(ii) Coins, bank notes, paper money, gold and silver bullion, precious stones, jewelry, and other precious articles. Money in cash and values payable to the bearer.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Morocco, Spanish Zone).

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.53	9	$1.75
2	.67	10	1.89
3	.85	11	2.03
4	.99	12	2.58
5	1.13	13	2.72
6	1.27	14	2.86
7	1.41	15	3.00
8	1.61	16	3.14
17	$3.28	31	$5.65
18	3.42	32	5.79
19	3.56	33	5.93
20	3.70	34	6.31
21	3.84	35	6.45
22	3.98	36	6.59
23	4.53	37	6.73
24	4.67	38	6.87
25	4.81	39	7.01
26	4.95	40	7.15
27	5.09	41	7.29
28	5.23	42	7.43
29	5.37	43	7.57
30	5.51	44	7.71

Weight limit: 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels (See § 127.104.)

(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(7) *Observations.* (i) Parcel-post packages are accepted without reservations for Alcazarquivir, Arcila, Larache, Nador, Tangier, Targuist, Tetuan, Villa Alhucemas, and Xauen. Parcels may be accepted for certain other places in Spanish Morocco, but must be marked to show that they will be called for at one of the above-mentioned offices as indicated below:

Office of Destination and Delivering Office

Puente Internacional: Arcila.

Sidi Ali (Beni Aros), T'zenin: Larache.

Azib el Middar, Beni-Enzar, Cabo de Agua, Dar-Drius, Monte Arruit, Tistutin, Segangan, Zaio, Zeluan, Zoko el Arbaa de Arkemen, Tahuima: Nador.

Bab-Tazza, Barrio Moro (Moorish Quarter), Benkarrich, Castillejos, Dar-Riffen, Rincon de Medik, Rio Martin: Tetuan.

Cuatro Torres de Alcala, Puerto Capaz: Villa Alhucemas.

(ii) The customs declarations must be completed in English with an interlineation in either French or Spanish. The gross weight of the entire parcel and the net weight of its contents must be given. Packages and the customs declarations which accompany them should bear a complete local address; that is, the name of the street and the number of the house or other designation of the exact address at which the addressees may be found. This information is desired by the Spanish customs authorities in order to adjust customs and transportation charges.

(iii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(iv) For information concerning parcel-post service to Spanish offices in Northern Africa (Ceuta, Melilla, Alhucemas, Chaferinas, and Penon de Velez de la Gomera), see Spain, § 127.351 (b).

(8) *Prohibitions.* War arms and parts of arms; uncharged munitions of all kinds; saltpeter, sulphur, and all other materials for making munitions. Nonexplosive components of artillery fuses. Hunting arms and ordinary de luxe arms require special authorization from the administrative authorities for delivery to addressees. Tobacco and kiff are subject to very high charges.

§ 127.308 *Nauru Island*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.4 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents ½ ounce. By ordinary means from Australia. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as Australia, § 127.209 (a) (7).

(b) *Parcel post.* (Nauru Island.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.44	7	$2.18
2	.76	8	2.32
3	1.08	9	3.00
4	1.40	10	3.14
5	1.54	11	3.28
6	2.04		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* Same as Australia, § 127.209 (b) (5).

§ 127.309 *Netherlands*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. Articles sent from this country for special delivery in the Netherlands, at a distance beyond the limits of local distribution at the post office of address, are

subject to a collection from the addressee of a fee of 40 cents for each delivery. (See § 127.19 for further information.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) See Parcel post, observations, paragraph (b) (4) of this section, concerning authorization required to be obtained by the addressee for the importation of gold, other precious metals or diamonds, manufactured or not; art treasures; postage stamps; instruments of payment, valid or not; paper values; and public credit documents and securities.

(ii) Circulars secured with gummed stickers will be delivered to addressees without collection of additional postage when prepaid at the postage rate applicable to printed matter.

(8) *Prohibitions.* All articles prohibited in the form of parcel post.

(b) *Parcel post.* (Netherlands.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.89	8	8	$15.41
0	8	1.33	8	12	15.85
0	12	1.77	9	0	16.29
1	0	2.21	9	4	16.73
1	4	2.65	9	8	17.17
1	8	3.09	9	12	17.61
1	12	3.53	10	0	18.05
2	0	3.97	10	4	18.49
2	4	4.41	10	8	18.93
2	8	4.85	10	12	19.37
2	12	5.29	11	0	19.81
3	0	5.73	11	4	20.25
3	4	6.17	11	8	20.69
3	8	6.61	11	12	21.13
3	12	7.05	12	0	21.57
4	0	7.49	12	4	22.01
4	4	7.93	12	8	22.45
4	8	8.37	12	12	22.89
4	12	8.81	13	0	23.33
5	0	9.25	13	4	23.77
5	4	9.69	13	8	24.21
5	8	10.13	13	12	24.65
5	12	10.57	14	0	25.09
6	0	11.01	14	4	25.53
6	4	11.45	14	8	25.97
6	8	11.89	14	12	26.41
6	12	12.33	15	0	26.85
7	0	12.77	15	4	27.29
7	4	13.21	15	8	27.73
7	8	13.65	15	12	28.17
7	12	14.09	16	0	28.61
8	0	14.53	16	4	29.05
8	4	14.97	16	8	29.49
8	8	15.41	16	12	29.93
8	12	15.85	17	0	30.37
9	0	16.29	17	4	30.81
9	4	16.73	17	8	31.25
9	8	17.17	17	12	31.69
9	12	17.61	18	0	32.13
10	0	18.05	18	4	32.57
10	4	18.49	18	8	33.01
10	8	18.93	18	12	33.45
10	12	19.37	19	0	33.89
11	0	19.81	19	4	34.33
11	4	20.25	19	8	34.77
11	8	20.69	19	12	35.21
11	12	21.13	20	0	35.65
12	0	21.57	20	4	36.09
12	4	22.01	20	8	36.53
12	8	22.45	20	12	36.97
12	12	22.89	21	0	37.41
13	0	23.33	21	4	37.85
13	4	23.77	21	8	38.29
13	8	24.21	21	12	38.73
13	12	24.65	22	0	39.17
14	0	25.09	22	4	39.61
14	4	25.53	22	8	40.05
14	8	25.97	22	12	40.49
14	12	26.41	23	0	40.93
15	0	26.85	23	4	41.37
15	4	27.29	23	8	41.81
15	8	27.73	23	12	42.25
15	12	28.17	24	0	42.69
16	0	28.61	24	4	43.13
16	4	29.05	24	8	43.57
16	8	29.49	24	12	44.01
16	12	29.93	25	0	44.45
17	0	30.37	25	4	44.89
17	4	30.81	25	8	45.33
17	8	31.25	25	12	45.77
17	12	31.69	26	0	46.21
18	0	32.13	26	4	46.65
18	4	32.57	26	8	47.09
18	8	33.01	26	12	47.53
18	12	33.45	27	0	47.97
19	0	33.89	27	4	48.41
19	4	34.33	27	8	48.85
19	8	34.77	27	12	49.29
19	12	35.21	28	0	49.73
20	0	35.65	28	4	50.17
20	4	36.09	28	8	50.61
20	8	36.53	28	12	51.05
20	12	36.97	29	0	51.49
21	0	37.41	29	4	51.93
21	4	37.85	29	8	52.37
21	8	38.29	29	12	52.81
21	12	38.73	30	0	53.25
22	0	39.17	30	4	53.69
22	4	39.61	30	8	54.13
22	8	40.05	30	12	54.57
22	12	40.49	31	0	55.01
23	0	40.93	31	4	55.45
23	4	41.37	31	8	55.89
23	8	41.81	31	12	56.33
23	12	42.25	32	0	56.77
24	0	42.69	32	4	57.21
24	4	43.13	32	8	57.65
24	8	43.57	32	12	58.09
24	12	44.01	33	0	58.53
25	0	44.45	33	4	58.97
25	4	44.89	33	8	59.41
25	8	45.33	33	12	59.85
25	12	45.77	34	0	60.29
26	0	46.21	34	4	60.73
26	4	46.65	34	8	61.17
26	8	47.09	34	12	61.61
26	12	47.53	35	0	62.05
27	0	47.97	35	4	62.49
27	4	48.41	35	8	62.93
27	8	48.85	35	12	63.37
27	12	49.29	36	0	63.81
28	0	49.73	36	4	64.25
28	4	50.17	36	8	64.69
28	8	50.61	36	12	65.13
28	12	51.05	37	0	65.57
29	0	51.49	37	4	66.01
29	4	51.93	37	8	66.45
29	8	52.37	37	12	66.89
29	12	52.81	38	0	67.33
30	0	53.25	38	4	67.77
30	4	53.69	38	8	68.21
30	8	54.13	38	12	68.65
30	12	54.57	39	0	69.09
31	0	55.01	39	4	69.53
31	4	55.45	39	8	69.97
31	8	55.89	39	12	70.41
31	12	56.33	40	0	70.85
32	0	56.77	40	4	71.29
32	4	57.21	40	8	71.73
32	8	57.65	40	12	72.17
32	12	58.09	41	0	72.61
33	0	58.53	41	4	73.05
33	4	58.97	41	8	73.49
33	8	59.41	41	12	73.93
33	12	59.85	42	0	74.37
34	0	60.29	42	4	74.81
34	4	60.73	42	8	75.25
34	8	61.17	42	12	75.69
34	12	61.61	43	0	76.13
35	0	62.05	43	4	76.57
35	4	62.49	43	8	77.01
35	8	62.93	43	12	77.45
35	12	63.37	44	0	77.89

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Observations.* (i) Commercial shipments of merchandise are admitted only if an import permit has been obtained by the addressee from the "Centralen Dienst voor In- en Uitvoer," Piet Heinplein 6. The Hague. This permit is not required for gift shipments sent for relief purposes.

(ii) Authorization from the "Nederlandsche Bank" is required to be obtained by the addressee for the importation of gold, other precious metals or diamonds, manufactured or not; art treasures; postage stamps; instruments of payment, valid or not; paper values; and public credit documents and securities. It is understood that the term "paper values" includes paper money. The addressee must obtain the needed permission before the articles are mailed, and the sender should therefore mark the cover of the parcel "Importation Authorized by the Nederlandsche Bank.

(iii) In the Netherlands parcels are charged 5 cents a day for storage, beginning the second day after first presentation; the minimum storage charge is 10 cents; the maximum, 1 florin (100 cents).

(iv) A delivery charge of 20 cents is collected each time a parcel is presented at the residence of the addressee after one unsuccessful presentation.

(v) Gift parcels addressed to individuals in the Netherlands may not contain more than 400 cigarettes or 1,000 grams (2 pounds 3 ounces) of chopped tobacco, which amounts represent the monthly quota of tobacco that individuals are allowed to receive.

(6) *Prohibitions*—(i) *For sanitary reasons.* Waste material from the manufacture of aniline dyes containing arsenic.

(ii) *The following are admitted conditionally.* (a) Dried milk products (powdered, in cubes), on condition that the outer wrapper or the container or wrapper in which such products are inclosed bears the note "In Nederland ingevoerd" (Imported into the Netherlands) in conspicuous characters 2 centimeters high when the package contains more than 1 kilogram of such merchandise and one-half centimeter high for a quantity up to 1 kilogram. The articles must also be accompanied by a certificate of origin conforming to the model prescribed by the Minister of Finance, issued by a Netherlands consul in the country of origin. (These provisions do not apply to dried milk products colored light rose or mixed with at least 10 per cent of bran.)

(b) Meats or preparations thereof are not admitted except after authorization by the competent Netherlands authorities.

(c) Serums and vaccines are admitted only after official examination has shown that they fulfill the Netherlands' legal requirements. In case of official control in the country of origin, they should also bear the mark required in that country.

(iii) *For the protection of animals and plants.* (a) The articles prohibited by the International Phylloxera Convention.

(b) Parasites and predators of injurious insects, unless intended for the control of those insects and exchanged between officially recognized institutions.

(iv) *Arms, etc.* Firearms and their parts must be accompanied by an import permit. Nonexplosive components of artillery fuses.

(v) *For other reasons.* (a) Counterfeit works of art; pirated literary and scientific works.

(b) German or Belgian silver coins or coins of nonprecious metal, except up to the amount of 40 marks or 50 francs in silver and 10 marks or 12½ francs in nonprecious metal.

(c) Netherlands coins and banknotes.

(c) *U. S. A. gift parcels.* (Netherlands.)

(1) *Table of rates.* (Surface only.)

Pounds:	Rate	Pounds:	Rate
1	$0.10	12	$1.20
2	.20	13	1.30
3	.30	14	1.40
4	.40	15	1.50
5	.50	16	1.60
6	.60	17	1.70
7	.70	18	1.80
8	.80	19	1.90
9	.90	20	2.00
10	1.00	21	2.10
11	1.10	22	1.20

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b) of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.310 *Netherlands Indies.* (Bali, Banka, Billiton, Netherlands Borneo, Celebes, Java, Little Soenda (Sunda), Madura, Moluccas (Moloques) Rhio (Riouw), Sumatra, Netherlands Timor, and Netherlands New Guinea.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

See "Observations" subparagraph (7) of this paragraph for list of the places to which the service extends.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* Ordinary and registered articles in the regular mails may be sent to the places listed in paragraph (b) (4) of this section. In addition, ordinary articles only may be sent to the following places on the islands of Java and Madoera:

Ambarawo.	Palton.
Arosbaja.	Palaboehanratoe.
Asembagoes.	Pamanoekan.
Baliga.	Pamekasan.
Bandjar.	Pandaan.
Bandjaran.	Pasirboengoer.
Bangil.	Pasirian.
Bangkalan.	Pegadenbaroe.
Batang.	Pengalengan.
Batoe.	Plered-cheribon.
Batoedjadjar.	Poerbelinggo.
Bentjoeloek.	Poerwokerto.
Bendewoso.	Pradjekan.
Demak.	Probolinggo.
Djatibarang.	Radjamasdala.
Djatibarangtegal.	Rambipoedji.
Djatiroto.	Randoedongkal.
Djember.	Rantjaekek.
Gading.	Rendeh.
Garoet.	Rengasdengklok.
Genteng.	Rogodjampi.
Glenmore.	Salatiga.
Gombeng.	Sampang.
Grisee.	Sapoeloe.
Kalianget.	Segalaherang.
Kalibaroe.	Sidaredja.
Kalidjati.	Sitoebondo.
Kalisat.	Soebah.
Kaliwoengoe.	Soebang.
Kandanghaoer.	Soekamandi.
Karangampel.	Soekanegara.
Kebanjar.	Soekaradja.
Kedoengdoeng.	Soekoredjobangil.
Kedoengwoeni.	Soekoredjokendal.
Kendal.	Soemenep.
Ketapangpamekasan.	Soemploeh.
Klakah.	Soreang.
Klampok.	Srone.
Koeningan.	Tamanan.
Kraksaan.	Tandjoengsari.
Kreja.	Tasikmalaja.
Lawang.	Tjemal.
Lembang.	Tjiamis.
Limpoeng.	Tjikampek.
Loemadjang.	Tjilamaja.
Losarang.	Tjiledoek.
Madjalengka.	Tjiparaj.
Madjenang.	Tjirandjang.
Malang.	Tjitjalenka.
Maos.	Tjiwidej.
Modjokerto.	Tretes.
Modjosari.	Weleri.
Oengaran.	

(8) *Prohibitions.* (i) Cocoa leaves, dried, undried or powdered.

(ii) Parasites and predators of harmful insects intended for the control of such insects are admitted only if addressed to "Het Hoofd van het Instituut voor Plaantenziekten te Buitenzorg" (The Chief of the Phytopathological Institute at Buitenzorg).

(iii) Also all articles prohibited as parcel post.

(b) *Parcel post.* (Netherlands Indies.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.30	7	$1.14
2	.44	8	1.28
3	.58	9	1.42
4	.72	10	1.56
5	.86	11	1.70
6	1.00		

Weight limit: 11 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Observations.* (i) Service is restricted to gift parcels, which may be sent to the following places only:

ISLAND OF SUMATRA

Arnhemia.	Palembang.
Batoeradja.	Pematangsiantar.
Belawan.	Perbaoengan.
Bindjei.	Perdagangan.
Galang.	Platjoe.
Kajoeagoeng.	Praboemoelih.
Kisaran.	Sabang.
Laboeanroekoe.	Serbelawan.
Lahat.	Soengeigerong.
Limapoeloeh.	Soengeirampah.
Loeboekpakan.	Tandjongbalei.
Martapoera - Zuid - Sumatra.	Tandjongenim.
	Tandjongpoera.
Medan.	Tandjongradja.
Moearaenim.	Tebingtinggidelî.
Padang.	

ISLANDS OF JAVA AND MADOERA

Adiwerna.	Pasarminggoe.
Andjatan.	Pasoeroean.
Ardjawinangoen.	Pekalongan.
Balapoelang.	Pemalang.
Bandoeng.	Poerwakarta.
Banjoemas.	Semarang.
Banjoewangi.	Sepandjang.
Batavia.	Sidoardjo.
Bataviacentrum.	Sindanglaja.
Brebes.	Sindanglaoet.
Buitenzorg.	Slawi.
Cheribon.	Soekaboemi.
Depok.	Soemedang.
Djatiwangi.	Soerabaja.
Haoergeulis.	Tandjoengtegal.
Indramajoe.	Tandjongpriok.
Kadipaten.	Tangerang.
Kebajoran.	Tegal.
Ketanggoenganwest	Tjiandjoer.
Krawang.	Tjibadak.
Lampegan.	Tjigombong.
Lemahabang.	Tjilatjap.
Meestercornelis.	Tjimahi.
Padelarang.	Tjitjoeroeg.
Paroengkoeda.	

OTHER ISLANDS

All destinations.

(ii) The customs declarations should show both the gross and the net weight. In the case of foodstuffs, etc., the gross weight of the whole parcel and the net weight of each kind of merchandise should be indicated. Inaccurate information in the customs declarations may result in confiscation of the parcels by the customs.

(6) *Prohibitions*—(i) *For reasons of public safety.* (a) Materials, articles, and tools for producing explosions.

(b) The following are admitted only if needed by the Government or if importation is specially authorized, firearms (including parts thereof), flamethrowers and their parts, imitation firearms (except toy guns), airguns, butchering pistols, signal pistols, alarm pistols, starter's pistols, pistols and revolvers causing apparent death and other intimidating articles and parts thereof, jacketed bullets and jackets for bullets.

(ii) *For sanitary reasons.* (a) Yellow fever virus or any substance or article containing it, capable of causing the propagation of yellow fever.

(b) Feathers or other parts of parrots, perroquets, or other psittaceous birds, or other birds indicated by the Governor General.

(c) Dry white lead is admitted only for scientific or medical use, or if specially authorized by the Governor General.

(iii) *For the protection of plants.* (a) Cacao.

(b) See paragraph (a) of this section, Regular mails, for conditions of importation of parasites and predators of harmful insects.

(c) In general, the importation of seeds, live plants, and parts of live plants is admitted if the shipment is accompanied by a certificate (to be inclosed in the package) issued and signed by an official expert of the government of the country of origin, indicating the kind and quantity, and attesting that the contents, at the time of mailing, do not contain, in the opinion of the issuing official, any animal or vegetable matter harmful to plants. The certificate must bear a clear and authentic official stamp, whose validity is beyond question.

(iv) *Arms, munitions, etc.* (a) Nonexplosive components of artillery fuses.

(v) *For other reasons.* (a) Publications advocating unlawful or treasonable activities.

(b) Motion-picture films may be imported only after inspection and approval by an official commission at Batavia.

§ 127.311 *New Caledonia and dependencies.* (Including Isle of Pines, Loyalty Islands, Huan Islands, Futuna and Alofi Islands and the Wallis Islands.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.3. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as Parcel post, paragraph (b) (5) of this section. However, articles whose importation is prohibited may be sent in the regular mails if authorization is first obtained from the Director General of Customs; with the exception of bills of the Bank of Venice, which are absolutely prohibited.

The only coins admitted are those which are no longer in circulation.

(b) *Parcel post.* (New Caledonia and dependencies.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.22	23	$3.94
2	.36	24	4.08
3	.50	25	4.22
4	.72	26	4.36
5	.86	27	4.50
6	1.00	28	4.64
7	1.14	29	4.78
8	1.36	30	4.92
9	1.50	31	5.06
10	1.64	32	5.20
11	1.78	33	5.34
12	2.16	34	5.72
13	2.30	35	5.86
14	2.44	36	6.00
15	2.58	37	6.14
16	2.72	38	6.28
17	2.86	39	6.42
18	3.00	40	6.56
19	3.14	41	6.70
20	3.28	42	6.84
21	3.42	43	6.98
22	3.56	44	7.12

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) Parcels may be accepted for any place in New Caledonia and dependencies, but delivery is confined to Noumea.

(ii) An invoice or a descriptive list must be prepared and attached to the customs declaration.

(iii) The invoice or list must indicate the value of each article contained in the parcel.

(5) *Prohibitions*—(i) *For sanitary reasons.* (a) Saccharine.

(b) Compound medicines not figuring in an official pharmacopoeia.

(c) Serums, vaccines, toxins, and similar products.

(ii) *For the protection of animals and plants.* (a) Leaf or manufactured tobacco.

(b) Pepper.

(c) Cut flowers.

(d) Sugarcane plants; coffee grains and coffee plants.

(e) Grapevine plants and cuttings; vintage grapes; grape marc; figs. raisins, and dates for the manufacture of sirups and preserves.

(iii) *Arms, etc.* (a) Arms of war and commerce, ancient arms and panoplies.

(b) Nonexplosive components of artillery fuses.

(iv) *For other reasons.* (a) Bills of the Bank of Venice.

(b) Mineral oils suitable for lighting, heavy mineral oils, benzols, benzines, toluenes, pure or mixed essences, of coal tar.

(c) Books violating the copyright laws.

(d) Playing cards.

(e) Watches and small clocks and their parts.

§ 127.312 *Newfoundland (including Labrador)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(7) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(8) *Combination packages.* Accepted. (See § 127.12.)

(9) *Freedom of postage for government correspondence.* See § 127.30 (f).

(10) *Insurance or registration.* Printed matter and 8-ounce packages of merchandise may be either insured or registered.

(11) *Observations.* (i) Advertising pamphlets, advertising show cards, illustrated advertising periodicals; price books, catalogs, and price lists; advertising almanacs and calendars; patent medicine or other advertising circulars, fly sheets or pamphlets; advertising chromos, chromotypes, oleographs, or like works produced by any process other than hand painting or drawing, and having any advertising or advertising matter printed, lithographed or stamped thereon, or attached thereto, including advertising bills, folders, and posters or other similar artistic work, lithographed, printed or stamped on paper or cardboard for business or advertising purposes sent to Newfoundland from this country are subject to the payment of customs duty.

(ii) The customs duty on such advertising matter is as follows:

	Cents
Up to and including one ounce	1
Over 1 ounce up to 2 ounces	2
Over 2 ounces up to 3 ounces	3
Over 3 ounces up to 4 ounces	4
Over 4 ounces up to 5 ounces	5
Over 5 ounces up to 6 ounces	6
Over 6 ounces up to 7 ounces	7
Over 7 ounces up to 8 ounces	9
Over 8 ounces up to 9 ounces	10
Over 9 ounces up to 10 ounces	11
Over 10 ounces up to 11 ounces	12
Over 11 ounces up to 12 ounces	13
Over 12 ounces up to 13 ounces	14
Over 13 ounces up to 14 ounces	15
Over 14 ounces up to 16 ounces	18

(iii) This customs duty must be prepaid by means of Newfoundland customs-duty stamps, which customs-duty stamps should be affixed to the reverse side of each package for the amount of duty payable on the same.

(iv) The customs duty in question, if not prepaid, is not collected from the addressee, but the advertising matter is returned to origin.

(v) Customs-duty stamps for the payment of the said duty can be obtained in denominations of 1, 3, and 5 cents each on application to the Deputy Minister of Customs, St. John's, Newfoundland.

(vi) Postage stamps are liable to customs duty. Letters containing such stamps should bear the green customs label, Form 2976 (C 1), and the paper form of customs declaration, Form 2976-

A, properly complete, must be enclosed therein.

(vii) Letters which contain postage stamps and do not bear the green label are liable to confiscation or the payment of a fine by the addressee upon delivery.

(11) *Prohibitions.* Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Newfoundland (including Labrador).)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
Over 8 oz. to 1 lb	$0.14	8	$1.12
2	.28	9	1.26
3	.42	10	1.40
4	.56	11	1.54
5	.70	12	1.68
6	.84	13	1.82
7	.98	14	1.96
		15	2.10

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.76	7	12	$5.56
0	8	.92	8	0	5.72
0	12	1.08	8	4	5.88
1	0	1.24	8	8	6.04
1	4	1.40	8	12	6.20
1	8	1.56	9	0	6.36
1	12	1.72	9	4	6.52
2	0	1.88	9	8	6.68
2	4	2.04	9	12	6.84
2	8	2.20	10	0	7.00
2	12	2.36	10	4	7.16
3	0	2.52	10	8	7.32
3	4	2.68	10	12	7.48
3	8	2.84	11	0	7.64
3	12	3.00	11	4	7.80
4	0	3.16	11	8	7.96
4	4	3.32	11	12	8.12
4	8	3.48	12	0	8.28
4	12	3.64	12	4	8.44
5	0	3.80	12	8	8.60
5	4	3.96	12	12	8.76
5	8	4.12	13	0	8.92
5	12	4.28	13	4	9.08
6	0	4.44	13	8	9.24
6	4	4.60	13	12	9.40
6	8	4.76	14	0	9.56
6	12	4.92	14	4	9.72
7	0	5.08	14	8	9.88
7	4	5.24	14	12	10.04
7	8	5.40	15	0	10.20

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Air parcels for Newfoundland weighing 8 ounces or less should not have customs declarations or parcel post stickers attached.

Weight limit: 15 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.[1]
Group shipments: No.
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(3) *Insurance.* (i) Mailable "prints," 8-ounce packages of merchandise and parcel post may be insured under the same conditions as apply to domestic insured mail with the exception of the articles mentioned in subdivision (iv) of this subparagraph. The following insurance fees and limits of indemnity shall apply:

Limit of indemnity:	Fee (cents)
Not over $5	5
From $5.01 to $10	10
From $10.01 to $25	15
From $25.01 to $50	20
From $50.01 to $100	25

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) Claims for indemnity for insured parcels mailed in the United States addressed to Newfoundland shall be made on Form 2855; at the same time, Form 542 shall be executed in duplicate (first and second class offices) or Form 1510 not in duplicate (other offices), and indorsed "Claim for indemnity filed on _____ (date)." Form 2855, with both copies of Form 542, shall be transmitted by first and second class offices to the domestic exchange office from which the parcel is presumed to have been dispatched and third and fourth class offices shall transmit their Forms 2855 and 1510 to the Deputy Second Assistant Postmaster General, International Postal Transport, Washington 25, D. C., direct.

(iv) The following articles and those of similar character shall not be accepted for transmission as insured mail to Newfoundland, but when mailable, may be sent as registered matter provided they are sealed and the letter rate of postage is paid: Precious stones, mounted or unmounted; all articles commonly known as jewelry used for personal adornment, such as rings, brooches, tie pins, chains, cuff links, dress sets, fobs, bracelets, rosary beads, lockets, necklaces, etc.; all articles of gold or other precious metals for personal use, such as cigarette holders, cigarette cases, vanity cases, cardcases, gold and silver pencils, lorgnettes, mesh bags, watches, etc.; gold scrap, jeweler's filings, fountain pens, money packets (which are construed as including bank notes, coin, including coins not current, bullion, gold dust, bonds, and coupons payable to bearer, stocks, and other securities negotiable by bearer). It is obligatory for all accepting employees to make inquiry of the sender as to the contents of insured parcels in order to ascertain whether or not the parcels contain matter excluded under the instructions mentioned above.

(v) For further information concerning insurance, see §§ 127.102 and 127.108.

(4) *Observations.* (i) The parcel-post service to Newfoundland is limited to parcels weighing over 8 ounces and up to 15 pounds. Packages of merchandise weighing 8 ounces or less should be forwarded as "Eight-Ounce Merchandise Packages" (see § 127.11), small packets (see § 127.10) or in packages prepaid at the letter rate of postage.

(ii) Postmasters at exchange offices observing packages weighing 8 ounces or less, which were erroneously accepted for dispatch in the parcel-post mails, will detach the customs declaration (Form 2966), obliterate the parcel-post sticker (Form 2922) and forward such packages in the Postal Union (regular) mails.

(iii) Parcel-post matter from any State or possession for delivery in Newfoundland, including Labrador, should be sent toward either New York, N. Y., or Boston, Mass. as the exchange office.

(iv) Parcels for the southern part of Labrador known as the Straits ports (Strait of Belle Isle) can be delivered up to the close of navigation, about the middle of December. In some instances, owing to weather conditions, the period of navigation extends later into the year, while in other instances it is suspended earlier. In either case a parcel received too late to be delivered at destination is held in Newfoundland until the opening of navigation the following spring.

(5) *Prohibitions.* (i) Adulterated tea, prison-made goods, worn cloths of all kinds intended for sale.

(ii) Base or counterfeit money.

(iii) Reproductions of works copyrighted in Newfoundland or other parts of the British Empire.

(iv) Arms, munitions, and war material.

§ 127.313 *New Guinea, Mandated Territory.* (The mandated territory comprises the portion of the island of New Guinea formerly German, the Bismarck Archipelago (New Britain, New Ireland, New Hanover, Admiralty Islands), Buka and Bougainville (Solomon Islands).

(a) *Regular mail*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as *Parcel post,* see paragraph (b) (4) of this section.

(b) *Parcel post.* (New Guinea, Mandated Territory.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.44	7	$2.18
2	.76	8	2.32
3	1.08	9	3.00
4	1.40	10	3.14
5	1.54	11	3.28
6	2.04		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions*—(i) *For the protection of animals or plants.* (a) Bees, silkworms, and leeches are admitted, but are subject to quarantine, for purposes of inspection.

[1] Insured parcels which are sealed should bear an endorsement reading "May be opened for postal inspection."

(b) Plants, cottonseed, and raw cotton are admitted, but are subject to quarantine, for purposes of inspection.

(c) Banana suckers and seeds are prohibited.

(d) All parts of the coconut palm except manufactured copra are prohibited. However, nuts for planting are admitted, but are subject to quarantine, for purposes of inspection.

(ii) *Arms, etc.* Nonexplosive components of artillery fuses.

(iii) *For other reasons.* (a) All except authorized reproductions of works protected by the copyright laws in the King's Dominions.

(b) Merchandise manufactured or prepared wholly or partly in prisons.

(c) Tea, exhausted or mixed with other leaves or with exhausted leaves.

(d) Oleomargarine, butterine, and other similar substances intended as substitutes for butter, unless colored and marked in accordance with regulations.

(e) All merchandise bearing or accompanied by a false statement as to guarantee.

(f) Merchandise bearing a false commercial description.

(g) Blank or partially blank invoice forms which can be filled in and used as original invoices.

§ 127.314 *New Hebrides (including the Banks and Torres Islands)*—(a) *Regular mail*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. By ordinary means from Australia. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as France (including Monaco), § 127.252 (a) (7).

(b) *Parcel post.* (New Hebrides, including the Banks and Torres Islands.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.30	7	$1.86
2	.56	8	2.12
3	.82	9	2.38
4	1.08	10	2.64
5	1.34	11	2.90
6	1.60		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* Same as France (including Monaco), § 127.252 (b) (4).

§ 127.315 *New Zealand.* (Including Cook Islands (Rarotonga, Mangaia, Atiu, Aitutaki, Mitiaro, Mauke (or Parry) and Hervey or Manuai) and Danger (Pukapuka), Manahiki, Palmerston (Avarua), Penrhyn (Tongareva), Rakaanga, Savage (Niue) and Suwarrow Islands).

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) In New Zealand, handbills, n. e. i., circulars, programs, playbills, printed posters, trade catalogs, price lists, and fashion plates are chargeable with customs duty at the rate of 6 pence per pound on receipt through the post, as well as a surtax of 2 pence per pound if not produced in British Dominions. Duty is not payable on trade catalogs or price lists of the goods of firms or persons having no established business in New Zealand. Religious tracts, handbills, and folders and printed advertising matter, n. e. i., are free of duty whether produced in British Dominions or not.

(ii) Show cards and calendars of all kinds are chargeable with duty at 25 percent ad valorem as well as a surtax of 20 percent ad valorem if not produced in British Dominions.

(iii) In addition to the foregoing duties, if any, a primage duty of 1 percent is charged on all goods.

(iv) The letters "n. e. i." after any item mean "not elsewhere included"; and the words "established business in New Zealand" are held to include a firm or person abroad (a) which has a branch house in New Zealand, (b) which carries stocks for sale in New Zealand. The Minister of Customs may, however, make further interpretation of the terms as circumstances necessitate.

(8) *Prohibitions*—The articles prohibited importation or admitted conditionally in the form of parcel post are likewise prohibited importation or admitted conditionally in the regular mails.

(b) *Parcel post.* (New Zealand.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.82	4	12	$22.88
0	8	2.99	5	0	24.05
0	12	4.16	5	4	25.22
1	0	5.33	5	8	26.39
1	4	6.50	5	12	27.56
1	8	7.67	6	0	28.73
1	12	8.84	6	4	29.90
2	0	10.01	6	8	31.07
2	4	11.18	6	12	32.24
2	8	12.35	7	0	33.41
2	12	13.52	7	4	34.58
3	0	14.69	7	8	35.75
3	4	15.86	7	12	36.92
3	8	17.03	8	0	38.09
3	12	18.20	8	4	39.26
4	0	19.37	8	8	40.43
4	4	20.54	8	12	41.60
4	8	21.71	9	0	42.77
9	4	$43.94	10	4	$48.62
9	8	45.11	10	8	49.79
9	12	46.28	10	12	50.96
10	0	47.45	11	0	52.13

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Limited to ordinary parcels. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55
From $100.01 to $165	60

(ii) Insurance return receipts. (a) Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(b) Insured parcels for the Cook Islands and other islands mentioned under § 127.313 are subject to the following restrictions: In the case of parcels for Savage (Niue) and Rarotonga, the insurance is effective until delivery. In the case of all the other islands, insurance is effective only as far as Rarotonga and no indemnity will be paid for loss, rifling, or damage occurring to parcels for these other islands after they leave Rarotonga.

(c) The insurance of parcels containing coin, platinum, gold, or silver (whether manufactured or unmanufactured) precious stones, jewels, or other precious articles is obligatory. If a parcel containing such articles is mailed uninsured, it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly.

(d) Each insured parcel must be marked to show (both in figures and in roman letters), in United States currency and in gold francs, the amount for which the parcel is insured. (See § 127.102 (b) (5).)

(e) An indication of the insured value must also be shown on the relative customs declaration.

(f) For further information concerning insurance service, see §§ 127.102 and 127.108.

(4) *Prohibitions*—(i) *For reasons of sanitary policy.* (*a*) Rags, except new clean material which has not been used.

(*b*) Used clothing, except used clothing for the personal use of the addressee. Such articles are submitted to disinfection in New Zealand at the expense of the addressee.

(ii) *For the protection of animals or plants.* (*a*) All plants, bulbs, fruit, etc., received from places beyond the Dominion are subject to restrictions on admission, and in some cases are refused admission altogether. Full information on the subject may be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that bureau located at principal ports of entry.

(iii) *Arms.* (*a*) Firearms, except by an authorized merchant or pursuant to a permit issued by a police superintendent or inspector.

(*b*) Nonexplosive components of artillery fuses.

(iv) *For other reasons.* (*a*) Under the "Import Control Regulations" of December 1938, it is not permitted to import merchandise by mail unless an import permit is secured in advance from the customs authorities of New Zealand. Exception is made for bona fide gifts and for merchandise whose value does not exceed ten pounds (New Zealand currency), if imported for the personal use of the addressee and not for sale or for business.

(*b*) Goods manufactured or produced wholly or in part by prison labor.

(*c*) With the exception of such appliances as are necessary to serve as containers for bees imported with the consent of the Minister of Agriculture, no appliances which have been used in connection with bees are admitted into the Dominion.

§ 127.316 *Nicaragua* — (a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 2, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* (See § 127.30.)

(7) *Freedom of postage for government correspondence.* (See § 127.30 (f).)

(8) *Dutiable articles (merchandise) prepared at letter rate.* Accepted. (See § 127.3.)

(9) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(10) *Combination packages.* Accepted. (See § 127.12.)

(11) *Observations.* International reply coupons not accepted. (See § 127.14.)

(12) *Prohibitions.* Coins, banknotes, platinum, gold, and silver. Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Nicaragua.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	5	$0.70
2	.28	6	.84
3	.42	7	.98
4	.56	8	1.12
9	$1.26	27	$3.78
10	1.40	28	3.92
11	1.54	29	4.06
12	1.68	30	4.20
13	1.82	31	4.34
14	1.96	32	4.48
15	2.10	33	4.62
16	2.24	34	4.76
17	2.38	35	4.90
18	2.52	36	5.04
19	2.66	37	5.18
20	2.80	38	5.32
21	2.94	39	5.46
22	3.08	40	5.60
23	3.22	41	5.74
24	3.36	42	5.88
25	3.50	43	6.02
26	3.64	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.81	17	8	$88.75
0	8	3.07	17	12	90.01
0	12	4.33	18	0	91.27
1	0	5.59	18	4	92.53
1	4	6.85	18	8	93.79
1	8	8.11	18	12	95.05
1	12	9.37	19	0	96.31
2	0	10.63	19	4	97.57
2	4	11.89	19	8	98.83
2	8	13.15	19	12	100.09
2	12	14.41	20	0	101.35
3	0	15.67	20	4	102.61
3	4	16.93	20	8	103.87
3	8	18.19	20	12	105.13
3	12	19.45	21	0	106.39
4	0	20.71	21	4	107.65
4	4	21.97	21	8	108.91
4	8	23.23	21	12	110.17
4	12	24.49	22	0	111.43
5	0	25.75	22	4	112.69
5	4	27.01	22	8	113.95
5	8	28.27	22	12	115.21
5	12	29.53	23	0	116.47
6	0	30.79	23	4	117.73
6	4	32.05	23	8	118.99
6	8	33.31	23	12	120.25
6	12	34.57	24	0	121.51
7	0	35.83	24	4	122.77
7	4	37.09	24	8	124.03
7	8	38.35	24	12	125.29
7	12	39.61	25	0	126.55
8	0	40.87	25	4	127.81
8	4	42.13	25	8	129.07
8	8	43.39	25	12	130.33
8	12	44.65	26	0	131.59
9	0	45.91	26	4	132.85
9	4	47.17	26	8	134.11
9	8	48.43	26	12	135.37
9	12	49.69	27	0	136.63
10	0	50.95	27	4	137.89
10	4	52.21	27	8	139.15
10	8	53.47	27	12	140.41
10	12	54.73	28	0	141.67
11	0	55.99	28	4	142.93
11	4	57.25	28	8	144.19
11	8	58.51	28	12	145.45
11	12	59.77	29	0	146.71
12	0	61.03	29	4	147.97
12	4	62.29	29	8	149.23
12	8	63.55	29	12	150.49
12	12	64.81	30	0	151.75
13	0	66.07	30	4	153.01
13	4	67.33	30	8	154.27
13	8	68.59	30	12	155.53
13	12	69.85	31	0	156.79
14	0	71.11	31	4	158.05
14	4	72.37	31	8	159.31
14	8	73.63	31	12	160.57
14	12	74.89	32	0	161.83
15	0	76.15	32	4	163.09
15	4	77.41	32	8	164.35
15	8	78.67	32	12	165.61
15	12	79.93	33	0	166.87
16	0	81.19	33	4	168.13
16	4	82.45	33	8	169.39
16	8	83.71	33	12	170.65
16	12	84.97	34	0	171.91
17	0	86.23	34	4	173.17
17	4	87.49	34	8	174.43
34	12	$175.69	39	8	$199.63
35	0	176.95	39	12	200.89
35	4	178.21	40	0	202.15
35	8	179.47	40	4	203.41
35	12	180.73	40	8	204.67
36	0	181.99	40	12	205.93
36	4	183.25	41	0	207.19
36	8	184.51	41	4	208.45
36	12	185.77	41	8	209.71
37	0	187.03	41	12	210.97
37	4	188.29	42	0	212.23
37	8	189.55	42	4	213.49
37	12	190.81	42	8	214.75
38	0	192.07	42	12	216.01
38	4	193.33	43	0	217.27
38	8	194.59	43	4	218.53
38	12	195.85	43	8	219.79
39	0	197.11	43	12	221.05
39	4	198.37	44	0	222.31

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes, Fee, 25 cents.
Insurance: No.
C. o. d.: No.
Consular invoice: Yes. (See Observations, subparagraph (6) of this paragraph.)

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Observations.* (i) Mailers of parcel-post packages addressed for delivery in Nicaragua must transmit three copies of the relative commercial invoice prepared in Spanish to the nearest Nicaraguan consul for legalization. After legalization, the original invoice should be included in one of the packages of the shipment, while another copy should be forwarded, under separate cover, to the addressee. The parcel containing the invoice should be indorsed to indicate that fact. The third copy will be retained by the consul.

(ii) Legalized invoices are not required for shipments when the value of the contents is less than $10 but for convenience a commercial invoice, not legalized, should be included in one of the packages.

(iii) Nicaraguan consuls are located in the following cities:

Boston, Mass.	New York, N. Y.
Brownsville, Tex.	Philadelphia, Pa.
Chicago, Ill.	Sacramento, Calif.
Corpus Christi, Tex.	Saint Louis, Mo.
Dallas, Tex.	San Antonio, Tex.
Fort Worth, Tex.	San Diego, Calif.
Galveston, Tex.	San Francisco, Calif.
Long Beach, Calif.	San Juan, P. R.
Los Angeles, Calif.	Syracuse, N. Y.
Miami, Fla.	Tampa, Fla.
New Orleans, La.	Washington, D. C.

(iv) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps through the administration of the country of origin of the parcel for its delivery to the second addressee.

(7) *Prohibitions*—(i) *For reasons of public safety.* (*a*) Communistic and other subversive publications.

(ii) *For sanitary reasons.* (*a*) Pharmaceutical specialties not registered in Nicaragua; pharmaceutical preparations or secret remedies of unknown composition whose formulas have not been made public.

(*b*) Hypodermic outfits, unless imported through the intermediary of the Executive Power.

(iii) *Arms, etc.* (*a*) Bullets of iron or lead.

(*b*) Firearms (rifles and revolvers may be imported with the permission of the Government).

(*c*) War material may be imported only by the Government.

(*d*) Machines and apparatus for setting off explosives may be imported only by mining enterprises, railroads, etc.

(iv) *For other reasons.* (*a*) Lighters.

(*b*) Telegraph apparatus.

(*c*) Police whistles.

(*d*) Apparatus for making false money.

(*e*) Distilling apparatus.

§ 127.317 *Niger*—(a) *Regular mails*—(1) *Classifications, rates, weight limits, and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Registered articles containing coins; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, and other precious stones, jewelry, and other precious articles are not admitted; only bank notes or values payable to the bearer may be inclosed in registered letters.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Niger.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.41	16	$3.10
2	.55	17	3.24
3	.87	18	3.38
4	1.01	19	3.52
5	1.15	20	3.66
6	1.29	21	3.80
7	1.43	22	3.94
8	1.57	23	4.51
9	1.71	24	4.65
10	1.85	25	4.79
11	1.99	26	4.93
12	2.54	27	5.07
13	2.68	28	5.21
14	2.82	29	5.35
15	2.96	30	5.49
31	$5.63	38	$7.04
32	5.77	39	7.18
33	5.91	40	7.32
34	6.48	41	7.46
35	6.62	42	7.60
36	6.76	43	7.74
37	6.90	44	7.88

Weight limit:[1] 22, 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) As there is no customs service in Niger, parcels for that colony are cleared at Cotonou (Dahomey).

(ii) It is recommended that senders attach a certified invoice to the customs declaration in order to facilitate clearance.

(5) *Prohibitions*—(i) *For reasons of public safety.* The importation of arms of any kind or munitions therefor is subject to authorization by the local authorities; import permit and permit to carry arms. Nonexplosive components of artillery fuses are prohibited.

(ii) *For the protection of animals or plants.* Bees, leeches, and silkworms.

All products likely to propagate the "coffee berry borer" (Stephanoderes hampei).

§ 127.318 *Nigeria*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins; unmanufactured platinum, gold, or silver.

(ii) Manufactured gold, platinum, silver, jewelry, and precious stones are admitted if the value is not more than £5.

(iii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

[1] Parcels are accepted for all places but they must be claimed at the nearest of the following offices of which the name should appear in the address (offices accepting parcels in excess of 22 pounds are marked with an asterisk):

Agadez.
Bilma.
*Birni-Konni.
Diapaga.
*Dogondoutchi.
Dori.
*Dosso.
Fada N'Gourma.
*Filingue.
*Gaya.
Goure.
*Madaoua.
Magaria.
Maine-Soroa.
*Maradi.
*N'Guigmi.
*Niamey.
Say.
*Tahoua.
Tanout.
Tera.
*Tessaoua.
Tillabery.
*Yeni.
*Zinder.

(iv) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Nigeria.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.74	12	$3.48
2	.88	13	3.62
3	1.02	14	3.76
4	1.40	15	3.90
5	1.54	16	4.04
6	1.68	17	4.18
7	1.82	18	4.32
8	2.32	19	4.46
9	2.46	20	4.60
10	2.60	21	4.74
11	2.74	22	4.88

Weight limit: 11,[1] 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) Parcels must be strongly packed. Waterproof covers should be used for parcels intended for places beyond the service of the Nigerian Railway.

[1] Parcel-post packages exceeding 11 pounds in weight may be accepted for the following offices:

Aba.
Abakaliki.
Abeokuta.
Ado-Ekiti.
Afikpo.
Agbor.
Agege.
Agenebode.
Akassa.
Akure.
Apapa.
Asaba.
Awka.
Badagry.
Bansara.
Barakin Ladi.
Baro.
Bauchi.
Benin City.
Bida.
Bonny.
Brass.
Bukuru.
Burutu.
Calabar.
Damaturu.
Degema.
Duchi-Wai.
Ebute Metta.
Ede.
Ejinrin.
Enugu.
Epe.
Forcados.
Funtua.
Gusau.
Ibadan.
Ibara.
Idah.
Ife.
Ifon.
Ijebu Ode.
Ikom.
Ikotekpene.
Ilaro.
Ilesha.
Ilorin.
Imo River.
Itu.
Jebba.
Jos.
Kabba.
Kaduna.
Kaduna Junction.
Kafanchan.
Kano.
Katsina.
Kaura Namoda.
Koko.
Kwale.
Lagos.
Lokoja.
Maiduguri.
Makurdi.
Mallam Maduri.
Minna.
Nembe.
Nguru.
Obubra.
Offa.
Ogbomosho.
Obetim.
Okigwi.
Okitipupa.
Okrika.
Ondo.
Onitsha.
Opobo.
Oron.
Oshogbo.
Oturkpo.
Owerri.
Owo.
Oyo.
Port Harcourt.
Potiskum.
Sapele.
Sokoto.
Umuahia.
Uyo.
Uzuakoli.
Warri.
Zaria.

(ii) Parcel-post packages containing cotton or rayon textiles exceeding £1 in value must be accompanied by certified invoices giving a full description of the contents and their value and indicate the country of origin.

(iii) Import licenses must be obtained by the addressees for all parcels, including gifts.

(5) *Prohibitions.* (i) Uniforms, unless addressed to persons authorized to wear them.

(ii) Bees and silkworms.

(iii) Firearms.

(iv) Nonexplosive components of artillery fuses.

(v) Aphrodisiacs, preparations for preventing, curing, or relieving venereal diseases, and advertisements or announcements relative thereto, unless the controller of customs authorizes the importation thereof in particular cases.

(vi) Univalve shells serving as money (Cyproea moneta).

(vii) Japanese shaving brushes.

(viii) Lamps especially designed to dazzle animals or birds or otherwise render them more easily killed or captured.

(ix) Cottonseed, cocoa beans, maize, and other grains.

(x) Distilling apparatus and accessories require the permission of the Government.

(xi) Beads made from inflammable celluloid or similar substances.

§ 127.319 *North Borneo (State of)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles. Advertisements of fortune tellers, of gambling enterprises, or of remedies for venereal diseases.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted as samples only under license from the Director of Agriculture, provided that each shipment is accompanied by a certificate issued by competent authority in the country of origin to the effect that the contents are as stated by the sender.

(iii) Also all articles prohibited in the form of parced post.

(b) *Parcel post.* (North Borneo.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.67	5	$1.64
2	.81	6	1.78
3	1.27	7	1.92
4	1.50	8	2.46
9	$2.60	16	$4.14
10	2.74	17	4.28
11	2.88	18	4.42
12	3.58	19	4.56
13	3.72	20	4.70
14	3.86	21	4.84
15	4.00	22	4.98

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimension.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* (i) Ammunition. Firearms are admitted only if accompanied by a license issued by the chief police officer, Jesselton.

(ii) Plants and seeds are admitted if accompanied by a certificate from the Department of Agriculture of the country of origin stating that they are free from pests or diseases, or if permission to import them has been obtained from the Director of Agriculture of North Borneo.

(iii) Carbon papers (same as § 127.268 (b) (5) Great Britain and Northern Ireland.

§ 127.320 *Norway (including Spitzbergen)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee 25 cents. (See §§ 127.15 and 127.101.

(3) *Indemnity.* See § 127.105.

(4) *Air mail service.* Postage rate, 15 cents one-half ounce. See § 127.20.

(5) *Special delivery.* Fee, 20 cents. In Norway special-delivery service is limited to first-class offices. For further information see § 127.19.

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Combination packages.* Accepted. (See § 127.12.)

(8) *Prohibitions.* All articles prohibited in the form of parcel post.

(b) *Parcel post.* (Norway including Spitzbergen.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.02	22	4	$42.38
0	8	1.49	22	8	42.85
0	12	1.96	22	12	43.32
1	0	2.43	23	0	43.79
1	4	2.90	23	4	44.26
1	8	3.37	23	8	44.73
1	12	3.84	23	12	45.20
2	0	4.31	24	0	45.67
2	4	4.78	24	4	46.14
2	8	5.25	24	8	46.61
2	12	5.72	24	12	47.08
3	0	6.19	25	0	47.55
3	4	6.66	25	4	48.02
3	8	7.13	25	8	48.49
3	12	7.60	25	12	48.96
4	0	8.07	26	0	49.43
4	4	8.54	26	4	49.90
4	8	9.01	26	8	50.37
4	12	9.48	26	12	50.84
5	0	9.95	27	0	51.31
5	4	10.42	27	4	51.78
5	8	10.89	27	8	52.25
5	12	11.36	27	12	52.72
6	0	11.83	28	0	53.19
6	4	12.30	28	4	53.66
6	8	12.77	28	8	54.13
6	12	13.24	28	12	54.60
7	0	13.71	29	0	55.07
7	4	14.18	29	4	55.54
7	8	14.65	29	8	56.01
7	12	15.12	29	12	56.48
8	0	15.59	30	0	56.95
8	4	16.06	30	4	57.42
8	8	16.53	30	8	57.89
8	12	17.00	30	12	58.36
9	0	17.47	31	0	58.83
9	4	17.94	31	4	59.30
9	8	18.41	31	8	59.77
9	12	18.88	31	12	60.24
10	0	19.35	32	0	60.71
10	4	19.82	32	4	61.18
10	8	20.29	32	8	61.65
10	12	20.76	32	12	62.12
11	0	21.23	33	0	62.59
11	4	21.70	33	4	63.06
11	8	22.17	33	8	63.53
11	12	22.64	33	12	64.00
12	0	23.11	34	0	64.47
12	4	23.58	34	4	64.94
12	8	24.05	34	8	65.41
12	12	24.52	34	12	65.88
13	0	24.99	35	0	66.35
13	4	25.46	35	4	66.82
13	8	25.93	35	8	67.29
13	12	26.40	35	12	67.76
14	0	26.87	36	0	68.23
14	4	27.34	36	4	68.70
14	8	27.81	36	8	69.17
14	12	28.28	36	12	69.64
15	0	28.75	37	0	70.11
15	4	29.22	37	4	70.58
15	8	29.69	37	8	71.05
15	12	30.16	37	12	71.52
16	0	30.63	38	0	71.99
16	4	31.10	38	4	72.46
16	8	31.57	38	8	72.93
16	12	32.04	38	12	73.40
17	0	32.51	39	0	73.87
17	4	32.98	39	4	74.34
17	8	33.45	39	8	74.81
17	12	33.92	39	12	75.28
18	0	34.39	40	0	75.75
18	4	34.86	40	4	76.22
18	8	35.33	40	8	76.69
18	12	35.80	40	12	77.16
19	0	36.27	41	0	77.63
19	4	36.74	41	4	78.10
19	8	37.21	41	8	78.57
19	12	37.68	41	12	79.04
20	0	38.15	42	0	79.51
20	4	38.62	42	4	79.98
20	8	39.09	42	8	80.45
20	12	39.56	42	12	80.92
21	0	40.03	43	0	81.39
21	4	40.50	43	4	81.86
21	8	40.97	43	8	82.33
21	12	41.44	43	12	82.80
22	0	41.91	44	0	83.27

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1, Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must and ordinary parcels may, be sealed.
Group shipments: No.
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(3) *Observations.* Packages which are not called for within 6 days at city post offices and 12 days at country post offices in Norway will be subject to a charge of 10 ore per parcel per day.

(4) *Insurance.* Parcel post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable, in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55
From $100.01 to $165	60

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) Parcels which contain coin, banknotes, paper money, bullion, jewelry, or other precious articles must be insured. If such parcels are mailed uninsured, they shall be placed under insurance by the post office which first observes the fact of their having been mailed uninsured, and shall be treated accordingly.

(iv) Each insured parcel must be marked to show (both in figures and in Roman letters), in United States currency and in gold francs, the amount for which the parcel is insured. (See § 127.102 (b) (5).)

For further information concerning insurance, see §§ 127.102 and 127.108.

(5) *Prohibitions*—(i) *For sanitary reasons.* (*a*) Merchandise coming under the pharmacy monopoly may be imported only by authorized persons and institutions.

(*b*) Used sacks.

(*c*) Sausages, pastes, and other similar foodstuffs may be imported only in the form of parcels not weighing more than 5 kilograms.

(ii) *For the protection of animals or plants.* (*a*) Barn and stable utensils, boxes or other packings which have been used for the keeping or transportation of live animals, unless it is attested, by a certificate issued by the competent sanitary authorities and visaed by a Norwegian consul, that they have been satisfactorily disinfected.

(*b*) Gooseberry bushes and fresh gooseberries may not be imported into the Departments of Sogn and Fjordane or departments farther north.

Elms (all species of Ulmus).

Boxes or other containers which have been used for uncooked lobsters or crayfish.

Grass, hay and straw.

§ 127.321 *Nyasaland Protectorate*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins, banknotes (except those sent by and addressed to a bank), paper money; unmanufactured platinum, gold, or silver.

(ii) Seeds, roots, and plants are admitted only in the form of samples, parcel post, or registered letters, on production by the addressee of a permit issued by the Department of Agriculture of Nyasaland Protectorate. Seeds (to the exclusion of other parts) of garden plants, vegetables, and ornamental shrubs are, however, admitted without the aforesaid permit.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Nyasaland Protectorate.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	7	$2.73
2	.78	8	3.12
3	1.17	9	3.51
4	1.56	10	3.90
5	1.95	11	4.29
6	2.34		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Limit of value, £50.

(5) *Prohibitions.* (i) Seeds, roots, and plants are admitted only on production by the addressee of a permit issued by the Department of Agriculture of Nyasaland Protectorate. Seeds (to the exclusion of other parts) of garden plants, vegetables, and ornamental shrubs are, however, admitted without the aforesaid permit.

(ii) Carbines, .303 caliber, are prohibited importation, except in special cases (for example, for officers of the King's African Rifles).

(iii) Nonexplosive components of artillery fuses.

(iv) Coins, banknotes (except those sent by and addressed to a bank), and paper money.

(v) Motion-picture films are admitted free of duty if reexported within three months.

(vi) All live animals.

§ 127.322 *Pakistan* — (a) *Regular mails*—(1) *Classification, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate 25 cents one half ounce. (See § 127.20.)

(6) *Dutiable articles. (merchandise) prepaid at the letter rate.* (i) Accepted. (See § 127.3.)

(ii) Dutiable letter packages received unaccompanied by the green label, Form 2976 (C 1), or paper customs declaration, Form 2976–A, are subject to a heavy fine in addition to the customs duty.

(iii) Postmasters will instruct all concerned at their offices that articles which are prepaid at the letter rate and are known or thought to contain merchandise will be returned to the senders if the necessary green labels are not affixed to the covers. On return the articles should be appropriately indorsed as to the reason for this return.

(6) *Prohibitions.* No list.

(b) *Parcel post.* (Pakistan)

(1) *Table of rates.* (i) Surface parcels.

WESTERN PAKISTAN

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	12	$2.17
2	.53	13	2.31
3	.73	14	2.45
4	.87	15	2.59
5	1.01	16	2.73
6	1.15	17	2.87
7	1.29	18	3.01
8	1.37	19	3.15
9	1.51	20	3.29
10	1.65	21	3.43
11	1.79	22	3.57

EASTERN PAKISTAN

[Rates include surcharges and transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.71	12	$2.66
2	.85	13	2.80
3	1.07	14	2.94
4	1.21	15	3.08
5	1.35	16	3.22
6	1.49	17	3.36
7	1.63	18	3.50
8	1.72	19	3.64
9	1.86	20	3.78
10	2.00	21	3.92
11	2.14	22	4.06

Weight limit: 22 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined 6 feet.

(4) *Observations.* (i) The territories comprising the Dominion of Pakistan are as follows:

Western Part

1. The entire Province of Sind;
2. The entire Province of Baluchistan;
3. The entire Province called "North West Frontier Province";

4. The following districts of the Province of Punjab:

Gujranwala.	Sheikhupura.
Lahore.	Attock.
Sialkot.	Mianwali.
Jhelum.	Shahpur.
Hawalpindi.	Jhang.
Dera Ghazi Khan.	Montgomery.
Lyallpur.	Muzaffargarh.
Multan.	

Eastern Part

1. The district of Sylhet in Assam;
2. The following districts of the Province of Bengal:

Chittagong.	Noakhali.
Tipperah.	Backergunge.
Dacca.	Faridpur.
Mymensingh.	Jessore.
Bogra.	Dinajpur.
Rajshahi.	Pabna.
Khulna.	Rangpur.

(ii) Whenever practicable, the address of mail matter should include the name of the province or district in which the post office of destination is located.

(5) *Prohibitions.* No list.

§ 127.323 *Palestine (Arab controlled)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. See subparagraph (7) as to service available.

(2) *Registration.* Service not available.

(3) *Indemnity.* No provision.

(4) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(5) *Special delivery.* No service.

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* Service restricted to unregistered letters (including letter packages) and postcards addressed to the following:

Jerusalem.	Nablus.
Jenin.	Ramallah.
Jericho.	Tulkarem.

(8) *Prohibitions.* No list.

(b) *Parcel post.* Service suspended.

§ 127.324 *Panama* — (a) *Regular mails*—(1) *Classification, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* See § 127.30.

(7) *Freedom of postage for government correspondence.* See § 127.30 (f).

(8) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted, if registered. (See § 127.3.)

(9) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(10) *Observations.* Articles intended for delivery in the Republic of Panama should include the name of that Republic and not "Canal Zone" in the address.

(11) *Prohibitions.* (i) Articles of gold or silver, jewelry, and other precious articles.

(ii) Banknotes unless sent by registered mail in safety envelopes or wrappers, or in packages duly protected so that violation of the envelopes or wrappers will be quickly noticed. The use of safety envelope, or of a substitute therefor considered equally inviolable, is required, not only in connection with registered articles containing banknotes, but those containing other valuables and papers.

(iii) Dutiable articles (merchandise) in letters and packages prepaid at the letter rate, unless registered.

(iv) Publications violating the copyright laws.

(b) *Parcel post.* (Panama.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	36	$5.29
2	.53	37	5.43
3	.67	38	5.57
4	.81	39	5.71
5	.95	40	5.85
6	1.09	41	5.99
7	1.23	42	6.13
8	1.37	43	6.27
9	1.51	44	6.41
10	1.65	45	6.55
11	1.79	46	6.69
12	1.93	47	6.83
13	2.07	48	6.97
14	2.21	49	7.11
15	2.35	50	7.25
16	2.49	51	7.39
17	2.63	52	7.53
18	2.77	53	7.67
19	2.91	54	7.81
20	3.05	55	7.95
21	3.19	56	8.09
22	3.33	57	8.23
23	3.47	58	8.37
24	3.61	59	8.51
25	3.75	60	8.65
26	3.89	61	8.79
27	4.03	62	8.93
28	4.17	63	9.07
29	4.31	64	9.21
30	4.45	65	9.35
31	4.59	66	9.49
32	4.73	67	9.63
33	4.87	68	9.77
34	5.01	69	9.91
35	5.15	70	10.05

Weight limit: 70 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Dimensions.* Greatest combined length and girth, 7 feet, on condition that parcels exceeding 6 feet in combined length and girth shall not exceed 2½ feet in length. Greatest length permissible, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Observations.* (i) Merchandise received in parcel-post packages is subject to a consular surcharge of 2 percent of the value of the contents.

(ii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(7) *Prohibitions.* (i) Sweets and pastes.

(ii) Fatty, liquid, or easily liquefiable substances are admitted at the risk of the sender. (Owing to climatic conditions in Panama care must be exercised to see that these articles are packed according to instructions governing their admission to the international parcel-post mails.)

§ 127.325 *Papua (British New Guinea)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as § 127.209 (a) (7) Australia. All imported goods sold, offered for sale, or distributed as advertising matter, which bear any name or trade-mark that might lead the purchaser or receiver to assume they are British products, must bear an indication of origin.

(b) *Parcel post.* (Papua.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.44	7	$2.18
2	.76	8	2.32
3	1.08	9	3.00
4	1.40	10	3.14
5	1.54	11	3.28
6	2.04		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* Same as § 127.209 (b) (5) Australia. All imported goods sold, offered for sale, or distributed as advertising matter, which bear any name or trade-mark that might lead the purchaser or receiver to assume they are British products, must bear an indication of origin.

§ 127.326 *Paraguay*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)
(3) *Indemnity.* See § 127.105.
(4) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)
(5) *Special delivery.* No service.
(6) *Diplomatic and consular mail.* See § 127.30.
(7) *Freedom of postage for government correspondence.* See § 127.30 (f).
(8) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)
(9) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)
(10) *Prohibitions.* Bank notes, paper money, and values payable to bearer. Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Paraguay.)
(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.22	23	$3.71
2	.36	24	3.85
3	.55	25	3.99
4	.69	26	4.13
5	.83	27	4.27
6	.97	28	4.41
7	1.11	29	4.55
8	1.28	30	4.69
9	1.42	31	4.83
10	1.56	32	4.97
11	1.70	33	5.11
12	2.01	34	5.41
13	2.15	35	5.55
14	2.29	36	5.69
15	2.43	37	5.83
16	2.57	38	5.97
17	2.71	39	6.11
18	2.85	40	6.25
19	2.99	41	6.39
20	3.13	42	6.53
21	3.27	43	6.67
22	3.41	44	6.81

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Yes. (See § 127.76.)
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.106.
(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)
(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)
(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.
(6) *Observations.* In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.
(7) *Prohibitions*—(i) *For reasons of public safety.* (a) False or counterfeit money. Edible coloring essences with bases of tar or other mineral. Such essences having nonpoisonous vegetable bases are admitted, but are subject to analysis.
(b) All foodstuffs generally are subject to analysis.
(ii) *For sanitary reasons.* Used linen must be accompanied by a certificate of disinfection.
(iii) *For the protection of animals or plants.* (a) Dried insects are accepted only if intended for collections or scientific purposes.
(b) Seeds and fruits (fresh or otherwise) must be accompanied by a satisfactory sanitary certificate.
(iv) *Arms, etc.* War arms require permission from the Minister of War for importation.
(v) *For other reasons.* Dry powdered dyes must be packed in strong tin boxes, placed in turn in wooden boxes with sawdust between. In the case of aniline, the wooden box must have walls at least 1 centimeter thick.

§ 127.327 *Persian Gulf Ports.* (British Postal Agencies at Bahrain, Kuwait and Dubai in the Persian Gulf, and including the British Postal Agency at Muscat.)
(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.
(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)
(3) *Indemnity.* See section 104.
(4) *Special delivery.* No service.
(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See sec. 19.)
(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)
(7) *Prohibitions.* No list.

(b) *Parcel Post.* (Persian Gulf Ports.)
(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	12	$2.17
2	.53	13	2.31
3	.73	14	2.45
4	.87	15	2.59
5	1.01	16	2.73
6	1.15	17	2.87
7	1.29	18	3.01
8	1.37	19	3.15
9	1.51	20	3.29
10	1.65	21	3.43
11	1.79	22	3.57

Weight limit: 22 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.
(3) *Domensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.
(4) *Prohibitions.* No list.

§ 127.328 *Peru*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1.
(2) *Registration.* Fee, 25 cents. (See Small packets not accepted.
§§ 127.15 and 127.101.)
(3) *Indemnity.* See § 127.105.
(4) *Special delivery.* No service.
(5) *Air-mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)
(6) *Diplomatic and consular mail,* See § 127.30.
(7) *Freedom of postage for government correspondence.* See § 127.30 (f).
(8) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted, if registered. (See § 127.3.)
(9) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)
(10) *Prohibitions.* (i) Money in cash, bank notes, and values payable to the bearer.
(ii) Dutiable articles (merchandise) in letters and packages prepaid at letter rate, unless registered.
(iii) Bees, leeches, and silkworms.
(iv) Cigar lighters.
(v) Communistic propaganda.
(vi) Samples of cigars, cigarettes, and tobaccos.
(vii) Also all articles prohibited as parcel post.

(b) *Parcel post.* (Peru.)
(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.55	23	$3.63
2	.69	24	3.77
3	.83	25	3.91
4	.97	26	4.05
5	1.11	27	4.19
6	1.25	28	4.33
7	1.39	29	4.47
8	1.53	30	4.61
9	1.67	31	4.75
10	1.81	32	4.89
11	1.95	33	5.03
12	2.09	34	5.17
13	2.23	35	5.31
14	2.37	36	5.45
15	2.51	37	5.59
16	2.65	38	5.73
17	2.79	39	5.87
18	2.93	40	6.01
19	3.07	41	6.15
20	3.21	42	6.29
21	3.35	43	6.43
22	3.49	44	6.57

Weight limit: 22,[1] 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.
Consular invoice: Yes. (See observations.)

(2) *Indemnity.* See § 127.106.
(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)
(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)
(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not

[1] Parcels over 22 pounds accepted for Arequipa, Chiclayo, Lima, Talara, Paita, and Trujillo, only.

over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Observations.* (i) A consular invoice must be furnished for parcels valued at $49 or over mailed in cities where a Peruvian Consul is located. Parcels valued at less than $49, regardless of whether there is a Peruvian Consul at the place of origin, need not be accompanied by consular invoices. In such cases the consular fees are collected from the addressees at the time of delivery. Parcels not accompanied by consular invoices must be accompanied by commercial invoices. The invoices in question may be enclosed in the parcels to which they relate, or the invoices may be sent under separate cover direct to the addressee, at the option of the sender.

(ii) Parcels containing used clothing must be accompanied by a certificate of disinfection issued by a component authority (for example, local Board of Health) or by a firm with facilities for disinfecting the articles involved. The certificate must be legalized by a Peruvian consulate. Senders shall endorse the wrappers of parcels containing used clothing to show that the certificate of disinfection is enclosed.

(iii) Peruvian consuls are located in the following cities:

Baltimore, Md.	Nashville, Tenn.
Boston, Mass.	New Orleans, La.
Chicago, Ill.	New York, N. Y.
Detroit, Mich.	Philadelphia, Pa.
Honolulu, T. H.	Portland, Oreg.
Houston, Tex.	San Francisco, Calif.
Los Angeles, Calif.	San Juan, P. R.
Mayaguez, P. R.	Seattle, Wash.
Miami, Fla.	

(iv) Customs declarations must be as detailed as possible and indicate the net and gross weights of the parcels.

(v) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(7) *Prohibitions*—(i) *For sanitary reasons.* (*a*) Food products which have been adulterated so as to have lost their nutritive value, or those sent under false declarations with intent to deceive the purchaser.

(*b*) Glass nursing bottles with rubber or glass tubes.

(*c*) Certain products, such as flour and milk for children and invalids, must be registered with the Director of Public Health, or be specially authorized by him for importation.

(ii) *For the protection of plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iii) *Arms, etc.* (*a*) Nonexplosive components of artillery fuses; and in general, all articles comprising war material, including parts and accessories therefor. Firearms and accessories therefor may be imported on condition that the importers apply to the government, through the "Direccion General de la Guardia Civil y Policia" at Lima, for authorization to import such firearms and accessories. Senders in this country should have assurance from the prospective addressees that the required licenses have been obtained before presenting shipments of the articles in question for mailing.

(*b*) All parcels containing firearms and accessories must be addressed to the "Direccion General de la Guardia Civil y Policia" at Lima, followed by an indication of the name and address of the ultimate addressee (importer).

(*c*) It is understood that delivery of the parcels by the post office of ultimate destination must take place in the presence of a police officer.

(iv) *State monopolies, etc.* Cooking salt. Playing cards. Inasmuch as tobacco may be imported only by the Estanco del Tobaco (Tobacco Monopoly), articles containing tobacco, cigars or cigarettes are not admitted through the general mail channels. Cigarettes for medical use only may be imported after a license has been secured from the Dirección General de Hacienda (Treasury Department of Peru).

(v) *For other reasons.* (*a*) Counterfeit money.

(*b*) Saccharine and similar products, and substances containing them, may be imported solely for medical use, upon special authorization from the Director of Public Health.

(*c*) Pharmaceutical specialties and cosmetics, such as powders, dentifrices, rouge, hair dyes, depilatories, etc., must be registered with the Director of Public Health. However, six specimens of such articles may be imported upon special authorization from the Director of Public Health.

(*d*) Maps and all geographic material showing the boundaries of Peru will be examined and checked by the Peruvian Geographic Society, and returned to origin in case of discrepancy in the boundary lines.

§ 127.329 *Philippines (Republic of the)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. See "Observations" below for cities to which registry service is available. (See §§ 127.15 and 127.101.)

(3) *Special delivery.* Fee 20 cents. (See § 127.19.)

(4) *Air-mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(5) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(6) *Combination packages.* Accepted. (See § 127.12.)

(7) *Observations.* (i) See parcel post "Observations" concerning certificate of origin and consular invoice required in certain cases for packages containing merchandise.

(ii) Articles may be accepted for registration when addressed for delivery at Manila or at any of the following cities:

Post Office	*Province*
Abra de Ilog	Mindoro.
Abucay	Bataan.
Avulog	Cagayan.
Abuyog	Leyte.
Agno	Pangasinan.
Agoo	La Union.
Agricultural School	Nueva Ecija.
Agutaya	Palawan.
Ajuy	Iloilo.
Alabat	Quezon.
Alaminos	Laguna.
Alaminos	Pangasinan.
Alangalang	Leyte.
Albuera	Leyte.
Alburquerque	Bohol.
Alcala	Cagayan.
Alcantara	Cebu.
Alcoy	Cebu.
Alegria	Cebu.
Alfonso	Cavite.
Aliaga	Nueva Ecija.
Alimodian	Iloilo.
Alitagtag	Batangas.
Allacapan	Cagayan.
Allen	Samar.
Aloran	Misamis Occidental.
Altavas	Capiz.
Amadeo	Cavite.
Amulung	Cagayan.
Anahawan	Leyte.
Anao	Tarlac.
Anda	Bohol.
Anda	Pangasinan.
Angadanan	Isabela.
Angat	Bulacan.
Angeles	Pampanga.
Anilao	Iloilo.
Antequera	Bohol.
Antipolo	Rizal.
Apalit	Pampanga.
Aparri	Cagayan.
Arayat	Pampanga.
Argao	Cebu.
Aringay	La Union.
Aritao	Nueva Vizcaya.
Aroroy	Masbate.
Asturias	Cebu.
Antimonan	Quezon.
Aurora	Isabela.
Aurora	Quezon.
Ayungon	Negros Oriental.
Baao	Camarines Sur.
Babatngon	Leyte.
Bacacay	Albay.
Bacarra	Ilocos Norte.
Baclayon	Bohol.
Bacnotan	La Union.
Baco	Mindoro.
Bacolod City	Negros Occidental.
Bacolor	Pampanga.
Bacon	Sorsogon.
Bacoor	Cavite.
Bacuit	Palawan.
Badajoz	Romblon.
Badian	Cebu.
Badoc	Ilocos Norte.
Bagabag	Nueva Vizcaya.
Bagac	Bataan.
Baganga	Davao.
Baggao	Cagayan.
Baguio City	Mountain Province.
Bagulin	La Union.
Bailen	Cavite.
Bais	Negros Oriental.
Bais Central	Negros Oriental.
Balamban	Cebu.
Balanga	Bataan.
Balangiga	Samar.
Balaoan	La Union.
Balasan	Iloilo.
Balayan	Batangas.
Baler	Quezon.
Balete	Capiz.
Baliangao	Misamis Occidental.

Post Office	Province
Balilihan	Bohol.
Balingasag	Misamis Oriental.
Baliuag	Bulacan.
Ballesteros	Cagayan.
Bamban	Tarlac.
Bambang	Nueva Vizcaya.
Banate	Iloilo.
Banaue	Mountain Province.
Banayoyo	Ilocos Sur.
Banga	Capiz.
Bangar	La Union.
Bangued	Abra.
Bangui	Ilocos Norte.
Bantay	Ilocos Sur.
Bantayan	Cebu.
Baras	Catanduanes.
Barbasa	Antique.
Barlig	Mountain Province.
Barotac Nuevo	Iloilo.
Barotac Viejo	Iloilo.
Barugo	Leyte.
Basco	Batanes.
Basey	Samar.
Basud	Camarines Norte.
Batac	Ilocos Norte.
Batan	Capiz.
Batangas	Batangas.
Bato	Camarines Sur.
Bato	Catanduanes.
Bato	Leyte.
Batuan	Bohol.
Bauan	Batangas.
Bauang	La Union.
Bautista	Pangasinan.
Bay	Laguna.
Bayambang	Pangasinan.
Baybay	Leyte.
Bayombong	Nueva Vizcaya.
Bigaa	Bulacan.
Bilar	Bohol.
Binalbagan	Negros Occidental.
Binalonan	Pangasinan.
Biñan	Laguna.
Binmaley	Pangasinan.
Boac	Marinduque.
Bocaue	Bulacan.
Bogo	Cebu.
Boljoon	Cebu.
Bongabon	Mindoro.
Bongabon	Nueva Ecija.
Bongao	Sulu.
Bontoc	Mountain Province.
Borbon	Cebu.
Borongan	Samar.
Botolan	Zambales.
Brooke's Point	Palawan.
Bucay	Abra.
Buenavista	Agusan.
Buenavista	Iloilo.
Buenavista	Marinduque.
Bugasong	Antique.
Bugo	Misamis Oriental.
Buguey	Cagayan.
Buhi	Camarines Sur.
Bula	Camarines Sur.
Bulacan	Bulacan.
Bulalacao	Mindoro.
Bulan	Sorsogon.
Buluan	Cotabato.
Bulusan	Sorsogon.
Bunawan	Agusan.
Burauen	Leyte.
Burgos	Ilocos Norte.
Burgos	Ilocos Sur.
Burnay	Mountain Province.
Bustos	Bulacan.
Butuan	Agusan.
Caba	La Union.
Cabadbaran	Agusan.
Cabagan	Isabela.
Cabalian	Leyte.
Cabanatuan	Nueva Ecija.
Cabangan	Zambales.
Cabatuan	Iloilo.
Cabiao	Nueva Ecija.
Cabugao	Ilocos Sur.
Cabusao	Camarines Sur.
Cabuyao	Laguna.
Cadiz	Negros Occidental.
Cagayan	Misamis Oriental.
Cagayancillo	Palawan.
Caibiran	Leyte.
Cajidiocan	Romblon.
Calabanga	Camarines Sur.
Calaca	Batangas.
Calamba	Laguna.
Calapan	Mindoro.
Calape	Bohol.
Calasiao	Pangasinan.
Calatagan	Bantangas.
Calauag	Quezon.
Calauan	Laguna.
Calayan	Cagayan.
Calbayog	Samar.
Calinog	Iloilo.
Caloibon	Catanduanes.
Caloocan	Rizal.
Calubian	Leyte.
Calumpit	Bulacan.
Caluya	Antique.
Camalaniugan	Cagayan.
Camalig	Albay.
Camaligan	Camarines Sur.
Camiling	Tarlac.
Camp Crame (Quezon City).	Rizal.
Camp Floridablanca	Pampanga.
Camp Murphy (Quezon City).	Rizal.
Candaba	Pampanga.
Candelaria	Quezon.
Candelaria	Zambales.
Candijay	Bohol.
Candon	Ilocos Sur.
Canlaon	Negros Oriental.
Cantilan	Surigao.
Caoayan	Ilocos Sur.
Capalonga	Camarines Norte.
Capas	Tarlac.
Capiz	Capiz.
Caraga	Davao.
Caramoan	Camarines Sur.
Carcar	Cebu.
Carigara	Leyte.
Carles	Iloilo.
Carmen	Bohol.
Carmen	Cebu.
Carmona	Cavite.
Carranglan	Nueva Ecija.
Casiguran	Quezon.
Casiguran	Sorsogon.
Castillejos	Zambales.
Cataingan	Masbate.
Catanauan	Quezon.
Catarman	Misamis Oriental.
Catarman	Samar.
Catbalogan	Samar.
Cateel	Davao.
Catmon	Cebu.
Catubig	Samar.
Cauayan	Isabela.
Cauayan	Negros Occidental.
Cavinti	Laguna.
Cavite City	Cavite.
Cebu Capitol	Cebu.
Cebu City	Cebu.
Cervantes	Ilocos Sur.
Clarin	Bohol.
Clarin	Misamis Occidental.
Claveria	Cagayan.
College	Laguna.
Compostela	Cebu.
Concepcion	Iloilo.
Concepcion	Romblon.
Concepcion	Tarlac.
Consolacion	Cebu.
Cordon	Isabela.
Cordova	Cebu.
Corella	Bohol.
Coron	Palawan.
Cortes	Bohol.
Cotabato	Cotabato.
Cuartero	Capiz.
Cuenca	Batangas.
Culasi	Antique.
Culion	Palawan.
Currimao	Ilocos Norte.
Cuyapo	Nueva Ecija.
Cuyo	Palawan.
Daanbantayan	Cebu.
Daet	Camarines Norte.
Dagami	Leyte.
Dagupan (City of)	Pangasinan.
Dalaguete	Cebu.
Danao	Cebu.
Danglas	Abra.
Dansalan City	Lamao.
Dao	Antique.
Dao	Capiz.
Dapitan	Zamboanga.
Daraga	Albay.
Dasmariñas	Cavite.
Dauis	Bohol.
Davao City	Davao.
Davao (Penal Colony)	Davao.
Del Gallego	Camarines Sur.
Dimasalang	Masbate.
Dimiao	Bohol.
Dinalupihan	Bataan.
Dingle	Iloilo.
Dingras	Ilocos Norte.
Dipolog	Zamboanga.
Dolores	Abra.
Dolores	Quezon.
Dueñas	Iloilo.
Duero	Bohol.
Dulag	Leyte.
Dulawan	Cotabato.
Dumalag	Capiz.
Dumangas	Iloilo.
Dumanjug	Cebu.
Dumaguete	Negros Oriental.
Dumarao	Capiz.
Dupax	Nueva Vizcaya.
Echague	Isabela.
Enrile	Cagayan.
Enrique Villanueva	Negros Oriental.
Esperanza	Agusan.
Estancia	Iloilo.
Fabrica	Negros Occidental.
Faire	Cagayan.
Famy	Laguna.
Fort Stotsenburg	Pampanga.
Gainza	Camarines Sur.
Galimuyod	Ilocos Sur.
Gamay	Samar.
Gamu	Isabela.
Ganassi	Lanao.
Gandara	Samar.
Gapan	Nueva Ecija.
Garcia Hernandez	Bohol.
Gasan	Marinduque.
Gattaran	Cagayan.
General MacArthur	Samar.
General Trias	Cavite.
Gerona	Tarlac.
Gigaquit	Surigao.
Ginatilan	Cebu.
Gingoog	Misamis Oriental.
Glan	Cotabato.
Goa	Camarines Sur.
Gonzaga	Cagayan.
Guagua	Pampanga.
Gubat	Sorsogon.
Guianga	Davao.
Guiguinto	Bulacan.
Guihulngan	Negros Oriental.
Guimba	Nueva Ecija.
Guimbal	Iloilo.
Guinayangan	Quezon.
Guindulman	Bohol.
Guinobatan	Albay.
Guiuan	Samar.
Gumaca	Quezon.
Hagonoy	Bulacan.
Hermosa	Bataan.
Hilongos	Leyte.
Hinatuan	Surigao.
Hinigaran	Negros Occidental.
Hinunangan	Leyte.
Hinundayan	Leyte.
Hondagua	Quezon.
House of Representatives.	Manila.
Iba	Zambales.
Ibaan	Batangas.
Ibajay	Capiz.
Iguig	Cagayan.
Ilagan	Isabela.
Iligan	Lanao.
Iloilo City	Iloilo.
Impasugong	Bukidnon.
Imus	Cavite.

Post Office	Province
Inabanga	Bohol.
Indang	Cavite.
Infanta	Pangasinan.
Infanta	Quezon.
Initao	Misamis Oriental.
Iriga	Camarines Sur.
Irosin	Sorsogon.
Isabela	Negros Occidental.
Isabela de Basilan	Zamboanga.
Itbayat	Batanes.
Iuisan	Capiz.
Ivana	Batanes.
Jabonga	Agusan.
Jagna	Bohol.
Jimalalud	Negros Oriental.
Janiuay	Iloilo.
Jaro	Leyte.
Javellar	Albay.
Jetafe	Bohol.
Jimenez	Misamis Occodental.
Jolo	Sulu.
Jones	Isabela.
Jones	Romblon.
Jordan	Iloilo.
Jose Panganiban	Camarines Norte.
Kabankalan	Negros Occidental.
Kabasalan	Zamboanga.
Kabayan	Mountain Province.
Kabugao	Mountain Province.
Kalibo	Capiz.
Katipunan	Zamboanga.
Kapatagan	Lanao.
Kauayan	Leyte.
Kawit	Cavite.
Kiamba	Cotabato.
Kiangan	Mountain Province.
Kidapawan	Cotabato.
Kolambugan	Lanao.
Koronadal	Cotabato.
Labo	Camarines Norte.
Labrador	Pangasinan.
La Carlota	Negros Occidental.
La Castillana	Negros Occidental.
Lagangilang	Abra.
Lagayan	Abra.
Lagonoy	Camarines Sur.
La Libertad	Negros Oriental.
Lallo	Cagayan.
Lamitan	Zamboanga.
Langangan	Cagayan.
Langiden	Abra.
Laoag	Ilocos Norte.
Laoang	Samar.
La Paz	Abra.
Larena	Negros Oriental.
Las Pinas	Rizal.
La Trinidad	Mountain Province.
Laua-an	Antique.
Lazi	Negros Oriental.
Lagaspi	Albay.
Lemery	Batangas.
Leyte	Leyte.
Lian	Batangas.
Lianga	Surigao.
Libacao	Capiz.
Libagon	Leyte.
Libmaran	Camarines Sur.
Libog	Albay.
Libon	Albay.
Lidlidda	Ilocos Sur.
Ligao	Albay.
Lilio	Laguna.
Liloan	Cebu.
Liloan	Leyte.
Limay	Bataan.
Lingayen	Pangasinan.
Lipa (City of)	Batangas.
Llorente	Samar.
Loay	Bohol.
Lobo	Batangas.
Loboc	Bohol.
Longos	Laguna.
Looc	Romblon.
Loon	Bohol.
Lopez	Quezon.
Lopez Jaena	Misamis Occidental.
Loreto	Agusan.
Loreto	Surigao.
Los Banos	Laguna.
Lubang	Mindoro.
Lubao	Pampanga.
Lubuagan	Mountain Province.
Lucban	Quezon.
Lucena	Iloilo.
Lucena	Quezon.
Luisiana	Laguna.
Lumban	Laguna.
Lumbatan	Lanao.
Luna	La Union.
Lupon	Davao.
Maasin	Iloilo.
Maasin	Leyte.
Mabini	Batangas.
Mabini	Bohol.
Mabitac	Laguna.
Macabebe	Pampanga.
Macrohon	Leyte.
Madridejos	Cebu.
Magallanes	Cavite.
Magallanes	Sorsogon.
Magdalena	Laguna.
Magsingal	Ilocos Sur.
Mahatao	Batanes.
Mainit	Surigao.
Majayay	Laguna.
Makati	Rizal.
Malabang	Lanao.
Malabon	Rizal.
Malabuyoc	Cebu.
Malacanan	Manila.
Malasiqui	Pangasinan.
Malaybalay	Bukidnon.
Malilipot	Albay.
Malinao	Albay.
Malinao	Capiz.
Malita	Davao.
Malitbog	Leyte.
Malolos	Bulacan.
Maluko	Bukidnon.
Malvar	Batangas.
Mambajo	Misamis Oriental.
Mambusao	Capiz.
Manaho	Abra.
Manaoag	Pangasinan.
Manapla	Negros Occidental.
Manay	Davao.
Mandaue	Cebu.
Mangaldon	Pangasinan.
Manicahan	Zamboanga.
Manila (Central Office)	Manila.
Manila Hotel	Manila.
Manito	Albay.
Mandaluyong	Rizal.
Manjuyod	Negros Oriental.
Mapandan	Pangasinan.
Maragondon	Cavite.
Maramag	Bukidnon.
Margosatubig	Zamboanga.
Maribojoc	Bohol.
Marikina	Rizal.
Marilao	Bulacan.
Maripipi	Leyte.
Mariveles	Bataan.
Masbate	Masbate.
Masinloc	Zambales.
Mataasnakahoy	Batangas.
Mati	Davao.
Mauban	Quezon.
Mayoyao	Mountain Province.
Medellin	Cebu.
Mendez Nunez	Cavite.
Mercedes	Camarines Norte.
Mexico	Pampanga.
Meycanayan	Bulacan.
Midsayap	Cotabato.
Milagros	Masbate.
Milaor	Camarines Sur.
Minalabac	Camarines Sur.
Minglanilla	Cebu.
Moalboal	Cebu.
Mogpog	Marinduque.
Momungan	Lanao.
Moncada	Tarlac.
Moncayo	Davao.
Montalban	Rizal.
Moron	Bataan.
Munoz	Nueva Ecija.
Muntinlupa	Rizal.
Murcia	Negros Occidental.
Nabas	Capiz.
Nabua	Camarines Sur.
Naga	Camarines Sur.
Naga	Cebu.
Nagbukel	Ilocos Sur.
Nagcarlan	Laguna.
Naguilian	Isabela.
Naguilian	La Union.
Naic	Cavite.
Nampicuan	Nueva Ecija.
Narvacan	Ilocos Sur.
Nasipit	Agusan.
Nasugbu	Batangas.
Natividad	Pangasinan.
Naujan	Mindoro.
Naval	Leyte.
New Washington	Capiz.
Norzagaray	Bulacan.
Noveleta	Cavite.
Nueva Era	Ilocos Norte.
Numancia	Capiz.
Oas	Albay.
Obando	Bulacan.
Odiongan	Romblon.
Olongapo	Zambales.
Opon	Cebu.
Oquendo	Samar.
Orani	Bataan.
Orion	Bataan.
Ormoc City	Leyte.
Oroquieta	Misamis Occidental.
Oslob	Cebu.
Oton	Iloilo.
Ozamiz (City of)	Misamis Occidental.
Paco	Manila.
Padada	Davao.
Pagadian	Zamboanga.
Padre Burgos	Quezon.
Paete	Laguna.
Pagbilao	Quezon.
Pagsanjan	Laguna.
Pakil	Laguna.
Palanan	Isabela.
Palapag	Samar.
Palauig	Zambales.
Palo	Leyte.
Palompon	Leyte.
Pambujan	Samar.
Pamplona	Cagayan.
Pamplona	Camarines Sur.
Panay	Capiz.
Pandan	Antique.
Pandan	Catanduanes.
Pandi	Bulacan.
Panganiban	Catanduanes.
Pangil	Laguna.
Panglao	Bohol.
Paniqui	Tarlac.
Pantukan	Davao.
Paombong	Bulacan.
Papaya	Nueva Ecija.
Paracale	Camarines Norte.
Paranaque	Rizal.
Parang	Cotabato.
Pasacao	Camarines Sur.
Pasig	Rizal.
Passi	Iloilo.
Pastrana	Leyte.
Pasuquin	Ilocos Norte.
Patnongon	Antique.
Pavia	Iloilo.
Penablanca	Cagayan.
Penaranda	Nueva Ecija.
Penarrubia	Abra.
Perez	Quezon.
Piat	Cagayan.
Piddig	Ilocos Norte.
Pila	Laguna.
Pilar	Abra.
Pilar	Bataan.
Pilar	Capiz.
Pilar	Cebu.
Pili	Camarines Sur.
Pinamalayan	Mindoro.
Pinamungajan	Cebu.
Pinili	Ilocos Norte.
Pintuyan	Leyte.
Pitogo	Quezon.
Placer	Masbate.
Placer	Surigao.
Plaridel	Bulacan.
Plaridel	Misamis Occidental.
Pola	Mindoro.
Polangui	Albay.

Post Office	Province
Polillo	Quezon.
Polo	Bulacan.
Pontevedra	Capiz.
Pontevedra	Negros Occidental.
Port Area	Manila.
Pototan	Iloilo.
Pozorrubio	Pangasinan.
Prosperidad	Agusan.
Puerto Galera	Mindoro.
Puerto Princesa	Palawan.
Pulilan	Bulacan.
Pulupandan	Negros Occidental.
Pura	Tarlac.
Putiao	Sorsogon.
Quezon	Nueva Ecija.
Quezon	Quezon.
Quezon City	Rizal.
Quinoguitan	Misamis Oriental.
Ragay	Camarines Sur.
Rapu-Rapu	Albay.
Reina Mercedes	Isabela.
Rizal	Laguna.
Rizal	Nueva Ecija.
Rizal City	Rizal.
Romblon	Romblon.
Ronda	Cebu.
Rosales	Pangasinan.
Rosario	Batangas.
Rosario	Cavite.
Rosario	La Union.
Sabtang	Batanes.
Sagada	Mountain Province.
Sagay	Misamis Oriental.
Sagay	Negros Occidental.
Salay	Misamis Oriental.
Sallapadan	Abra.
Samal	Bataan.
Samal	Davao.
Sampaloc	Manila.
San Antonio	Nueva Ecija.
San Antonio	Samar.
San Antonio	Zambales.
San Carlos	Negros Occidental.
San Carlos	Pangasinan.
Sanchez Mira	Cagayan.
San Felipe	Zambales.
San Fernando	Camarines Sur.
San Fernando	Cebu.
San Fernando	La Union.
San Fernando	Masbate.
San Fernando	Pampanga.
San Fernando	Romblon.
San Gabriel	La Union.
San Ildefonso	Bulacan.
San Ildefonso	Ilocos Sur.
San Isidro	Leyte.
San Isidro	Nueva Ecija.
San Jacinto	Masbate.
San Jacinto	Pangasinan.
San Jose	Antique.
San Jose	Batangas.
San Jose	Camarines Sur.
San Jose	Mindoro.
San Jose	Nueva Ecija.
San Jose del Monte	Bulacan.
San Juan	Batangas.
San Juan	La Union.
San Juan	Rizal.
San Julian	Samar.
San Luis	Batangas.
San Manuel	Tarlac.
San Marcelino	Zambales.
San Mariano	Isabela.
San Miguel	Bulacan.
San Narciso	Quezon.
San Narciso	Zambales.
San Pablo City	Laguna.
San Pascual	Masbate.
San Pedro	Laguna.
San Quintin	Abra.
San Quintin	Pangasinan.
San Rafael	Bulacan.
San Remigio	Antique.
San Remigio	Cebu.
Santa Ana	Pampanga.
Santander	Cebu.
Santa Barbara	Iloilo.
Santa Cruz	Davao.
Santa Cruz	Ilocos Sur.
Santa Cruz	Laguna.
Santa Cruz	Marinduque.
Santa Cruz	Zambales.
Santa Fe	Cebu.
Santa Fe	Nueva Vizcaya.
Santa Maria	Bulacan.
Santa Maria	Ilocos Sur.
Santa Maria	Laguna.
Santa Rosa	Laguna.
Santa Rosa	Nueva Ecija.
San Teodoro	Mindoro.
Santiago	Ilocos Sur.
Santiago	Isabela.
Santo Domingo	Ilocos Sur.
Santo Tomas	Batangas.
Santo Tomas	La Union.
San Vicente	Camarines Norte.
Sapian	Capiz.
Sariaya	Quezon.
Sigaboy	Davao.
Sevilla	Bohol.
Siasi	Sulu.
Siaton	Negros Oriental.
Sibalom	Antique.
Sibulan	Negros Oriental.
Sibul Springs	Bulacan.
Sigma	Capiz.
Sikatuna	Bohol.
Silang	Cavite.
Silay	Negros Occidental.
Sindangan	Zamboanga.
Siniloan	Laguna.
Sipocot	Camarines Sur.
Siquijor	Negros Oriental.
Siruma	Camarines Sur.
Sison	Pangasinan.
Sitangkai	Sulu.
Sogod	Cebu.
Sogod	Leyte.
Solana	Cagayan.
Solano	Nueva Vizcaya.
Solsona	Ilocos Norte.
Sorsogon	Sorsogon.
Subic	Zambales.
Sulat	Samar.
Sumilao	Bukidnon.
Surigao	Surigao.
Taal	Batangas.
Tabaco	Albay.
Tabuk	Mountain Province.
Tacloban	Leyte.
Taft	Samar.
Tagaytay City	Cavite.
Tagbilaran	Bohol.
Tagkawayan	Quezon.
Tago	Surigao.
Tagoloan	Misamis Oriental.
Tagudin	Ilocos Sur.
Tagum	Davao.
Talacag	Bukidnon.
Talacogon	Agusan.
Talavera	Nueva Ecija.
Talisay	Batangas.
Talisay	Camarines Norte.
Talisayan	Misamis Oriental.
Tamparan	Lanao.
Tanauan	Batangas.
Tanauan	Leyte.
Tandag	Surigao.
Tangub	Misamis Occidental.
Tanza	Cavite.
Tapas	Capiz.
Tarlac	Tarlac.
Taysan	Batangas.
Tayug	Pangasinan.
Ternate	Cavite.
Tiaong	Quezon.
Tibiao	Antique.
Tigaon	Camarines Sur.
Tinambac	Camarines Sur.
Tiwi	Albay.
Toledo	Cebu.
Tolong	Negros Oriental.
Torrijos	Marinduque.
Tuao	Cagayan.
Tubao	La Union.
Tubigon	Bohol.
Tubod	Lanao.
Tuburan	Cebu.
Tudela	Misamis Occidental.
Tuguegarao	Cagayan.
Tumauini	Isabela.
Tuy	Batangas.
Umingan	Pangasinan.
Unison	Quezon.
Upi	Cotabato.
Urdaneta	Pangasinan.
Uyugan	Batanes.
Valderrama	Antique.
Valencia	Bohol.
Valladolid	Negros Occidental.
Vallehermoso	Negros Oriental.
Victoria	Tarlac.
Victorias	Negros Occidental.
Viga	Catanduanes.
Vigan	Ilocos Sur.
Villaba	Leyte.
Villsis	Pangasinan.
Vintar	Ilocos Norte.
Vinzons	Camarines Norte.
Virac	Catanduanes.
Wright	Samar.
Zambonga City	Zamboanga.
Zamboanguita	Negros Oriental.
Zarraga	Iloilo.
Zumarraga	Samar.

(8) *Prohibitions.* No list.

(b) *Parcel post.* (Philippines, Republic of). (1) *Tables of rates.* (i) Surface parcels.

(Only one parcel per week may be sent by or on behalf of the same sender to or for the same addressee, except that there is no limitation on the number of parcels containing books or other printed matter that may be sent at one time to one addressee, or on the number of parcels, regardless of contents, that may be sent to an office or officer of the Philippine Government.)

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.81	6	8	$33.31
0	8	3.07	6	12	34.57
0	12	4.33	7	0	35.83
1	0	5.59	7	4	37.09
1	4	6.85	7	8	38.35
1	8	8.11	7	12	39.61
1	12	9.37	8	0	40.87
2	0	10.63	8	4	42.13
2	4	11.89	8	8	43.39
2	8	13.15	8	12	44.65
2	12	14.41	9	0	45.91
3	0	15.67	9	4	47.17
3	4	16.93	9	8	48.43
3	8	18.19	9	12	49.69
3	12	19.45	10	0	50.95
4	0	20.71	10	4	52.21
4	4	21.97	10	8	53.47
4	8	23.23	10	12	54.73
4	12	24.49	11	0	55.99
5	0	25.75	11	4	57.25
5	4	27.01	11	8	58.51
5	8	28.27	11	12	59.77
5	12	29.53	12	0	61.03
6	0	30.79	12	4	62.29
6	4	32.05	12	8	63.55

Lb.	Oz.	Rate	Lb.	Oz.	Rate
12	12	$64.81	28	8	$144.19
13	0	66.07	28	12	145.45
13	4	67.33	29	0	146.71
13	8	68.59	29	4	147.97
13	12	69.85	29	8	149.23
14	0	71.11	29	12	150.49
14	4	72.37	30	0	151.75
14	8	73.63	30	4	153.01
14	12	74.89	30	8	154.27
15	0	76.15	30	12	155.53
15	4	77.41	31	0	156.79
15	8	78.67	31	4	158.05
15	12	79.93	31	8	159.31
16	0	81.19	31	12	160.57
16	4	82.45	32	0	161.83
16	8	83.71	32	4	163.09
16	12	84.97	32	8	164.35
17	0	86.23	32	12	165.61
17	4	87.49	33	0	166.87
17	8	88.75	33	4	168.13
17	12	90.01	33	8	169.39
18	0	91.27	33	12	170.65
18	4	92.53	34	0	171.91
18	8	93.79	34	4	173.17
18	12	95.05	34	8	174.43
19	0	96.31	34	12	175.69
19	4	97.57	35	0	176.95
19	8	98.83	35	4	178.21
19	12	100.09	35	8	179.47
20	0	101.35	35	12	180.73
20	4	102.61	36	0	181.99
20	8	103.87	36	4	183.25
20	12	105.13	36	8	184.51
21	0	106.39	36	12	185.77
21	4	107.65	37	0	187.03
21	8	108.91	37	4	188.29
21	12	110.17	37	8	189.55
22	0	111.43	37	12	190.81
22	4	112.69	38	0	192.07
22	8	113.95	38	4	193.33
22	12	115.21	38	8	194.59
23	0	116.47	38	12	195.85
23	4	117.73	39	0	197.11
23	8	118.99	39	4	198.37
23	12	120.25	39	8	199.63
24	0	121.51	39	12	200.89
24	4	122.77	40	0	202.15
24	8	124.03	40	4	203.41
24	12	125.29	40	8	204.67
25	0	126.55	40	12	205.93
25	4	127.81	41	0	207.19
25	8	129.07	41	4	208.45
25	12	130.33	41	8	209.71
26	0	131.59	41	12	210.97
26	4	132.85	42	0	212.23
26	8	134.11	42	4	213.49
26	12	135.37	42	8	214.75
27	0	136.63	42	12	216.01
27	4	137.89	43	0	217.27
27	8	139.15	43	4	218.53
27	12	140.41	43	8	219.79
28	0	141.67	43	12	221.05
28	4	142.93	44	0	222.31

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (f).)

Weight limit: 11, 22, 44 [1] pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. O. D.: No.
Consular invoice: Yes. (See "Observations".)

[1] Parcels for the cities of Manila, Baguio, Iloilo, Cebu, Zamboanga, and Davao, and the municipality of Tacloban in the Province of Leyte may weigh up to 44 pounds. The weight limit for other places is 11 pounds, except that parcels containing only legal, educational, medical, or scientific books may weigh up to 22 pounds when addressed for delivery in cities in the Philippines.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Observations.* A certificate of origin is required in all cases where the value of the contents of a parcel is over $10. If the value exceeds $100, a consular invoice is necessary, in addition to the certificate of origin. If the value is $10 or less, only the regular postal customs declaration form is required.

One of the following three types of certificate of origin must be stamped, typed, or otherwise permanently attached to the invoice:

Type 1. Certificate for wholly United States articles

I hereby declare under oath (acting in the capacity indicated below) that the articles covered by this certificate of United States origin are wholly of the growth, product or manufacture of the United States. No foreign materials other than those of the Philippines were used at any stage in the manufacture or production of such articles.

Manufacturer, Seller, or Exporter
(Capacity of declarant should be stated)

Type 2. Certificate for United States articles containing foreign materials valued not exceeding 20 per cent of the value of such articles imported into the Philippines

I, acting in the capacity indicated below, hereby declare under oath that there were used in the manufacture or production of the articles covered by this certificate

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(No. of units in terms of lbs., yds., or other applicable units and description)

of foreign materials other than those of the Philippines which were valued by the United States Customs officers at the time of importation into the United States for the purpose of the United States Customs law at _____ plus, if not included in
(State unit value)
such value, _____, the cost per unit of bringing such materials to the United States.

Manufacturer, Seller, or Exporter
(Capacity of declarant should be stated)

Type 3. Certificate of United States articles containing foreign materials when it is impracticable to ascertain the exact number of units and value of foreign materials

I, the undersigned, do hereby solemnly and truly declare that the above-described articles are the products of the United States. There were used in their production materials imported into the United States from foreign countries (except the Philippines) the aggregate value of which at the time of importation into the United States does not exceed twenty percent (20%) of the value of the articles imported into the Philippines.

Manufacturer, Seller, or Exporter
(Capacity of declarant should be stated)

The certificate of origin must be subscribed and sworn to by the sender, or by his duly authorized agent, before a Philippine consular officer or before any person authorized by law to administer oaths. If sworn and subscribed to before a Philippine consular officer, the original and four copies of the invoice and certificate of origin must be presented to the consular officer. The latter retains one of the copies and forwards two other copies to his home government. The original copy of the document is to be forwarded by the sender of the parcel direct to the addressee, or enclosed in the parcel to which it relates.

In cases where the consular invoice is required, five copies of the consular invoice must be presented to the consular officer for certification. The original consular invoice, after certification, is to be forwarded by the sender of the parcel direct to the addressee, or enclosed in the parcel to which it relates.

The forms prescribed by the Philippine Government (FA Form No. 48, certificate of origin, and FA Form No. 49, consular invoice) if not available at Philippine consulates, may be obtained from commercial printers.

Philippine consular officers are located in the following cities:

Chicago, Ill.	New York, N. Y.
Honolulu, Hawaii.	San Francisco, Calif.
Los Angeles, Calif.	Seattle, Wash.
New Orleans, La.	Washington, D. C.

The Philippine authorities recommend that articles such as watches, rings, and other valuable jewelry be forwarded in registered letter packages.

(5) *Prohibitions.* No list.

§ 127.330 *Pitcairn Island*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted at risk of sender.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* No service.

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted at risk of sender. (See § 127.3.)

(7) *Prohibitions.* No list furnished.

(b) *Parcel post.* (Pitcairn Island.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* No list furnished.

§ 127.331 *Poland*—(a) *Regular mails*—(1) *Classifications, rates, weight limits*

and dimensions. See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.05.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Combination packages.* Accepted. (See § 127.12.)

(7) *Prohibitions.* Dutiable articles in letters and packages prepaid at the letter rate. However, importation is permitted, in registered letters, of banknotes other than Polish banknotes, in amounts up to the equivalent of 100,000 zlotys in value, and of postage stamps for collections, other than current Polish stamps, up to the weight of 3½ ounces in any one article.

In addition to the foregoing, articles restricted or prohibited as parcel post are also restricted or prohibited in the regular mails.

(b) *Parcel post.* (Poland.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

Weight limit: 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Storage charges.* See § 127.93, relative to storage charges on returned parcels.

(4) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(5) *Observations.* (i) Packages not properly wrapped when presented for mailing will be refused until they are wrapped or packed in such manner as it is thought will assure their delivery at destination intact. The Warsaw office requests the use of boxes enveloped in cloth or canvas.

(ii) Postmasters will see to it that parcels for Poland are invariably marked by the senders to show the alternative disposition to be made by them in the event they prove to be undeliverable for any reason. In those cases where the nature or value of the contents is such that the senders would not be willing to pay return charges if a parcel is undeliverable they should be instructed to check section "(B) Abandon" on the alternative-disposition sticker and on the customs declarations, and to strike out sections (A) and (C).

(iii) Import permits are required for all parcels addressed for delivery in Poland which contain articles subject to import restrictions. Persons in Poland desiring to receive merchandise which is subject to import restrictions must obtain from the Ministry of Industry and Commerce of that country an import permit, which permit should be forwarded to the mailers for inclusion in the parcel. The wrappers of such parcels should be marked to indicate that the import permit is enclosed.

(iv) The Postal Administration of Poland has advised that while inclusion of the import permit in the parcels greatly simplifies clearance through the Polish customs, there will be no objection to the acceptance of parcels, at the risk of the senders, when they are presented for mailing without the import permits being enclosed, as the addressees are allowed 28 days in which to produce the required documents. Detention of the parcels pending the production of the permit, of course, gives rise to payment of storage charges by the addressee, or by the senders in case the parcels prove to be undeliverable and are returned to origin.

(v) Postmasters are directed to accept for mailing to Poland parcels subject to import restrictions, which are presented without the required import permit being enclosed, only with a definite understanding that if the parcels are returned in consequence of failure of the addressees to obtain the required permit within the 28-day period allowed by Poland, the senders will be expected to pay the return charges due on the parcels.

(vi) It is understood that the following are not subject to import restrictions in Poland and do not, therefore, require import permits:

(*a*) Outer and inner wrappings usually employed in commerce.

(*b*) Samples of merchandise and models, not intended for sale and not suitable for other use.

(*c*) Small noncommercial shipments (up to 500 grams) of merchandise other than luxury articles.

(*d*) Gift parcels.

(*e*) Advertising printed matter.

(*f*) Books and pamphlets, except those similar to albums and consisting mainly of illustrations and non-technical descriptions thereof.

(*g*) Newspapers and periodicals, except fashion publications.

(*h*) Photographs, music books, maps, and atlases.

(6) *Certificates of origin.* Certificates of origin are required for all parcels addressed to Poland containing articles on which it is desired to secure the advantage of conventional (reduced) duty rates and also, generally speaking, for all articles subject to import restrictions in that country. In both cases a visa from a Polish consular officer is required.

The certificates of origin may be enclosed in the parcels to which they relate, or they may be forwarded under separate cover to the addressee for presentation to the Polish Customs upon arrival of the parcels concerned.

(7) *Prohibitions.* (i) *The following are particularly prohibited in gift parcels.*

Weapons of all kinds.
Medicines containing narcotics.
Artificial sweetening (more than 8½ ounces).
Yeast.
Vinegar.
Printed matter.
Money.
Playing cards (except one or two packs).
Labels without merchandise.

In order to be admitted free of duty, a gift parcel must not contain more than 8 ounces of tobacco, 1½ ounces of snuff, 200 cigarettes, or 80 cigars.

The following prohibitions apply to all parcels:

(ii) *For reasons of public safety*—(*a*) Military arms and war material, as well as parts and accessories.

(*b*) Arms not having a military character imported for industry and commerce are admitted under permit from the provincial government.

(iii) *For sanitary reasons.* (a) Substitutes for saffron.

(*b*) Wallpaper, printed papers, fabrics, and other articles dyed with colors based on arsenic.

(*c*) Colors based on aniline containing arsenic (fuchsine and other names), in lumps, powder, or paste (not in crystals).

(*d*) Beans of the Phaseolus lunatus and Rangoon species, as well as all species of poisonous beans.

(*e*) Admissible medicines published in special lists by the Ministry of Finance may be imported on presentation of a certificate issued by the provincial government.

(*f*) The importation of medicines is subject to import permits to be issued by the Polish Ministry of Finance or provincial government, except for shipments of less than 2 kilograms (4 pounds, 6 ounces).

(*g*) Serums and vaccines employed in medicine are admitted under a permit issued separately for each shipment by the Ministry of Health.

(*h*) White lead, sulphate of lead, and other products containing lead combinations are admitted under a permit issued jointly by the Ministry of Finance, the Ministry of Health, and the Ministry of Industry. This restriction does not apply to the importation of completely prepared artists' colors.

(iv) *For the protection of plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Ento-

mology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(v) *State monopolies, etc.* (*a*) Articles coming under the State monopolies may be imported only by the monopoly Administrations. Private individuals must obtain a permit from the Ministry of Finance, which fixes the conditions for customs clearance. An exception is made for tobacco products intended for personal use not exceeding the weight of one kilogram.

(*b*) Gold, in the form of coins which are legal tender in any country, or of coins which are not valid in any country, ingots, worked gold or articles not having the character of products ready for use, as well as in the raw state in any form, may not be imported without the authorization of the Currency Commission at Warsaw.

(*c*) The importation of Polish or foreign negotiable securities and dividend paying securities, of dividend coupons of such securities, and of Polish or foreign paper money, without the permission of the said Commission, is likewise prohibited.

(*d*) See "Regular Mails" concerning the admission of banknotes and postage stamps in registered letters.

(vi) *For other reasons.* (*a*) Fishberries (Berries of Cocculus (Anamirta) indicus).

(*b*) Tokens, counters, and other articles in imitation of Polish or foreign coins. Counterfeit Polish or foreign paper money or securities, as well as articles ornamented with such counterfeits, with the exception of literary or scientific publications.

(*c*) All kinds of labels, caps, corks, empty containers, etc., bearing the firm name of foreign producers, imported without the goods.

(*d*) Saccharine and similar substances may be imported only by factories or wholesale drug stores under special permits.

(iv) Parcels must be clearly marked with the name of the prisoner of war for whom they are intended, and with any information available to the sender with respect to the whereabouts in Poland of the prisoner also, "Care of Polish Red Cross, Warsaw, Poland," should be shown as part of the address. The Polish Red Cross will act as intermediary in the transmittal. The wrappers of the parcels must be endorsed "Prisoner of war gift parcel—Postage free."

(v) The contents of each parcel shall be listed on a customs declaration (Form 2966), two copies of which shall be affixed to the outside of each parcel. No other postal forms are required to accompany the parcels.

(vi) No labels will be required for the sending of parcels to Polish-held prisoners of war. However, not more than one parcel per week may be sent by the same sender to the same Polish-held prisoner of war.

§ 127.332 *Portugal*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* Articles containing serums and vaccines should be conspicuously labeled to show the nature of the contents in order that they may be given preferred treatment.

(8) *Prohibitions.* Coins; manufactured or unmanufactured platinum, gold and silver; precious stones, jewelry, and other precious articles. Also all articles prohibited in the parcel-post mails.

(b) *Parcel post.* (Portugal.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.71	11	4	$20.07
0	8	1.15	11	8	20.51
0	12	1.59	11	12	20.95
1	0	2.03	12	0	21.39
1	4	2.47	12	4	21.83
1	8	2.91	12	8	22.27
1	12	3.35	12	12	22.71
2	0	3.79	13	0	23.15
2	4	4.23	13	4	23.59
2	8	4.67	13	8	24.03
2	12	5.11	13	12	24.47
3	0	5.55	14	0	24.91
3	4	5.99	14	4	25.35
3	8	6.43	14	8	25.79
3	12	6.87	14	12	26.23
4	0	7.31	15	0	26.67
4	4	7.75	15	4	27.11
4	8	8.19	15	8	27.55
4	12	8.63	15	12	27.99
5	0	9.07	16	0	28.43
5	4	9.51	16	4	28.87
5	8	9.95	16	8	29.31
5	12	10.39	16	12	29.75
6	0	10.83	17	0	30.19
6	4	11.27	17	4	30.63
6	8	11.71	17	8	31.07
6	12	12.15	17	12	31.51
7	0	12.59	18	0	31.95
7	4	13.03	18	4	32.39
7	8	13.47	18	8	32.83
7	12	13.91	18	12	33.27
8	0	14.35	19	0	33.71
8	4	14.79	19	4	34.15
8	8	15.23	19	9	34.59
8	12	15.67	19	12	35.03
9	0	16.11	20	0	35.47
9	4	16.55	20	4	35.91
9	8	16.99	20	8	36.35
9	12	17.43	20	12	36.79
10	0	17.87	21	0	37.23
10	4	18.31	21	4	37.67
10	8	18.75	21	8	38.11
10	12	19.19	21	12	38.55
11	0	19.63	22	0	38.99

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 11,[1] 22 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Registered or insured parcels must, and ordinary parcels may, be sealed.
Group shipments: No.
Registration: Yes. See below.
Insurance: Yes. See below.
C. o. d.: No.
Consular invoice: Yes. (See observations.)

(2) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(5) *Observations.* (i) Articles containing serums and vaccines should be conspicuously labeled to show the nature of the contents in order that they may be given preferred treatment.

(ii) Senders of parcels valued over $20 mailed at those places at which a Portuguese consul is located must furnish a consular invoice signed by the sender and visaed by the Portuguese consul. A consular invoice is also required for a number of parcels mailed the same day at the same office by the same sender to the same addressee, if the total value of the merchandise is more than $20.

(iii) The invoices may be sent enclosed in the parcels to which they relate or they may be sent direct to the addressees in sealed envelopes, preferably registered. When sent direct to the addressees, an explanatory note must be placed on the wrappers of the parcels indicating that the invoice has been sent under separate cover.

(iv) Portuguese consuls are located in the following cities:

Baltimore, Md.	New Bedford, Mass.
Boston, Mass.	New Orleans, La.
Charlotte Amalie, Virgin Islands.	New York, N. Y.
	San Francisco, Calif.
Fall River, Mass.	Tampa, Fla.
Honolulu, Hawaii.	

Consular invoices are not required for shipments mailed at localities where no Portuguese consular representative is located.

(v) Parcels containing crude celluloid, motion picture films, or other articles of celluloid must be designated, both on the customs declaration and on the parcel itself, by a label bearing the word "Celluloid" in conspicuous black letters.

(6) *Registration and insurance.* (i) Parcels may be registered or insured, subject to the following limits of indemnity in case of total loss only (cover and contents), when prepaid at the appropriate postage rates in addition to the registry or insurance fees mentioned hereunder:

REGISTERED PARCEL-POST PACKAGES

Limit of indemnity:	Fee (*cents*)
Not over $10	25
From $10.01 to $25	30
From $25.01 to $50	40

[1] Parcels exceeding 11 pounds accepted for Lisbon only.

INSURED PARCEL-POST PACKAGES

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

Parcel-post packages containing coin, bullion, jewelry, or any other precious article or paper payable to bearer, must be registered. If a parcel containing coin, bullion, jewelry, or any other precious article is mailed unregistered in the United States or as ordinary mail in Portugal it shall be placed under registration in the United States by the post office which first observes the fact of its having been mailed unregistered in the United States or as ordinary mail in Portugal and treated in accordance with the regulations of this country.

For further information concerning insurance, see §§ 127.102 and 127.108.

For further information concerning registration, see §§ 127.101 and 127.107.

(7) *Prohibitions*—(i) *For sanitary reasons.* (*a*) Serums, vaccines, and other similar products may be imported only by authorized firms and laboratories; the wrappers and labels should in all cases bear clear, complete information, in the Portuguese language, concerning the name and composition of the medicine.

(*b*) Medicaments and foodstuffs injurious to the public health, and medicaments whose composition is not known or has not been duly registered, or those whose labels do not show the names of the active ingredients, are admitted only by authorization of the Director General of Health.

(*c*) Saccharine and similar substances must bear indication of their contents.

(ii) *For the protection of animals or plants.* (*a*) Traps and decoys of all kinds for hunting.

(*b*) Plants, seeds, and all parts of plants must be judged free from any epiphytic.

(*c*) Parasites and predators of injurious insects, unless intended for the control of those insects and exchanged between officially recognized institutions.

(iii) *Arms, munitions, etc.* (*a*) Arms and munitions of war, except with the approval of the Portuguese Government.

(*b*) Nonexplosive components of artillery fuses.

(iv) *State monopolies, etc.* Even though duly prepaid, articles may not contain or bear on the outside stamps which resemble Portuguese postage stamps.

(v) *For other reasons.* (*a*) Foreign products violating the copyright or trade-mark laws.

(*b*) Articles of crude celluloid, motion-picture films, or other articles of celluloid must be packed in tin boxes, duly soldered, protected by strong wooden boxes, tied and sealed in accordance with regulations. Every parcel must be designated, both on the customs declaration and on the parcel itself by a label bearing the note "Celluloid" in conspicuous black letters.

(*c*) Tinder. Tobacco, prepared or unprepared. Essences for making wines.

(*d*) In uninsured parcels: gold, silver, jewels, precious stones; coins, current or obsolete; postage stamps, revenue stamps, and uncanceled prepayment forms of all kinds; bank notes; any values payable to bearer.

§ 127.333 *Portuguese East Africa (Mozambique)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.*—Fee 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* The postal administration of Portuguese East Africa has advised that no such place as Delagoa Bay exists and that Lourenço Marques is the proper name of the place sometimes referred to as Delagoa Bay and that articles addressed to Delagoa Bay are liable to be returned to senders or sent to the dead letter office.

(8) *Prohibitions.* Coins, banknotes, paper money, values payable to the bearer; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Portuguese East Africa.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.
Consular invoice: Yes. (See observations.)

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(4) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the appropriate postage rates in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55

(ii) Insurance return receipt. Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) Parcels containing coin, bank notes, currency notes in circulation, or any kind of securities payable to bearer; platinum, gold, or silver (whether manufactured or unmanufactured); precious stones, jewelry, or other precious articles must not be accepted for mailing unless they are insured.

(iv) Each insured parcel and the relative dispatch note must have shown thereon (both in arabic figures and in roman letters spelled out in full), in United States currency, and in gold francs, the amount for which the parcel is insured. The amount in gold francs must be clearly underscored with a heavy line. (See § 127.102 (b) (5).)

For further information concerning insurance service, see §§ 127.102 and 127.108.

(5) *Observations.* (i) Parcels may be accepted for any place, but are delivered from the following offices only and addresses of parcels for other places must claim them at one of these places.

Antonio.	Lourenço Marques.
Beira.	Marromeu.
Bella Vista (Maputo).	Mozambique.
Catembe.	Mossuril.
Chai-Chai.	Mutarara.
Chibuto.	Porto Amelia.
Chinde.	Quillimane.
Ennes (Angoche).	Sena.
Ibo.	Tete.
Inhambane.	Villa Luiza (Marracuene).
Macequece.	

(ii) No packing is required for ordinary parcels consisting of a single article, such as a piece of wood, metal, etc., which is not usually packed by the trade.

(iii) Senders of parcels valued over $20 mailed at those places at which a Portuguese consul is located must furnish a consular invoice signed by the sender and visaed by the Portuguese consul. A consular invoice is also required for a number of parcels mailed the same day at the same office by the same sender to the same addressee, if the total value of the merchandise is more than $20.

(iv) The invoices may be sent enclosed in the parcels to which they relate or they may be sent direct to the addressees in sealed envelopes, preferably registered. When sent direct to the addressees, an explanatory note must be placed on the wrappers of the parcels indicating that the invoice has been sent under separate cover.

(v) For a list of the Portuguese consuls, see § 127.332 (b) (5).

(6) *Prohibitions.* (i) Plants, seeds, and all organs of plants affected or suspected of being affected by any disease.

(ii) Arms, munitions, and war material, except with the authorization of the military authorities.

(iii) Pharmaceutical specialties may not be imported without the approval of the health delegates of the districts, acting on the advice of the inspectors of the pharmaceutical monopoly.

§ 127.334 *Portuguese India*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins, bank notes, paper money, values payable to the bearer; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Portuguese India.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.32	7	$1.23
2	.46	8	1.37
3	.67	9	1.51
4	.81	10	1.65
5	.95	11	1.79
6	1.09		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.
Consular invoice: Yes. (See *Observations*, subparagraph (4) of this paragraph.)

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) Senders of parcels valued over $20 mailed at those places at which a Portuguese consul is located must furnish a consular invoice signed by the sender and visaed by the Portuguese consul. A consular invoice is also required for a number of parcels mailed the same day at the same office by the same sender to the same addressee, if the total value of the merchandise is more than $20.

(ii) The invoices may be sent enclosed in the parcels to which they relate or they may be sent direct to the addressees in sealed envelopes, preferably registered. When sent direct to the addressees, an explanatory note must be placed on the wrappers of the parcels indicating that the invoice has been sent under separate cover.

For a list of the Portuguese consuls see § 127.329 (b) (5).

(5) *Prohibitions.* (i) Plants, seeds, and all organs of plants affected or suspected of being affected by any disease.

(ii) Arms, munitions, and war material, except with the authorization of the military authorities.

§ 127.335 *Portuguese Timor*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents ½ ounce by ordinary means from Netherlands Indies. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins, bank notes, paper money, valuables payable to the bearer; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles. Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Portuguese Timor.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.92	12	$4.26
2	1.06	13	4.40
3	1.62	14	4.54
4	1.76	15	4.68
5	1.90	16	4.82
6	2.04	17	4.96
7	2.18	18	5.10
8	2.50	19	5.24
9	2.64	20	5.38
10	2.78	21	5.52
11	2.92	22	5.66

Weight limit: 22 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Limited to 3 parcels (see § 127.76).
Registration: No.
Insurance: No.
C. o. d.: No.
Consular invoice: Yes. (See Observations, subparagraph 4 of this paragraph.)

(2) *Indemnity.* No provision.

(3) *Dimensions.* Parcels must not exceed 2 feet in length, breadth, or depth, and 4 feet in length and girth combined.

(4) *Observations.* (i) Parcels may be accepted for any place, but are delivered only from the offices listed below. Parcels for other places are sent to Dilly and the name of that office must be added to the addresses of such parcels.

Alleu.	Lautem.
Balibo.	Liquiça.
Baucau.	Manatuto.
Bobanaro.	Okussi.
Dilly.	Same.
Foho-Rém.	Suro.
Hato-Lia.	Viqueque.

(ii) Senders of parcels valued over $20 mailed at those places at which a Portuguese consul is located must furnish a consular invoice signed by the sender and visaed by the Portuguese consul. A consular invoice is also required for a number of parcels mailed the same day at the same office by the same sender to the same addressee, if the total value of the merchandise is more than $20.

(iii) The invoices may be sent enclosed in the parcels to which they relate or they may be sent direct to the addresses in sealed envelopes, preferably registered. When sent direct to the addressees, an explanatory note must be placed on the wrappers of the parcels indicating that the invoice has been sent under separate cover.

(iv) For a list of the Portuguese consuls see § 127.332 (b) (5).

(6) *Prohibitions.* (i) Plants, seeds, and all organs of plants affected or suspected of being affected by any disease.

(ii) Arms, munitions, and war material, except with the authorization of the military authorities.

§ 127.336 *Portguese West Africa (Angola, Guinea, St. Thomas Island, and Prince's Island)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins, bank notes, paper money, values payable to the bearer; manufactured or unmanufactured platinum, gold or silver, precious stones, jewelry, and other precious articles. Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Portuguese West Africa.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.51	7	$1.57
2	.65	8	1.71
3	1.01	9	1.85
4	1.15	10	1.99
5	1.29	11	2.13
6	1.43		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Registered or insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Limited to 3 parcels. (see § 127.76).
Registration: Yes. See below.
Insurance: Yes.
C. o. d.: No.
Consular invoice: Yes. (See observations.)

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Registration and insurance.* (i) Parcel-post packages may be registered or insured subject to indemnity for actual value not exceeding $16.33 for loss, rifling, or damage (except in cases of force majeure), when a fee of 20 cents

for an insured and 25 cents for a registered parcel is prepaid in addition to the rate applicable.

(ii) Insurance return receipt. Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) The registration of all parcels containing coin, bullion, jewelry, or any other precious article is obligatory. If a parcel containing coin, bullion, jewelry, or any other precious article is mailed unregistered, it shall be placed under registration by the post office which first observes the fact of its having been mailed unregistered and treated in accordance with the regulations of the country placing the matter under registration.

For further information concerning registration, see §§ 127.101 and 127.107.

For further information concerning insurance, see §§ 127.102 and 127.108.

(5) *Observations.* Senders of parcels valued over $20 mailed at those places at which a Portuguese consul is located must furnish a consular invoice signed by the sender and visaed by the Portuguese consul. A consular invoice is also required for a number of parcels mailed the same day at the same office by the same sender to the same addressee, if the total value of the merchandise is more than $20.

(ii) The invoices may be sent enclosed in the parcels to which they relate or they may be sent direct to the addressees in sealed envelopes, preferably registered. When sent direct to the addressees, an explanatory note must be placed on the wrappers of the parcels indicating that the invoice has been sent under separate cover.

(iii) For a list of the Portuguese consuls, see § 127.332 (b) (5).

(iv) Special provisions concerning Angola. Whoever intends to prepare, import, or sell pharmaceutical specialties must write to the Department of Health and Hygiene at Loanda, the capital of Angola, requesting the respective authorization submitting samples for analysis and investigation, if the nature of the product requires it. The shipment must be accompanied by a description of the nature and use of the product. Once known, the preparatory process will be submitted to the council of health and hygiene for an opinion as to whether or not the authorization should be granted.

(6) *Prohibitions.* Plants, seeds, and all organs of plants affected or suspected of being affected by any disease. Arms, munitions, and war material, except with the authorization of the military authorities.

§ 127.337 *Réunion (Bourbon) Island*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3).

(7) *Prohibitions.* (i) Same as France (including Monaco) § 127.252 (a) (7), except that 22 pounds of cigars and 11 pounds of other manufactured tobaccos may be imported by any person per year for private use.

(ii) Registered articles containing coins, gold, or silver bullion, precious stones, jewelry, ond other precious articles.

(b) *Parcel post.* (Réunion.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.42	7	$2.22
2	.68	8	2.73
3	.88	9	2.99
4	1.44	10	3.25
5	1.70	11	3.51
6	1.96		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Duty-free "family parcels" are admitted to Reunion under the same conditions as to France. See § 127.252 (b) (3).

(5) *Prohibitions.* Same as France (including Monaco) § 127.252 (b) (4), except that 22 pounds of cigars and 11 pounds of other manufactured tobaccos may be imported by any person per year for private use.

§ 127.338 *Rhodesia, Northern* — (a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Same as parcel post, except that coins, banknotes, paper money, negotiable values payable to the bearer; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles are admitted in registered letters.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(b) *Parcel post.* (Rhodesia, Northern.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.42	7	$2.94
2	.84	8	3.36
3	1.26	9	3.78
4	1.68	10	4.20
5	2.10	11	4.62
6	2.52		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) A clearance and accounting fee of 6 pence is charged on all dutiable parcels where the duty payable thereon is 10 shillings or less. Where the duty payable exceeds 10 shillings a fee of 1 shilling is levied.

(ii) Parcels should be strongly packed, and must have an outer wrapper of waterproof paper or canvas. Cardboard boxes should not be used.

(iii) The net weight of any cigarettes, cigars, or tobacco should be shown on the customs declaration.

(iv) Limit of value, £50. The value shown on the customs declaration must be the current value of the finished articles in the open market at the time of dispatch. In case of undervaluation, the parcel is liable to confiscation.

(5) *Prohibitions*—(i) *For sanitary reason.* (*a*) Distilled drinks containing harmful essences or chemical products.

(*b*) Cheese other than milk cheese or cream cheese from which no fatty substance has been extracted and to which no animal or vegetable fat has been added.

(*c*) Skimmed or separated milk: Condensed, dried, or preserved.

(*d*) Second-hand clothing intended for sale.

(*e*) Advertisements concerning the treatment of venereal diseases, or relating to any preparations intended to cure, prevent or relieve them, are admitted only if addressed to practising physicians or duly qualified chemists, for the needs of their profession.

(*f*) Vaccines, lymph vaccines, serums and similar substances are admitted provided that the container bears a label, pasted or otherwise affixed, indicating the name and address of the manufacturer and either the date of manufacture or the date after which the employment of the preparations is not to be recommended.

(*g*) Any cultures or preparations of pathogenic microorganisms or other substances capable of transmitting diseases to man are admitted only by special authorization from the director of the medical and sanitary services.

(ii) *For the protection of animals or plants.* (*a*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(*b*) Vaccines and virus, serums, and similar products for the diagnosis or treatment of diseases of animals are admitted by permission of the Director of Animal Health.

(iii) *State monopolies, etc.* Retorts and all apparatus or parts thereof employed for making alcohol or clarifying brandies and spirits, except by permission of the Governor.

(iv) *For other reasons.* (*a*) Coins, banknotes, negotiable values payable to the bearer; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, and other precious articles.

(*b*) Base or counterfeit coins.

(*c*) Firearms are subject to special restrictions.

(*d*) Articles violating the trade-mark or copyright laws.

(*e*) Goods made in prisons or penitentiaries.

(*f*) Tobacco in powder form, fragments of tobacco stems, and tobacco in any form made with the aid of such fragments.

(*g*) Wireless telegraph, wireless telephone, or radio apparatus is admitted under license from the Postmaster General.

§ 127.339 *Rhodesia, Southern* — (a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special-delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Parasites and predators of injurious insects intended for the control of those insects are admitted as samples only if mailed by an institution officially recognized in the country of origin to the Department of Agriculture at Salisbury. Also all articles prohibited in the form of parcel post. Note carefully paragraph (b) (4) (iii) of this section.

(ii) See parcel post "Prohibitions" concerning merchandise prohibited importation or admitted only if a permit has been granted the prospective importer by the Rhodesian Department of Commerce and Industries.

(b) *Parcel post.* (Rhodesia, Southern.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.34	7	$2.38
2	.68	8	2.72
3	1.02	9	3.06
4	1.36	10	3.40
5	1.70	11	3.74
6	2.04		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) A fee of 6 pence or 1 shilling (according to value) for customs clearance, etc., is levied on every dutiable parcel entering Southern Rhodesia.

(ii) Limit of value, £50. The value shown on the customs declaration must be the current value of the finished articles in the open market at the time of dispatch. In case of undervaluation, the parcel is liable to confiscation.

(5) *Prohibitions.* (i) The importation of many types of merchandise (as gifts or otherwise) is either entirely prohibited or admitted only if a permit has been granted the prospective importer by the Rhodesian Department of Commerce and Industries.

(ii) Licenses are generally granted for gift parcels whose value does not exceed 2 pounds ($8.06), and for shipments of books or other printed matter of an educational, technical or religious character not exceeding 5 pounds 5 shillings ($21.15) in value.

(iii) Postmasters are not to accept merchandise for mailing unless the sender has received assurance that the addressee will be permitted to receive the contents. Before any parcel is accepted for mailing the sender should be required to endorse the wrapper "Importation into Southern Rhodesia authorized," or similarly. Goods whose importation has not been authorized are liable to confiscation.

§ 127.340 *Rio de Oro.* (Villa Cisneros, Cabo Blanco, Cabo Juby, and La Aguera).

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* (See § 127.30.)

(7) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(8) *Prohibitions.* (i) Dutiable articles (merchandise) in letters and packages prepaid at the letter rate.

(ii) Coins, banknotes, paper money, values payable to the bearer; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, and other precious articles.

Also all articles prohibited in the parcel-post mails to Spain.

(b) *Parcel post.* No service.

§ 127.341 *Rumania*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted, see "Observations."

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.) Rumania requires that two copies of the paper form of customs declaration (Form 2976–A), in addition to a commercial invoice, be properly completed and enclosed in each package. Articles subject to customs treatment prepaid at the letter rate of postage and not bearing the green label, Form 2976 (C 1), or which exceed 4 pounds 6 ounces in weight, will be treated in accordance with the customs laws, which consider such irregularities as contravention for which fines are imposed. If the fine is not paid, the articles are confiscated and not returned to the senders.

(7) *Combination packages.* Accepted (See § 127.12.)

(8) *Observations.* Rumania requires that two copies of the paper form of customs declaration (Form 2976–A), in addition to a commercial invoice, be properly completed and enclosed in each small packet.

(9) *Prohibitions.* (i) Coins; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, and other precious articles.

(ii) Bank notes, paper money, and other paper values issued in countries other than Rumania.

(iii) Advertisements, coupons, and other articles relating to business done in accordance with the "snowball" system.

(iv) All articles prohibited in the form of parcel post.

(b) *Parcel post.* (Rumania.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.22	12	$1.76
2	.36	13	1.90
3	.50	14	2.04
4	.64	15	2.18
5	.78	16	2.32
6	.92	17	2.46
7	1.06	18	2.60
8	1.20	19	2.74
9	1.34	20	2.88
10	1.48	21	3.02
11	1.62	22	3.16

Weight limit: 22 pounds.
Customs declaration: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Observations.* (i) Rumania collects from addressee for delivery a fee not exceeding 15 centimes (gold) for each 5 kilograms (11 pounds) or fraction of weight, in addition to a fixed charge of 50 centimes (gold) for submission of each parcel to the Customs.

(ii) Parcel-post packages containing merchandise, except for those places shown in subdivision (iii) of this sub-

paragraph, must be accompanied by a commercial invoice. If several parcels are sent to the same addressee, the invoice should be included in one parcel only; in the other parcels should be inserted a note giving the name of the sender and the contents of the parcel.

(iii) When parcels are destined for the cities of Arad, Bacau, Botosani, Braila, Brasov, Bucuresti, Cernauti, Cetatea Alba, Chisinau, Cluj, Constanta, Craiova, Focsani, Galati, Giurgiu, Iasi, Oradea, Ploesti, Satu-Mare, Sibiu, Targu-Mures, Timisoara, and Turnu-Severin; one copy of the invoice should be placed inside the parcel and the other forwarded under separate cover to the addressee.

(iv) The customs declarations must be completed in English with an interlineation in either French or Rumanian, indicating in detail the contents of the parcel; that is, the number of articles, the quality, the proportion of the materials composing each article of merchandise, the exact weight as well as the number of threads to a centimeter and to a square meter of fabrics, the fineness and kind of metals composing the articles or their garnishments. Customs declarations must also contain the gross and the net weight in grams of the parcel. It is necessary whenever possible to inclose in each parcel copy of the open invoice of the contents as well as the complete copy of the addresses of the sender and addressee.

(v) Attention is directed to the fact that articles for Rumania are often incorrectly addressed, use being made of obsolete place-names (for example, the old names Hermanstadt, Nagyvarad, and Kolosvary are used instead of the present designations Sibiu, Oradea, and Cluj, respectively), and delay in delivery may be occasioned thereby.

(vi) The following procedure is established for the mailing of medicines: Before mailing, the sender should send three notarized copies of an invoice covering the shipment to the Rumanian Legation, 1601 Twenty-third Street, NW., Washington 8, D. C., accompanied by a fee of $1.02 and a request that they be legalized. When the legalized invoices are returned to him, the sender should enclose one in the parcel and send another to the addressee by letter for use in taking delivery of the parcel. The third copy may be retained by the sender.

(6) *Prohibitions*—(i) *For sanitary reasons.* (*a*) All foods or drinks which do not fulfill the conditions laid down by the Rumanian regulations.

(*b*) Saccharine and similar products require special authorization from the Director of Customs of Rumania.

(*c*) Compound medicines and pharmaceutical specialties (unless authorized by the Rumanian Legation as indicated under "Observations" above) as well as mineral waters, are delivered only on special authorization of the Chief Sanitary Council of Rumania.

(*d*) Margarine, meats of all kinds, and other products liable to deterioration, are admitted only by special permission of the Director of the Sanitary Service of Rumania.

(ii) *For the protection of plants.* (*a*) During the closed hunting season (February 1–August 1), it is forbidden to import all sorts of game, as well as skins, fresh or prepared for stuffing, with the exception of the following wild animals and birds: Wolves, foxes, weasels, polecats, eagles, and magpies, as well as their skins.

(*b*) Trees and shrubs, as well as the different parts or organs thereof can be imported only if accompanied by a certificate establishing that the place of origin is not infested by phylloxera or black rot.

(iii) *Arms, etc.* (*a*) War arms and their parts and ammunition therefor (except those intended for the State). Other arms and their parts are admitted only by previous authorization of the Council of Ministers of Rumania.

(*b*) Nonexplosive components of artillery fuses.

(iv) *State monopolies, etc.* Tobacco in any form, cigarette papers of all kinds, playing cards of all kinds and qualities, salt, cigarette lighters, and other substitutes for matches with the exception of steel tinder-boxes for peasants, which are admitted to importation, may be imported only by special permission of the Rumanian State monopolies.

(v) *For other reasons.* (*a*) Coins which are not legal tender in Rumania (with the exception of antique coins).

(*b*) Articles containing money are subject to the control of the National Bank of Rumania, and the remittances can be delivered to the addressees only upon proper authorization from that Bank.

(*c*) Articles of gold or silver whose total or partial fineness is lower than 0.583 for gold or 0.750 for silver.

(*d*) For umbrella and cane handles, frames, and chased work weighing 250 grams at least, a minimum fineness of 0.500 for gold is admitted. Articles not having the required fineness are rendered useless by the assay offices and returned to origin.

(*e*) Ikons and religious images with Rumanian inscriptions carved or painted on wood or cloth in Rumanian churches abroad are admitted, by special authorization from the Minister of Finance of Rumania.

(*f*) Measures of length, capacity, weight, temperature, electricity, and density, and, in general, all instruments or standards used for measuring may be imported only by special permission of the Ministry of Industry and Commerce of Rumania. The said authorization must be obtained in advance by the addressee.

(*g*) Machines for prepaying postage on mail matter are admitted to importation only with the approval of the Director General of Posts of Rumania.

§ 127.342 *Ryukyu Islands.* (Including Okinawa and the other islands of the Ryukyu Group south of 30° north latitude, including Kuchinoshima.) (Ryukyu (Nansei) Islands north of 30° north latitude (excluding Kuchinoshima) are subject to postage rates and conditions applicable to Japan.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* No provision.

(3) *Indemnity.* No provision.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Observations.* Articles should be addressed in English, but it will be permissible for the address to be shown also in any other language provided those addressed in another language bear an interlined translation in English of the name of the post office, island where located, and the words "Ryukyu Islands."

(7) *Prohibitions.* Dutiable articles (merchandise) prepaid at letter rate.

(b) *Parcel post* (Ryukyu Islands).

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.19	12	$2.28
2	.38	13	2.47
3	.57	14	2.66
4	.76	15	2.85
5	.95	16	3.04
6	1.14	17	3.23
7	1.33	18	3.42
8	1.52	19	3.61
9	1.71	20	3.80
10	1.90	21	3.99
11	2.09	22	4.18

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. O. D.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations*—(i) *Gift parcels.* (*a*) Only one parcel per week may be mailed by the same sender to or for the same addressee.

(*b*) Contents are limited to essential relief items such as nonperishable foods, clothing, soap, and mailable medicines.

(*c*) The parcels and relative customs declaration must be conspicuously marked "Gift Parcel" by the senders, who must itemize the contents and value on the customs declaration.

(*d*) Parcels which are undeliverable will not be returned to senders but will be disposed of by the postal authorities in the Ryukyu Islands.

(ii) *Other parcels.* Trade samples may be sent by parcel post up to 22 pounds in weight. The customs declarations of such parcels must bear, in addition to the description of the articles the words "Trade Samples Only."

(5) *Prohibitions.* No list.

(c) *U. S. A. gift parcels.* Ryukyu Islands.)

(1) *Table of rates.* (Surface only.)

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.15	12	$1.80
2	.30	13	1.95
3	.45	14	2.10
4	.60	15	2.25
5	.75	16	2.40
6	.90	17	2.55
7	1.05	18	2.70
8	1.20	19	2.85
9	1.35	20	3.00
10	1.50	21	3.15
11	1.65	22	3.30

NOTE: The weight limit and other tabulated information following the postage rates

in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b) of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.343 *St. Helena*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (St. Helena.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.30	7	$2.10
2	.60	8	2.40
3	.90	9	2.70
4	1.20	10	3.00
5	1.50	11	3.30
6	1.80		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* No parcel may exceed £50 in value.

(5) *Prohibitions.* (i) Bees, leeches and silkworms.

(ii) Plants as follows: Lilies (Lilium sup.), narcissus, jonquil, etc. (Narcissus, spp.), and hyacinth (Hyacinthus spp.)

(iii) Potatoes require permission of the agricultural authorities.

§ 127.344 *St. Pierre and Miquelon*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 7 cents per ounce. By ordinary means from Canada. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as Parcel post, paragraph (b) (4) of this section.

(b) *Parcel post.* (St. Pierre and Miquelon.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Idemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* Nonexplosive components of artillery fuses.

§ 127.345 *Salvador (El)*—(a) *Regular mails.*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets accepted if registered.

(2) *Registration*—Fee, 25 cents. (See §§ 127.15 and 127.101.

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air-mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* See § 127.30.

(7) *Freedom of postage for government correspondence.* See § 127.30 (f).

(8) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(9) *Combination packages.* Accepted. (See § 127.12.)

(10) *Observations.* See Observations under *Parcel post* paragraph (b) (6) of this section, as to requirements for certificate of origin.

(11) *Prohibitions.* Dutiable articles (merchandise) in the form of letters or samples. Coins, bank notes, and values payable to the bearer. Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Salvador, El.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.55	23	$4.45
2	.69	24	4.59
3	.93	25	4.73
4	1.07	26	4.87
5	1.21	27	5.01
6	1.35	28	5.15
7	1.49	29	5.29
8	1.69	30	5.43
9	1.83	31	5.57
10	1.97	32	5.71
11	2.11	33	5.85
12	2.58	34	6.31
13	2.72	35	6.45
14	2.86	36	6.59
15	3.00	37	6.73
16	3.14	38	6.87
17	3.28	39	7.01
18	3.42	40	7.15
19	3.56	41	7.29
20	3.70	42	7.43
21	3.84	43	7.57
22	3.98	44	7.71

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.02	12	0	$13.24
0	8	1.28	12	4	13.50
0	12	1.54	12	8	13.76
1	0	1.80	12	12	14.02
1	4	2.06	13	0	14.28
1	8	2.32	13	4	14.54
1	12	2.58	13	8	14.80
2	0	2.84	13	12	15.06
2	4	3.10	14	0	15.32
2	8	3.36	14	4	15.58
2	12	3.62	14	8	15.84
3	0	3.88	14	12	16.10
3	4	4.14	15	0	16.36
3	8	4.40	15	4	16.62
3	12	4.66	15	8	16.88
4	0	4.92	15	12	17.14
4	4	5.18	16	0	17.40
4	8	5.44	16	4	17.66
4	12	5.70	16	8	17.92
5	0	5.96	16	12	18.18
5	4	6.22	17	0	18.44
5	8	6.48	17	4	18.70
5	12	6.74	17	8	18.96
6	0	7.00	17	12	19.22
6	4	7.26	18	0	19.48
6	8	7.52	18	4	19.74
6	12	7.78	18	8	20.00
7	0	8.04	18	12	20.26
7	4	8.30	19	0	20.52
7	8	8.56	19	4	20.78
7	12	8.82	19	8	21.04
8	0	9.08	19	12	21.30
8	4	9.34	20	0	21.56
8	8	9.60	20	4	21.82
8	12	9.86	20	8	22.08
9	0	10.12	20	12	22.34
9	4	10.38	21	0	22.60
9	8	10.64	21	4	22.86
9	12	10.90	21	8	23.12
10	0	11.16	21	12	23.38
10	4	11.42	22	0	23.64
10	8	11.68	22	4	23.90
10	12	11.94	22	8	24.16
11	0	12.20	22	12	24.42
11	4	12.46	23	0	24.68
11	8	12.72	23	4	24.94
11	12	12.98	23	8	25.20

Lb.	Oz.	Rate	Lb.	Oz.	Rate
23	12	$25.46	34	0	$36.12
24	0	25.72	34	4	36.28
24	4	25.98	34	8	36.64
24	8	26.24	34	12	36.90
24	12	26.50	35	0	37.16
25	0	26.76	35	4	37.42
25	4	27.02	35	8	37.68
25	8	27.28	35	12	37.94
25	12	27.54	36	0	38.20
26	0	27.80	36	4	38.46
26	4	28.06	36	8	38.72
26	8	28.32	36	12	38.98
26	12	28.58	37	0	39.24
27	0	28.84	37	4	39.50
27	4	29.10	37	8	39.76
27	8	29.36	37	12	40.02
27	12	29.62	38	0	40.28
28	0	29.88	38	4	40.54
28	4	30.14	38	8	40.80
28	8	30.40	38	12	41.06
28	12	30.66	39	0	41.32
29	0	30.92	39	4	41.58
29	4	31.18	39	8	41.84
29	8	31.44	39	12	42.10
29	12	31.70	40	0	42.36
30	0	31.96	40	4	42.62
30	4	32.22	40	8	42.88
30	8	32.48	40	12	43.14
30	12	32.74	41	0	43.40
31	0	33.00	41	4	43.66
31	4	33.26	41	8	43.92
31	8	33.52	41	12	44.18
31	12	33.78	42	0	44.44
32	0	34.04	42	4	44.70
32	4	34.30	42	8	44.96
32	8	34.56	42	12	45.22
32	12	34.82	43	0	45.48
33	0	35.08	43	4	45.74
33	4	35.34	43	8	46.00
33	8	35.60	43	12	46.26
33	12	35.86	44	0	46.52

Each air-parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Yes. (See § 127.76.)
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.
Consular Invoice: Yes. (See *Observations*, subparagraph (6) of this paragraph.)

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 43 inches and up to 4 feet in length do not exceed 16 inches in girth.

(6) *Observations.* (i) The senders of parcel-post packages must furnish commercial invoices written in Spanish, with an interlineation in English of the description of the contents; which invoices should be visaed by the Salvadoran consulate at the office of mailing. There is no charge for this visa.

(ii) In case there is no Salvadoran consulate at the office of mailing, then the invoices should be authenticated by two commercial merchants.

(iii) In case the necessary invoices are not procured, a fine may be imposed in addition to the regular charges. The visaed commercial invoices need not accompany the packages to which they relate but may be sent under separate cover to the addressees of the packages.

(iv) It is also necessary that a certificate of origin accompany each mail shipment imported, except those dispatched by steamships which do not exceed $50 in value and those dispatched by air mail whose value does not exceed $100.

(v) Certificates of origin must be issued by a chamber of commerce or other duly recognized commercial or industrial organization, by the customs authorities, or by the sender in which case it must be notarized. The certificates are not required to conform to a specific formula but must contain all information necessary to identify the merchandise. They should preferably be written in Spanish or have an interlineary translation in Spanish, and must be visaed by a Salvadoran consul, and are not valid unless the Consul's signature or consulate seal is applied thereto. In case there is no Salvadoran consulate at the office of mailing, the certificate should be authenticated by a notary public.

Salvadoran consuls are located in the following cities:

Boston, Mass.
Chicago, Ill.
Houston, Tex.
Los Angeles, Calif.
Miami, Fla.
New Orleans, La.
New York, N. Y.
Philadelphia, Pa.
Reno, Nev.
St. Petersburg, Fla.
San Antonio, Tex.
San Francisco, Calif.
San Juan, P. R.
Tampa, Fla.

(vi) The class of merchandise contained in the parcels must be written in Spanish and in conformity with the nomenclature of the customs tariff.

(vii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(viii) The following-named offices in El Salvador are authorized to accept parcel-post packages:

Acajutla.
Agua Caliente.
Ahuachapan.
Alegria.
Anamoros.
Antiguo Cuscatlan.
Apaneca.
Apastepeque.
Apopa.
Arambala.
Arcatao.
Armenia.
Ataco.
Atiquizaya.
Ayutuxtepeque.
Azacualpa.
Berlin.
Bolivar.
Cacaopera.
California.
Caluco.
Cancasque.
Candelaria.
Candelaria La Frontera.
Carolina.
Carrizal.
Chalatenango.
Chalchuapa.
Chapeltique.
Chilamatal.
Chilanga.
Chiltiupan.
Chinameca.
Chirilagua.
Cinquera.
Citala.
Ciudad Barrios.
Coatepeque.
Cojutepeque.
Colon.
Comacaran.
Comalapa.
Comasagua.
Concepcion Batres.
Concepcion de Oriente.
Conchagua.
Corinto.
Cuisnahaut.
Cuscatancingo.
Cuyultitan.
Delicias.
Divisadero.
Dolores.
Dulce Nombre de Maria.
El Carmen (C.).
El Carmen (L. U.).
El Paraiso.
El Porvenir.
El Refugio.
El Rosario (C.).
El Rosario (L. P.).
El Rosario (M.).
El Sauce.
El Transito (S. M.).
El Triunfo (Pueblo).
El Triunfo (Puerto).
Ereguayquin.
Estanzuelas.
Guacotecti.
Guadalupe.
Gualococti.
Guatajiaua.
Guaymango.
Guazapa.
Hormiguero.
Huizucar.
Ilobasco.
Ilopango.
Intipuca.
Ishuatan.
Istepeque.
Izalco.
Jayaque.
Jerusalem.
Jicalapa.
Jiquilisco.
Joateca.
Jocoaitique.
Jocoro.
Juayua.
Jucuapa.
Jucuaran.
Jujutla.
Jutiapa.
Laguana de Coatepeque.
La Herradura.
La Laguna.
La Libertad (Puerto).
La Palma.
La Reina.
La Union.
Las Flores.
Las Mercedes.
Las Vueltas.
Lislique.
Lolotique.
Lolotiquillo.
Los Ranchos.
Masahuat.
Meanguera.
Meanguera de La Bahia.
Mejicanos.
Mercedes La Ceiba.
Mercedes Umana.
Metapan.
Moncagua.
Monte de San Juan.
Nahuizalco.
Nahulingo.
Nejapa.
Nombre de Jesus.
Nueva Concepcion.
Nueva Esparta.
Nueva Granada.
Nueva Guadalupe.
Nueva Trinidad.
Nuevo Cuscatlan.
Nuevo Eden de San Juan.
Ojos de Agua.
Olocuilta.
Opico.
Oratorio de Concepcion.
Osicala.
Ozatlan.
Paisnal.
Paleca.
Panchimalco.
Paraiso de Osorio.
Pasaquina.
Perquin.
Perulapia.
Poloros.
Potonico.
Quelepa.
Quezaltepeque (Conception) (Ch.).
Quezaltepeque (L. L.).
Rosario de Mora.
Sacacoyo.
Salcoatitan.
San Agustin.
San Alejo.
San Antonio (S. M.).
San Antonio de la Cruz.
San Antonio del Monte.
San Antonio Masahuat.
San Buenaventura.
San Carlos.
San Cristobal.
San Dionisio.
San Emigdio.
San Esteban.
San Fernando (Ch.).
San Fernando (M.).
San Francisco Chinameca.
San Francisco Lempa.
San Francisco Menendez.
San Francisco (Ch.).
San Francisco Morazan (M.).
San Gerardo.
San Ignacio.
San Ildefonso.
San Isidro.
San Isidro Laborador.
San Jorge.
San Jose.
San Jose Guayabal.
San Jose Villanueva.
San Juan Nonualco.
San Juan Talpa.
San Juan Tepesontes.
San Julian.
San Lorenzo (Ah.).
San Lorenzo (S. V.).
San Luis.
San Luis de la Reina.
San Marcos.
San Martin.
San Matias.
San Miguel.
San Miguel Tepesontes.
San Pedro Masahuat.
San Pedro Nonualco.
San Pedro Perulapan.
San Pedro Puxla.
San Rafael (Ch.).
San Rafael (S. M.).
San Rafael Cedros.
San Rafael Obrajuelo.
San Ramon.
San Salvador.
San Sebastian (S. S.).
San Sebastian (S. V.).
San Sebastian Salitrillo.
San Simon.

Santa Ana.
Santa Catarina Masahuat.
Santa Clara.
Santa Cruz Analquito.
Santa Cruz Michapa.
Santa Elena.
Santa Maria.
Santa Maria Ostuma.
Santa Rita.
Santa Rosa.
Santa Rosa Guachipilin.
Santa Tecla.
Santiago de la Frontera.
Santiago de Maria.
Santiago Nonualco.
Santiago Texacuangos.
Santo Domingo.
Santo Tomas.
San Vicente.
Sensembra.
Sensuntepeque.
Sesori.
Sociedad.
Sonsonate.
Sonzacate.
Soyapango.
Suchitoto.
Tacachico.
Tacuba.
Talnique.
Tamanique.
Tapalhuaca.
Tecapan.
Tecoluca.
Tejutepeque.
Tejutla.
Tenancingo.
Teotepeque.
Tepecoyo.
Tepetitan.
Texistepeque.
Tonacatepeque.
Torola.
Turin.
Uluazapa.
Usulutan.
Verapaz.
Victoria.
Yolcaiquin.
Yamabal.
Yayantique.
Yucualquin.
Zacatecoluca.
Zaragoza.

(ix) Parcel-post packages are not acceptable for other offices in El Salvador.

(7) *Prohibitions.* (i) Flour in used sacks; coffee seeds and plants; cigarette paper; containers for foreign pharmaceutical products; labels for Salvadoran wines; imitation money; sugar-making equipment; silver coins less than 0.900 fine, except collectors' coins and coins of El Salvador or the United States; nickel coins.

(ii) Saltpeter, firearms and war material, sugar and molasses, and distilling apparatus can be imported only with the permission of the Salvadoran Government.

§ 127.346 *Santa Cruz Islands*—(a) *Regular mail*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as Australia, § 127.209.

(b) *Parcel post.* (Santa Cruz Islands.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.30	7	$1.86
2	.56	8	2.12
3	.82	9	2.38
4	1.08	10	2.64
5	1.34	11	2.90
6	1.60		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* Same as Australia, § 127.209.

§ 127.347 *Sarawak*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins, manufactured or unmanufactured platinum, gold or silver, precious stones, jewelry, and other precious articles. (However, banknotes, paper money, and values payable to the bearer are admitted, if registered.)

(ii) Papers and books of a seditious nature.

(iii) Articles bearing on their covers words, marks, or designs of a seditious, obscene, threatening or offensive character, as well as articles (other than small packets, and articles sent under the green-label system) bearing on their covers an indication of the nature and value of the contents.

(iv) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(v) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Sarawak.)

(1) *Table or rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.67	12	$3.58
2	.81	13	3.72
3	1.27	14	3.86
4	1.50	15	4.00
5	1.64	16	4.14
6	1.78	17	4.28
7	1.92	18	4.42
8	2.46	19	4.56
9	2.60	20	4.70
10	2.74	21	4.84
11	2.88	22	4.98

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* (1) Nonexplosive components of artillery fuses; drugs. Firearms, except by permit. Coin or bullion exceeding $50 in value, with the exception of coin obviously intended to serve as ornaments. Base or counterfeit coin.

(ii) Bank notes, currency notes, and negotiable instruments payable to bearer.

§ 127.348 *Saudi Arabia (Kingdom of)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) There are post offices at the following places: Abha, Breda and Ouneza, Daba, Dahrein, Hail, Hassa, Jauf, Jidda (Jedda), Kahtif, Kunfida, Lith, Mecca, Medina, Oquair, Rabigh, Riyadh, Taif, Wedj, and Yenbo.

(ii) The Egyptian Postal Administration has announced that it will not accept responsibility for transmission through its territory to destination of registered articles addressed to Saudi Arabia, and no indemnity will therefore be paid for the loss of such articles in Egypt.

(8) *Prohibitions.* (i) Samples containing articles liable to customs duty or samples having a salable value.

(ii) Registered articles containing coins, gold or silver bullion, precious stones, jewelry, and other precious articles. Those which contain banknotes and paper money are admitted at the risk of the sender.

(iii) Those articles prohibited in the form of parcel post are also prohibited in the regular mails.

(b) *Parcel post.* (Saudi Arabia, Kingdom of.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.26	7	$1.82
2	.52	8	2.08
3	.78	9	2.34
4	1.04	10	2.60
5	1.30	11	2.86
6	1.56		

Weight limit: 11 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* The parcel-post service extends to the following offices only: Dhahran, Hassa, Jidda (Jedda), Khobar, Mecca, Medina, Riyadh, and Yenbo. Addressees of parcels for Dhahran must take delivery at the post office of Khobar.

(5) *Prohibitions.* (i) Arms, munitions, war material, and the nonexplosive elements of artillery fuses.

(ii) Books and prints contrary to the Islamic faith.

§ 127.349 *Senegal*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as Parcel post, paragraph (b) (4) of this section.

(b) *Parcel post.* (Senegal.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	23	$4.41
2	.53	24	4.55
3	.83	25	4.69
4	.97	26	4.83
5	1.11	27	4.97
6	1.25	28	5.11
7	1.39	29	5.25
8	1.53	30	5.39
9	1.67	31	5.53
10	1.81	32	5.67
11	1.95	33	5.81
12	2.47	34	6.34
13	2.61	35	6.48
14	2.75	36	6.62
15	2.89	37	6.76
16	3.03	38	6.90
17	3.17	39	7.04
18	3.31	40	7.18
19	3.45	41	7.32
20	3.59	42	7.46
21	3.73	43	7.60
22	3.87	44	7.74

Weight limit:[1] 22, 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

[1] The following offices are authorized to participate in the parcel post service up to the weight limits indicated. (Offices accepting parcels in excess of 22 pounds are marked with an asterisk):

Bakel.
*Bambay.
Bignona.
Birkelane.
Cascas.
*Coki.
*Dagana.
*Dahra.
Dakar.
*Dakar-Medina.
*Dianah-Malary.
Diouloulou.
*Diourbel.
*Fatick.
*Foundiougne.
*Goree.
*Gossas.
*Goumbo-Gueoul.
*Guinguineo.
Joal.
*Kaffrine.
*Kaolack.
*Kebemer.
Kedougou.
*Kelle.
*Khombole.
*Kidira.
*Kolda.
*Koungheul.
Linguere.
*Louga.
Marsassoum.
Matam.
*M'Bake.
M'Bour.
*N'Dande.
*N'Doulo.
*N'Gaye Meckhne.
*Pire Goureye.
*Podor.
*Rufisque.
*Sakal.
*Saint-Louis.
Salde.
Sebikotane.
*Sedhiou.
Sokone.
*Tambacounda.
*Thies.
*Tiaroye.
*Tivaouane.
Velingara.
*Ziguinchor.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions*—(i) *For reasons of public safety.* (a) Treasonable or communistic newspapers, periodicals or books.

(b) Arabic books and prints of all kinds must be subjected to special inspection under the conditions fixed by the Chief of the Colony.

(ii) *For sanitary reasons.* Pure or compounded essences for use in manufacturing imitation liquors are subject to special regulations.

(iii) *For the protection of plants.* Same prohibitions and restrictions as for Dahomey, § 127.240, with the addition that all products capable of propagating the coffee berry borer (Stephanoderes hampei) are prohibited.

(iv) *Arms, etc.* (a) Special authorization is required to import the following: Firearms and shot unless addressed to the government forces; raw materials for powder and munitions; air guns.

(b) Nonexplosive components of artillery fuses.

(c) The following are admitted, but are subject to special regulations upon importation: Poniards, knives in the form of poniards, stilettos, bayonets, sword-canes, weighted canes, brass knuckles, blackjacks, and all secret offensive weapons other than firearms.

(v) *For other reasons.* Same as for Dahomey, § 127.240.

§ 127.350 *Seychelles*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. See § 127.20.

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Parasites and predators of injurious insects, intended for control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Seychelles.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.44	7	$2.24
2	.70	8	2.74
3	.96	9	3.00
4	1.46	10	3.26
5	1.72	11	3.52
6	1.98		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* (i) Cast-off clothing for sale.

(ii) Plants are admitted under control of the Director of Agriculture.

(iii) Nonexplosive components of artillery fuses.

§ 127.351 *Siam*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as Parcel post, paragraph (b) (4) of this section.

(b) *Parcel post.* (Siam.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.38	12	$1.92
2	.52	13	2.06
3	.73	14	2.20
4	.87	15	2.34
5	1.01	16	2.48
6	1.15	17	2.62
7	1.29	18	2.76
8	1.36	19	2.90
9	1.50	20	3.04
10	1.64	21	3.18
11	1.78	22	3.32

(ii) Air parcels.

[Rates include surcharges]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$2.29	9	8	$57.79
0	8	3.79	9	12	59.29
0	12	5.29	10	0	60.79
1	0	6.79	10	4	62.29
1	4	8.29	10	8	63.79
1	8	9.79	10	12	65.29
1	12	11.29	11	0	66.79
2	0	12.79	11	4	68.29
2	4	14.29	11	8	69.79
2	8	15.79	11	12	71.29
2	12	17.29	12	0	72.79
3	0	18.79	12	4	74.29
3	4	20.29	12	8	75.79
3	8	21.79	12	12	77.29
3	12	23.29	13	0	78.79
4	0	24.79	13	4	80.29
4	4	26.29	13	8	81.79
4	8	27.79	13	12	83.29
4	12	29.29	14	0	84.79
5	0	30.79	14	4	86.29
5	4	32.29	14	8	87.79
5	8	33.79	14	12	89.29
5	12	35.29	15	0	90.79
6	0	36.79	15	4	92.29
6	4	38.29	15	8	93.79
6	8	39.79	15	12	95.29
6	12	41.29	16	0	96.79
7	0	42.79	16	4	98.29
7	4	44.29	16	8	99.79
7	8	45.79	16	12	101.29
7	12	47.29	17	0	102.79
8	0	48.79	17	4	104.29
8	4	50.29	17	8	105.79
8	8	51.79	17	12	107.29
8	12	53.29	18	0	108.79
9	0	54.79	18	4	110.29
9	4	56.29	18	8	111.79

Lb.	Oz.	Rate	Lb.	Oz.	Rate
18	12	$113.29	20	8	$123.79
19	0	114.79	20	12	125.29
19	4	116.29	21	0	126.79
19	8	117.79	21	4	128.29
19	12	119.29	21	8	129.79
20	0	120.79	21	12	131.29
20	4	122.29	22	0	132.79

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (§ 127.55 (b).)
Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Prohibitions.* Firearms, air guns, and their accessories, except by special authorization from the Government; toy air guns for children, as well as firearms and air guns kept exclusively as curios, may be imported without formalities. Nonexplosive components of artillery fuses are prohibited.

§ 127.352 *Sierra Leone*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins, manufactured or unmanufactured platinum, gold, and silver; precious stones, jewels, or other precious articles.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Sierra Leone.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.38	12	$2.40
2	.52	13	2.54
3	.66	14	2.68
4	.92	15	2.82
5	1.06	16	2.96
6	1.20	17	3.10
7	1.34	18	3.24
8	1.60	19	3.38
9	1.74	20	3.52
10	1.88	21	3.66
11	2.02	22	3.80

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) All parcels must be called for at the post office.

(ii) Every parcel containing goods liable to ad valorem duties and imported into Sierra Leone for sale or commercial exchange should be accompanied by an invoice showing quantity, description, and purchase price, together with a declaration that the price shown is the actual price paid. The declaration should be signed and witnessed.

(5) *Prohibitions.* Distilling apparatus; arms and munitions except under license from the Governor; base or counterfeit coins; works infringing the copyright laws; uniforms except for official use.

§ 127.353 *Solomon Islands (except Bougainville and Buka).* (See "New Guinea—Mandated Territory" concerning Bougainville and Buka.

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rates, 25 cents one-half ounce. Onward from Australia by ordinary means. (See 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Parasites and predators of injurious insects intended for the control of those insects are admitted as samples only under permit issued in advance by the Resident Commissioner.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Solomon Islands.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.30	7	$1.86
2	.56	8	2.12
3	.82	9	2.38
4	1.08	10	2.64
5	1.34	11	2.90
6	1.60		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions.* (i) Used or secondhand clothing, bedding, and other fabrics intended for sale or distribution except that private individuals may import such secondhand articles for personal use by themselves or their families.

(ii) Nonexplosive components of artillery fuses.

(iii) All coal-tar derivatives generally known as intermediate products which may be used or prepared for dyeing purposes, or which may be later modified or manufactured into dyestuffs. All colors extracted directly from cotton or mixed colors, acid colors, madder-root colors, basic colors, colors based on sulphides, colors based on copper, colors based on chromium, mordants, essential colors, oil colors, wax colors, lacquer colors, and all other synthetic colors, dyes, paints, acid colors, lacquers, leucoacids, leucobases, whether in the form of paste, powder, solution, or any other form, not manufactured in the British Empire, except in cases where they may be imported by license granted by the high commissioner for the western Pacific and duly certified by his own signature.

§ 127.354 *Somalia.* (Formerly Italian Somaliland.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. The service is available only in the cities of Mogadishu, Merca, Kismayu, Isha Baidoa and Bender Kassim. Special delivery articles are delivered free up to 1 mile from the office of destination. A charge of 50 cents (East African currency) is made for each additional mile or part of a mile.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Money-order service.* See § 17.55 (c) of this chapter.

(7) *Prohibitions.* No list.

(b) *Parcel post.* (Somalia.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.37	12	$2.40
2	.51	13	2.54
3	.80	14	2.68
4	.94	15	2.82
5	1.08	16	2.96
6	1.22	17	3.10
7	1.36	18	3.24
8	1.61	19	3.38
9	1.75	20	3.52
10	1.89	21	3.66
11	2.03	22	3.80

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up

to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Prohibitions.* No list.

§ 127.355 *South-West Africa (including Walvis Bay)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Same as Union of South Africa, § 127.372.

(b) *Parcel post.* (South-West Africa.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.26	7	$1.82
2	.52	8	2.08
3	.78	9	2.34
4	1.04	10	2.60
5	1.30	11	2.86
6	1.56		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Limit of value, £50. The value shown on the customs declaration must be the current value of the finished articles in the open market at the time of dispatch. In case of undervaluation, the parcel is liable to confiscation.

(5) *Prohibitions.* Same as Union of South Africa, § 127.372.

§ 127.356 *Spain.* (Including Balearic Islands, Canary Islands, and the Spanish Offices in Northern Africa: Ceuta, Melilla, Alhucemas, Chaferinas or Zafarani Islands, and Penon de Velez de la Gomera; also Andorra.)

NOTE: For Morocco, Spanish Zone, see § 127.307; For Rio de Oro, see § 127.340; For Spanish Guinea, see § 127.357.

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets are accepted for Spain only. Small packets not accepted for Balearic Islands, Canary Islands, and the Spanish Offices in Northern Africa.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Canary Islands: 25 cents one-half ounce; to all other places: 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. See Observations, subparagraph (9) of this paragraph. (Also see § 127.3.)

(7) *Diplomatic and consular mail.* See § 127.30.

(8) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(9) *Observations.* Dutiable articles in the form of letters, samples, or small packets must be dispatched to the exchange offices of Madrid, Barcelona, Irun, Cadiz, Coruna, Vigo, Bilbao or Les.

(10) *Prohibitions.* (i) Periodicals, newspapers, and books, unless the addressees have secured permission to import such articles from the proper authorities in Spain, and the wrappers of the packages are endorsed to indicate that the addressees have secured the necessary permission to import the articles. However, packages containing the articles in question prepaid and prepared for transmission at printed matter rates and conditions are acceptable for mailing at the risk of the senders, whether or not the sender has been advised by the addressee that the necessary permission to import has been obtained.

(ii) All articles prohibited or restricted as parcel post are also prohibited or restricted in the regular mails.

(b) *Parcel post.* Spain and Possessions.)

(1) *Table of rates.* (i) Surface parcels.

(Spain)

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.48	23	$3.96
2	.62	24	4.10
3	.80	25	4.24
4	.94	26	4.38
5	1.08	27	4.52
6	1.22	28	4.66
7	1.36	29	4.80
8	1.53	30	4.94
9	1.67	31	5.08
10	1.81	32	5.22
11	1.95	33	5.36
12	2.25	34	5.66
13	2.39	35	5.80
14	2.53	36	5.94
15	2.67	37	6.08
16	2.81	38	6.22
17	2.95	39	6.36
18	3.09	40	6.50
19	3.23	41	6.64
20	3.37	42	6.78
21	3.51	43	6.92
22	3.65	44	7.06

Weight limit: 44 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(Balearic Islands and Spanish Offices in Northern Africa)

[Rates include transit charges and surcharges]

[The Spanish Offices in Northern Africa are: Ceuta, Melilla, Alhucemas, Chaferinas or Zafarani Islands, and Penon de Velez de la Gomera]

Pounds:	Rate	Pounds:	Rate
1	$0.57	5	$1.16
2	.71	6	1.30
3	.88	7	1.44
4	1.02	8	1.61
9	$1.75	27	$4.76
10	1.89	28	4.90
11	2.03	29	5.04
12	2.42	30	5.18
13	2.56	31	5.32
14	2.70	32	5.46
15	2.84	33	5.60
16	2.98	34	5.99
17	3.12	35	6.13
18	3.26	36	6.27
19	3.40	37	6.41
20	3.54	38	6.55
21	3.68	39	6.69
22	3.82	40	6.83
23	4.20	41	6.97
24	4.34	42	7.11
25	4.48	43	7.25
26	4.62	44	7.39

(Canary Islands[1])

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.62	23	$4.45
2	.76	24	4.59
3	.96	25	4.73
4	1.10	26	4.87
5	1.24	27	5.01
6	1.38	28	5.15
7	1.52	29	5.29
8	1.72	30	5.43
9	1.86	31	5.57
10	2.00	32	5.71
11	2.14	33	5.85
12	2.58	34	6.31
13	2.72	35	6.45
14	2.86	36	6.59
15	3.00	37	6.73
16	3.14	38	6.87
17	3.28	39	7.01
18	3.42	40	7.15
19	3.56	41	7.29
20	3.70	42	7.43
21	3.84	43	7.57
22	3.98	44	7.71

Weight limit: 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents, after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

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[1] The following-named offices in the Canary Islands are authorized to participate in the parcel-post service and the name of one of these places must form a part of the address on the parcel:

Agaete.
Arucas.
Arrecife.
El Paso.
Galdar.
Garachico.
Guia de Gran Canaria.
Guimar.
Gran Tarajal.
Haria.
Icod.
La Laguna.
La Orotava.
Las Palmas.
Los Llonos.
Puerto de Cabras.
Puerto de la Cruz.
Puerto de la Luz.
Realejo Alto.
San Bartolome de Tirajana.
San Sebastian de la Gomera.
Santa Brigada.
Santa Cruz de la Palma.
Santa Cruz de Tenerife (Guia de Isora, Granadilla, Tazacorte, and Hermigua).
Silos (Los).
Tacoronte.
Telde.
Terror.
Valverde.

(5) *Storage charges.* See § 127.93, relative to storage charges on returned parcels.

(6) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(7) *Observations.* (i) The customs declarations must be completed in English with an interlineation in either French or Spanish. The gross weight of the entire parcel and the net weight of its contents must be given. Packages and the customs declarations which accompany them should bear a complete local address; that is, the name of the street and the number of the house or other designation of the exact address at which the addressees may be found. Packages not thus fully addressed, especially in the larger cities of Spain, are likely to be delayed in delivery. This information is desired by the Spanish customs authorities in order to adjust customs and transportation charges.

(ii) On parcels returned from Spain, the Balearic Islands, the Canary Islands, and the Spanish offices in Africa the sender must pay, in addition to return postage, the charges accrued on the parcel in its transportation between the Spanish exchange offices and the office of destination.

(iii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(8) *Prohibitions*—(i) *For sanitary reasons.* Pharmaceutical preparations are admitted only if they bear a distinctive sanitary stamp, which must be affixed in the producing laboratories and be obtained from the Spanish sanitary authorities.

(ii) *For the protection of plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iii) *Arms, etc.* Arms and munitions of war, blowguns, and air guns.

Nonexplosive components of artillery fuses.

(iv) *State monopolies.* (a) Tobacco, except to the Canary Islands; lighters, as well as flints for lighters. The importation of petroleum, as well as lubricants and mineral oils, is subject to special restrictions, and such products may be imported only through the intermediary of the petroleum monopoly.

(b) The importation of coffee into Spain and the Spanish Possessions is subject to import quota restrictions. Licenses to import must be in the possession of addressees for submission to the customs office of entry.

Notes of the Bank of Spain.

(v) *For other reasons.* (a) Reproductions of hydrographic charts published by the Ministry of the Navy; books and prints in the Spanish language, in cases covered by the copyright law; maps or plans by Spanish authors under the same law; Moorish copper coins; roşaries, reliquaries, and other religious articles coming from holy places, introduced by the trade or private individuals; and playing cards, even those representing the game of mah-jong.

(b) Periodicals, newspapers, and books, unless the addressees have secured permission to import such articles from the proper authorities in Spain, and the wrappers of the parcels are endorsed to indicate that the addressees have secured the necessary permission to import the articles. (See regular mails.)

(c) Celluloid, manufactured or unmanufactured, is admitted only when packed in a carton or tin box inclosed in another tightly sealed box of wood, the walls of which are at least 1 centimeter thick. The parcels must bear on the outside a label in conspicuous characters with the word "Celluloid".

(d) Jewelry and other precious articles mailed for commercial purposes must be addressed to legally qualified merchants, and may be subjected to appraisal and import-license requirements before delivery to the addressee.

§ 127.357 *Spanish Guinea.* (Rio Muni and the Islands of Fernando Po, Annobon, Elobey, and Corisco.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* See § 127.30.

(7) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(8) *Prohibitions.* Dutiable articles in letters and packages prepaid at the letter rate. Coins, banknotes, paper money, values payable to the bearer; manufactured or unmanufactured platinum, gold or silver; precious stones, jewelry, and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Spanish Guinea.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.68	8	$1.86
2	.82	9	2.00
3	1.03	10	2.14
4	1.17	11	2.28
5	1.31	12	2.84
6	1.45	13	2.98
7	1.59	14	3.12
15	$3.26	30	$5.78
16	3.40	31	5.92
17	3.54	32	6.06
18	3.68	33	6.20
19	3.82	34	6.82
20	3.96	35	6.96
21	4.10	36	7.10
22	4.24	37	7.24
23	4.80	38	7.38
24	4.94	39	7.52
25	5.08	40	7.66
26	5.22	41	7.80
27	5.36	42	7.94
28	5.50	43	8.08
29	5.64	44	8.22

Weight limit: 44 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(6) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(7) *Observations.* (i) The service extends to Santa Isabel in Fernando Po; and San Carlos, Elobey, and Bata in Rio Muni.

(ii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(iii) Customs declarations must be completed in English with an interlineation in either Spanish or French. The gross weight of the entire parcel and the net weight of its contents must be given. Packages and customs declarations which accompany them should bear a complete local address; that is, the name of the street and the number of the house or other designation of the exact address at which the addressees may be found. This information is desired by the Spanish customs authorities in order to adjust customs and transportation charges.

(8) *Prohibitions.* Same as Spain (see § 127.356 (b) (8)).

§ 127.358 *Surinam*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Bees and silkworms.

(ii) Plants of sugarcane, of coffee, of coconut, and of cotton, as well as parts thereof, except by Government permit and when consigned to the Government.

(iii) Used empty sacks of cotton, jute, or other raw textile materials, except by Government permit and subject to disinfection at the expense of the applicants.

(iv) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Surinam.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	23	$3.22
2	.28	24	3.36
3	.42	25	3.50
4	.56	26	3.64
5	.70	27	3.78
6	.84	28	3.92
7	.98	29	4.06
8	1.12	30	4.20
9	1.26	31	4.34
10	1.40	32	4.48
11	1.54	33	4.62
12	1.68	34	4.76
13	1.82	35	4.90
14	1.96	36	5.04
15	2.10	37	5.18
16	2.24	38	5.32
17	2.38	39	5.46
18	2.52	40	5.60
19	2.66	41	5.74
20	2.80	42	5.88
21	2.94	43	6.02
22	3.08	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.92	9	8	$16.09
0	8	1.33	9	12	16.50
0	12	1.74	10	0	16.91
1	0	2.15	10	4	17.32
1	4	2.56	10	8	17.73
1	8	2.97	10	12	18.14
1	12	3.38	11	0	18.55
2	0	3.79	11	4	18.96
2	4	4.20	11	8	19.37
2	8	4.61	11	12	19.78
2	12	5.02	12	0	20.19
3	0	5.43	12	4	20.60
3	4	5.84	12	8	21.01
3	8	6.25	12	12	21.42
3	12	6.66	13	0	21.83
4	0	7.07	13	4	22.24
4	4	7.48	13	8	22.65
4	8	7.89	13	12	23.06
4	12	8.30	14	0	23.47
5	0	8.71	14	4	23.88
5	4	9.12	14	8	24.29
5	8	9.53	14	12	24.70
5	12	9.94	15	0	25.11
6	0	10.35	15	4	25.52
6	4	10.76	15	8	25.93
6	8	11.17	15	12	26.34
6	12	11.58	16	0	26.75
7	0	11.99	16	4	27.16
7	4	12.40	16	8	27.57
7	8	12.81	16	12	27.98
7	12	13.22	17	0	28.39
8	0	13.63	17	4	28.80
8	4	14.04	17	8	29.21
8	8	14.45	17	12	29.62
8	12	14.86	18	0	30.03
9	0	15.27	18	4	30.44
9	4	15.68	18	8	30.85
18	12	$31.26	31	8	$52.17
19	0	31.67	31	12	52.58
19	4	32.08	32	0	52.99
19	8	32.49	32	4	53.40
19	12	32.90	32	8	53.81
20	0	33.31	32	12	54.22
20	4	33.72	33	0	54.63
20	8	34.13	33	4	55.04
20	12	34.54	33	8	55.45
21	0	34.95	33	12	55.86
21	4	35.36	34	0	56.27
21	8	35.77	34	4	56.68
21	12	36.18	34	8	57.09
22	0	36.59	34	12	57.50
22	4	37.00	35	0	57.91
22	8	37.41	35	4	58.32
22	12	37.82	35	8	58.73
23	0	38.23	35	12	59.14
23	4	38.64	36	0	59.55
23	8	39.05	36	4	59.96
23	12	39.46	36	8	60.37
24	0	39.87	36	12	60.78
24	4	40.28	37	0	61.19
24	8	40.69	37	4	61.60
24	12	41.10	37	8	62.01
25	0	41.51	37	12	62.42
25	4	41.92	38	0	62.83
25	8	42.33	38	4	63.24
25	12	42.74	38	8	63.65
26	0	43.15	38	12	64.06
26	4	43.56	39	0	64.47
26	8	43.97	39	4	64.88
26	12	44.38	39	8	65.29
27	0	44.79	39	12	65.70
27	4	45.20	40	0	66.11
27	8	45.61	40	4	66.52
27	12	46.02	40	8	66.93
28	0	46.43	40	12	67.34
28	4	46.84	41	0	67.75
28	8	47.25	41	4	68.16
28	12	47.66	41	8	68.57
29	0	48.07	41	12	68.98
29	4	48.48	42	0	69.39
29	8	48.89	42	4	69.80
29	12	49.30	42	8	70.21
30	0	49.71	42	12	70.62
30	4	50.12	43	0	71.03
30	8	50.53	43	4	71.44
30	12	50.94	43	8	71.85
31	0	51.35	43	12	72.26
31	4	51.76	44	0	72.67

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Yes. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Ordinary return receipt.* The sender of an ordinary parcel may obtain a "return receipt" by prepaying by means of postage stamps a fee of 5 cents in addition to the ordinary postage. In such case the words "Receipt desired" must be plainly written on the wrapper of the parcel.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable, in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) The insurance of all parcels containing coin, bullion, jewelry, or any other precious article is obligatory. If a parcel containing such articles is mailed uninsured, it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly.

For further information concerning insurance service, see §§ 127.102 and 127.108.

(5) *Prohibitions.* (i) For information concerning plants and empty sacks, see regular mails, paragraph (a) (7) of this section.

(ii) Nonexplosive components of artillery fuses.

§ 127.359 *Sweden* — (a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. The obligation of delivery by special messenger is limited to places served by city carriers. In other localities delivery is effected by special messenger, if possible; otherwise the addressee is notified by telephone or in some other way of the arrival of the articles so he may call at the post office for them. For further information concerning special-delivery service, see § 127.19.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Combination packages.* Accepted. (See § 127.12.)

(8) *Prohibitions.* (i) Swedish banknotes and coins, except by authorization of the National Bank of Sweden.

(ii) Securities, either Swedish or foreign, except through the intermediary of the National Bank of Sweden or certain specially authorized commercial banks.

(iii) Also all articles prohibited as parcel post.

(b) *Parcel post.* (Sweden.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	15	$2.10
2	.28	16	2.24
3	.42	17	2.38
4	.53	18	2.52
5	.70	19	2.66
6	.84	20	2.80
7	.98	21	2.94
8	1.12	22	3.08
9	1.26	23	3.22
10	1.40	24	3.36
11	1.54	25	3.50
12	1.68	26	3.64
13	1.82	27	3.78
14	1.96	28	3.92

Pounds:	Rate	Pounds:	Rate
29	$4.06	37	$5.18
30	4.20	38	5.32
31	4.34	39	5.46
32	4.48	40	5.60
33	4.62	41	5.74
34	4.76	42	5.88
35	4.90	43	6.02
36	5.04	44	6.16

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.85	20	0	$39.56
0	8	1.34	20	4	40.05
0	12	1.83	20	8	40.54
1	0	2.32	20	12	41.03
1	4	2.81	21	0	41.52
1	8	3.30	21	4	42.01
1	12	3.79	21	8	42.50
2	0	4.28	21	12	42.99
2	4	4.77	22	0	43.48
2	8	5.26	22	4	43.97
2	12	5.75	22	8	44.46
3	0	6.24	22	12	44.95
3	4	6.73	23	0	45.44
3	8	7.22	23	4	45.93
3	12	7.71	23	8	46.42
4	0	8.20	23	12	46.91
4	4	8.69	24	0	47.40
4	8	9.18	24	4	47.89
4	12	9.67	24	8	48.38
5	0	10.16	24	12	48.87
5	4	10.65	25	0	49.36
5	8	11.14	25	4	49.85
5	12	11.63	25	8	50.34
6	0	12.12	25	12	50.83
6	4	12.61	26	0	51.32
6	8	13.10	26	4	51.81
6	12	13.59	26	8	52.30
7	0	14.08	26	12	52.79
7	4	14.57	27	0	53.28
7	8	15.06	27	4	53.77
7	12	15.55	27	8	54.26
8	0	16.04	27	12	54.75
8	4	16.53	28	0	55.24
8	8	17.02	28	4	55.73
8	12	17.51	28	8	56.22
9	0	18.00	28	12	56.71
9	4	18.49	29	0	57.20
9	8	18.98	29	4	57.69
9	12	19.47	29	8	58.18
10	0	19.96	29	12	58.67
10	4	20.45	30	0	59.16
10	8	20.94	30	4	59.65
10	12	21.43	30	8	60.14
11	0	21.92	30	12	60.63
11	4	22.41	31	0	61.12
11	8	22.90	31	4	61.61
11	12	23.39	31	8	62.10
12	0	23.88	31	12	62.59
12	4	24.37	32	0	63.08
12	8	24.86	32	4	63.57
12	12	25.35	32	8	64.06
13	0	25.84	32	12	64.55
13	4	26.33	33	0	65.04
13	8	26.82	33	4	65.53
13	12	27.31	33	8	66.02
14	0	27.80	33	12	66.51
14	4	28.29	34	0	67.00
14	8	28.98	34	4	67.49
14	12	29.27	34	8	67.98
15	0	29.76	34	12	68.47
15	4	30.25	35	0	68.96
15	8	30.74	35	4	69.45
15	12	31.23	35	8	69.94
16	0	31.72	35	12	70.43
16	4	32.21	36	0	70.92
16	8	32.70	36	4	71.41
16	12	33.19	36	8	71.90
17	0	33.68	36	12	72.39
17	4	34.17	37	0	72.88
17	8	34.66	37	4	73.37
17	12	35.15	37	8	73.86
18	0	35.64	37	12	74.35
18	4	36.13	38	0	74.84
18	8	36.62	38	4	75.33
18	12	37.11	38	8	75.82
19	0	37.60	38	12	76.31
19	4	38.09	39	0	76.80
19	8	38.58	39	4	77.29
19	12	39.07	39	8	77.78
39	12	$78.27	42	0	$82.68
40	0	78.76	42	4	83.17
40	4	79.25	42	8	83.66
40	8	79.74	42	12	84.15
40	12	80.23	43	0	84.64
41	0	80.72	43	4	85.13
41	4	81.21	43	8	85.62
41	8	81.70	43	12	86.11
41	12	82.19	44	0	86.60

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: No.
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet 7 inches, provided that parcels exceeding 6 feet in combined length and girth shall not exceed 30 inches in length.

(3) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. See § 127.102 (d).

(iii) The insurance of parcels containing coin, bank notes, paper money, bullion, jewelry, or other precious articles is obligatory. If a parcel containing such articles is mailed uninsured, it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly.

(iv) Each insured parcel must be marked to show (both in figures and in roman letters), in United States currency and in gold francs, the amount for which the parcel is insured. (See § 127.102 (b) (5).)

For further information concerning insurance service, see §§ 127.102 and 127.108.

(4) *Prohibitions*—(i) *For sanitary reasons.* Shaving brushes, unless accompanied by a certificate of origin attested by the Swedish consular authority at the place of origin or by the competent authorities of the country of origin that the brushes are not of Japanese manufacture or exported from that country.

(ii) *For the protection of animals and plants.* (a) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(b) Parasites and predators of injurious insects, unless intended for the control of those insects and exchanged between officially recognized institutions.

(iii) *Arms, etc.* (a) Nonexplosive components of artillery fuses.

(b) Firearms of all kinds, cartridge holders, and bullets, except by special authorization or on behalf of the Government.

(iv) *State monopolies, etc.* (a) Pharmaceutical drugs, including bacteriological preparations, unless imported by managers of pharmacies, government institutions, or specially authorized manufacturers or wholesalers.

(b) Sacchrine and other artificial sweetening substances, unless imported by managers of pharmacies, or specially authorized scientists and manufacturers.

(c) Perfumes and other alcoholic preparations, unless specially authorized by the Alcohol Control Administration. Eau de Cologne and hair lotions for resale must be accompanied by a statement from the manufacturer that they have been denatured by means of dry extract of colocynth (at least 0.3 gram of extract per liter). The statement may be entered on the invoice.

(d) Tobacco in any form, unless addressed to the Tobacco Monopoly. However, manufactured tobacco may be imported for the Royal Family and by envoys accredited to the Swedish Court for personal use, and by tobacco dealers.

(e) As an exception to the foregoing, tobacco manufactures not exceeding 35 ounces in any one parcel may be sent as gifts to individuals for their personal use.

(f) Glucose, fecula-sugar and starch-sirup, except by authorization of the Swedish Commercial Council.

(v) *For other reasons.* (a) Merchandise bearing a designation making it appear to have been produced or manufactured in Sweden.

(b) Articles of gold and silver in general, unless they are made from metal of a certain fineness.

(c) Banknotes, coins, and securities are restricted as indicated under regular mails.

(d) At present, certain kinds of merchandise may be imported into Sweden only under license issued to the importer by the competent Swedish authorities. For more complete information, exporters should address a Swedish consulate.

§ 127.360 *Switzerland (including Liechtenstein)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) Articles inclosing prints, especially of city works, illustrated post cards, advertisements, circulars of all kinds, placards, tags, etc., books, reviews, engravings (bookkeepers' articles and products of the graphic arts) are subject to customs duties amounting to from 5 centimes up to 5 francs per kil-

ogram, according to the nature of the contents.

(ii) All packages of printed matter and of samples of merchandise whose weight, nature, or other characteristics give rise to the supposition that they are subject to customs examination [for information concerning Swiss Customs Regulations it is suggested that the senders avail themselves of the facilities of the Office of International Trade, Department of Commerce, Washington 25, D. C.] are required to have affixed to the wrappers thereof a green customs label, Form 2976 (C 1). (See § 127.17.)

(8) *Prohibitions.* Same as *Parcel post,* see paragraph (b) (6) of this section.

(b) *Parcel post.* (Switzerland, including Liechtenstein.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.24	23	$3.72
2	.38	24	3.86
3	.59	25	4.00
4	.73	26	4.14
5	.87	27	4.28
6	1.01	28	4.42
7	1.15	29	4.56
8	1.29	30	4.70
9	1.43	31	4.84
10	1.57	32	4.98
11	1.71	33	5.12
12	2.01	34	5.42
13	2.15	35	5.56
14	2.29	36	5.70
15	2.43	37	5.84
16	2.57	38	5.98
17	2.71	39	6.12
18	2.85	40	6.26
19	2.99	41	6.40
20	3.13	42	6.54
21	3.27	43	6.68
22	3.41	44	6.82

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$0.92	9	12	$18.40
0	8	1.38	10	0	18.86
0	12	1.84	10	4	19.32
1	0	2.30	10	8	19.78
1	4	2.76	10	12	20.24
1	8	3.22	11	0	20.70
1	12	3.68	11	4	21.16
2	0	4.14	11	8	21.62
2	4	4.60	11	12	22.08
2	8	5.06	12	0	22.54
2	12	5.52	12	4	23.00
3	0	5.98	12	8	23.46
3	4	6.44	12	12	23.92
3	8	6.90	13	0	24.38
3	12	7.36	13	4	24.84
4	0	7.82	13	8	25.30
4	4	8.28	13	12	25.76
4	8	8.74	14	0	26.22
4	12	9.20	14	4	26.68
5	0	9.66	14	8	27.14
5	4	10.12	14	12	27.60
5	8	10.58	15	0	28.06
5	12	11.04	15	4	28.52
6	0	11.50	15	8	28.98
6	4	11.96	15	12	29.44
6	8	12.42	16	0	29.90
6	12	12.88	16	4	30.36
7	0	13.34	16	8	30.82
7	4	13.80	16	12	31.28
7	8	14.26	17	0	31.74
7	12	14.72	17	4	32.20
8	0	15.18	17	8	32.66
8	4	15.64	17	12	33.12
8	8	16.10	18	0	33.58
8	12	16.56	18	4	34.04
9	0	17.02	18	8	34.50
9	4	17.48	18	12	34.96
9	8	17.94	19	0	35.42
19	4	$35.88	31	12	$58.88
19	8	36.34	32	0	59.34
19	12	36.80	32	4	59.80
20	0	37.26	32	8	60.26
20	4	37.72	32	12	60.72
20	8	38.18	33	0	61.18
20	12	38.64	33	4	61.64
21	0	39.10	33	8	62.10
21	4	39.56	33	12	62.56
21	8	40.02	34	0	63.02
21	12	40.48	34	4	63.48
22	0	40.94	34	8	63.94
22	4	41.40	34	12	64.40
22	8	41.86	35	0	64.86
22	12	42.32	35	4	65.32
23	0	42.78	35	8	65.78
23	4	43.24	35	12	66.24
23	8	43.70	36	0	66.70
23	12	44.16	36	4	67.16
24	0	44.62	36	8	67.62
24	4	45.08	36	12	68.08
24	8	45.54	37	0	68.54
24	12	46.00	37	4	69.00
25	0	46.46	27	8	69.46
25	4	46.92	37	12	69.92
25	8	47.38	38	0	70.38
25	12	47.84	38	4	70.84
26	0	48.30	38	8	71.30
26	4	48.76	38	12	71.76
26	8	49.22	39	0	72.22
26	12	49.68	39	4	72.68
27	0	50.14	39	8	73.14
27	4	50.60	39	12	73.60
27	8	51.06	40	0	74.06
27	12	51.52	40	4	74.52
28	0	51.98	40	8	74.98
28	4	52.44	40	12	75.44
28	8	52.90	41	0	75.90
28	12	53.36	41	4	76.36
29	0	53.82	41	8	76.82
29	4	54.28	41	12	77.28
29	8	54.74	42	0	77.74
29	12	55.20	42	4	78.20
30	0	55.66	42	8	78.66
30	4	56.12	42	12	79.12
30	8	56.58	43	0	79.58
30	12	57.04	43	4	80.04
31	0	57.50	42	8	80.50
31	4	57.96	43	12	80.96
31	8	58.42	44	0	81.42

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.

Customs declarations: 1 Form 2966.

Dispatch note: 1 Form 2972.

Parcel-post sticker: 1 Form 2922.

Sealing: Insured parcels must, and ordinary parcels may, be sealed.

Group shipments: Limited to 3 ordinary parcels. (See § 127.76.)

Registration: No.

Insurance: Yes.[1]

C. o. d.: No.

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(4) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid the rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55
From $100.01 to $200	60

(ii) Insurance return receipt: Requested at time of mailing 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) The insurance of all parcels containing coin, bullion, jewelry, or any other precious article is obligatory. If a parcel containing such articles is mailed uninsured, it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly.

(iv) Each insured parcel must be marked to show (both in arabic figures and in roman letters, spelled out in full), in United States currency, and in gold francs, the amount for which the parcel is insured. (See § 127.102 (b) (5).) The amount of insurance must also be shown on the customs declaration and on the dispatch note.

For further information concerning insurance, see §§ 127.102 and 127.108.

(5) *Observations.* A letter or card fully prepaid and bearing the same address as that of the parcel may be tied to or otherwise securely attached to the outside of the parcel in such manner as to prevent its separation therefrom and not to interfere with the address of the parcel. Stamps to cover postage on the parcel must be affixed to the wrapper of the parcel. Stamps to pay postage on the letter must be affixed to the envelope thereof; or, in case of a post card, to the address side of the card, preferably the upper right-hand portion. Parcels to which such letters or cards are attached are treated as parcel post.

(6) *Prohibitions*—(i) *For sanitary reasons.* (*a*) The importation of meat and meat preparations of all kinds may not be effected without the authorization of the Federal veterinary office. The request for authorization must be submitted by the addressee to the competent cantonal authorities. This does not apply to individual gift shipments not exceeding 4 lbs. 6 oz. in weight.

(*b*) The following are exempt from such requirement: (*1*) Shipments of meat and meat preparations not exceeding 2 kilograms, not intended for sale, and addressed by one private individual to another; (2) salted and air-dried entrails.

(*c*) All shipments, including those not exceeding 2 kilograms, containing meat or meat preparations, must be accompanied by a "certificate of origin and inspection of meats" and comply with other requirements of the Swiss regulations governing the importation of such products.

(ii) *For the protection of animals and plants.* (*a*) Bees; crude (unmelted) beeswax.

(*b*) Parasites and predators of injurious insects, unless intended for the control of those insects and exchanged between officially recognized institutions.

(*c*) Certain plants and plant products are prohibited from importation or are

[1] The insurance service to Switzerland (including Liechtenstein) is suspended.

admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iii) *State monopolies, etc.* (*a*) Table salt and salt for cattle require a special permit from the competent cantonal authorities.

(*b*) Vessels of glass or earthenware and measures for liquids bearing graduated markings of capacity are held by the customs offices of entry and sent to the cantonal offices of weights and measures, under the regulations in force, after notifying the Federal Office of Weights and Measures.

(iv) *For other reasons.*

(*a*) Horoscopes sent by persons or firms engaged in that kind of business.

(*b*) Articles of precious metal and alloys of such metals, must conform to the regulations of the Swiss Government with respect to indications of fineness.

(*c*) Crude celluloid must be packed in hermetically sealed metal boxes; articles made wholly or partly of celluloid may be sent in strong cartons; and motion-picture films must be packed in tin or wooden boxes wrapped in paper. Used wrapping paper, or paper which cannot be well fastened, may not be employed.

(*d*) Certain merchandise is subject to import restrictions, other merchandise to quota restrictions. Merchandise subject to import restrictions may be imported only if a special permit is presented. On the other hand, merchandise subject to quota restrictions may be admitted without any permit, but subject to payment of a higher duty. The ordinary duty is charged only upon presentation of the permit. Such permit is issued by the competent authorities to the persons and firms residing in Switzerland to whom the merchandise is addressed, and must be presented to the customs office clearing the shipment. A list of the merchandise subject to the aforementioned restrictions cannot be reproduced here, because it could not be kept up to date, due to the numerous and frequent modifications which it undergoes. It is therefore incumbent upon the senders and addressees to obtain information on the subject from the competent authorities in Switzerland.

§ 127.361 *Syria*—(a) *Regular mails*—(1) *Classification, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air-mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) The importation of merchandise is subject to the obtaining by the addressee of an import permit. Such previous authorization is not required for (*a*) mail articles of slight importance (whose value does not exceed $2.50) or those having no salable value, and (*b*) parcel-post packages mailed by private individuals and having no commercial character, except in the case of a number of parcels mailed by the same sender to the same addressee.

(ii) Articles for Syria should be carefully addressed to show the exact place of destination but not the names of other places nearby. The office of destination should be written legibly in Arabic characters, as far as possible, as well as in English or French.

The territory of Latakia is included in Syria.

(8) *Prohibitions.* All articles prohibited in the form of parcel post.

(b) *Parcel post.* (Syria.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.47	23	$4.61
2	.61	24	4.75
3	.93	25	4.89
4	1.07	26	5.03
5	1.21	27	5.17
6	1.35	28	5.31
7	1.49	29	5.45
8	1.63	30	5.59
9	1.77	31	5.73
10	1.91	32	5.87
11	2.05	33	6.01
12	2.62	34	6.59
13	2.76	35	6.73
14	2.90	36	6.87
15	3.04	37	7.01
16	3.18	38	7.15
17	3.32	39	7.29
18	3.46	40	7.43
19	3.60	41	7.57
20	3.74	42	7.71
21	3.88	43	7.85
22	4.02	44	7.99

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.22	11	8	$30.02
0	8	1.86	11	12	30.66
0	12	2.50	12	0	31.30
1	0	3.14	12	4	31.94
1	4	3.78	12	8	32.58
1	8	4.42	12	12	33.22
1	12	5.06	13	0	33.86
2	0	5.70	13	4	34.50
2	4	6.34	13	8	35.14
2	8	6.98	13	12	35.78
2	12	7.62	14	0	36.42
3	0	8.26	14	4	37.06
3	4	8.90	14	8	37.70
3	8	9.54	14	12	38.34
3	12	10.18	15	0	38.98
4	0	10.82	15	4	39.62
4	4	11.46	15	8	40.26
4	8	12.10	15	12	40.90
4	12	12.74	16	0	41.54
5	0	13.38	16	4	42.18
5	4	14.02	16	8	42.82
5	8	14.66	16	12	43.46
5	12	15.30	17	0	44.10
6	0	15.94	17	4	44.74
6	4	16.58	17	8	45.38
6	8	17.22	17	12	46.02
6	12	17.86	18	0	46.66
7	0	18.50	18	4	47.30
7	4	19.14	18	8	47.94
7	8	19.78	18	12	48.58
7	12	20.42	19	0	49.22
8	0	21.06	19	4	49.86
8	4	21.70	19	8	50.50
8	8	22.34	19	12	51.14
8	12	22.98	20	0	51.78
9	0	23.62	20	4	52.42
9	4	24.26	20	8	53.06
9	8	24.90	20	12	53.70
9	12	25.54	21	0	54.34
10	0	26.18	21	4	54.98
10	4	26.82	21	8	55.62
10	8	27.46	21	12	56.26
10	12	28.10	22	0	56.90
11	0	28.74	22	4	57.54
11	4	29.38	22	8	58.18
22	12	$58.82	33	8	$86.34
23	0	59.46	33	12	86.98
23	4	60.10	34	0	87.62
23	8	60.74	34	4	88.26
23	12	61.38	34	8	88.90
24	0	62.02	34	12	89.54
24	4	62.66	35	0	90.18
24	8	63.30	35	4	90.82
24	12	63.94	35	8	91.46
25	0	64.58	35	12	92.10
25	4	65.22	36	0	92.74
25	8	65.86	36	4	93.38
25	12	66.50	36	8	94.02
26	0	67.14	36	12	94.66
26	4	67.78	37	0	95.30
26	8	68.42	37	4	95.94
26	12	69.06	37	8	96.58
27	0	69.70	37	12	97.22
27	4	70.34	38	0	97.86
27	8	70.98	38	4	98.50
27	12	71.62	38	8	99.14
28	0	72.26	38	12	99.78
28	4	72.90	39	0	100.42
28	8	73.54	39	4	101.06
28	12	74.18	38	8	101.70
29	0	74.82	39	12	102.34
29	4	75.46	40	0	102.98
29	8	76.10	40	4	103.62
29	12	76.74	40	8	104.26
30	0	77.38	40	12	104.90
30	4	78.02	41	0	105.54
30	8	78.66	41	4	106.18
30	12	79.30	41	8	106.82
31	0	79.94	41	12	107.46
31	4	80.58	42	0	108.10
31	8	81.22	42	4	108.74
31	12	81.86	42	8	109.38
32	0	82.50	42	12	110.02
32	4	83.14	43	0	110.66
32	8	83.78	43	4	111.30
32	12	84.42	43	8	111.94
33	0	85.06	43	12	112.58
33	4	85.70	44	0	113.22

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: [1] 11, 22, 44 pounds.
Customs declarations: 2 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.

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[1] The following offices, unless otherwise indicated, are authorized to participate in the parcel-post service up to the weight limits indicated:

Abou Kémal.
Afrine.
Ain-el-Arab.
Alep.
Amouda.
Azaz.
Bab.
Banias Lattaquié.
Bloudan (2).
Bosra.
Chahba (1).
Dahr Safra.
Damas.
Deir-es-Zor.
Deirik.
Deraa.
Derbassié.
Djeblé.
Djerablous.
Djissir el Chogour.
Douma-Syrie.
Dreikiche.
Erlha.
Ezraa.
Fik.
Haffé.
Hama.
Harim.
Hassaké.
Homs-Syrie.
Idlib.
Kadmous.
Kamichli.
Katana.
Kerdaha.
Kessab.
Kherbet el Ghazalé.
Khraibé.
Kuneitra.
Lattaquié.
Maaret el Noman.
Marmarita.
Massyaf.
Mechta.
Membedge.
Nebek.
Omar Agha.
Palmyre.
Rakka.
Ras el Ain.
Safita.
Salkhad (1).
Saouda.
Selimié.
Soueida.
Tartous.
Tel Abiad (2).
Tel Kalah.
Yabroud (2).
Zebdani.

(1) Parcels limited to 11 pounds.
(2) Parcels limited to 22 pounds.

To all other places listed above the weight limit is 44 pounds.

Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) The importation of merchandise is subject to the obtaining by the addressee of an import permit. Such previous authorization is not required for (*a*) mail articles of slight importance (whose value does not exceed $2.50) or those having no salable value, and (*b*) parcel-post packages mailed by private individuals and having no commercial character, except in the case of a number of parcels mailed by the same sender to the same addressee.

(ii) Articles for Syria should be carefully addressed to show the exact place of destination but not the names of other places nearby. The office of destination should be written legibly in Arabic characters, as far as possible, as well as in English or French.

(5) *Prohibitions*—(i) *For sanitary reasons.* (*a*) Artificial butters and adulterated or harmful products dangerous to health.

(*b*) Cottonseed oil, soybean oil, sunflower oil, palm and palmetto oil, whale oil, seal oil, and shark oil unless denatured for soap making, require a special import permit issued by the Syrian authorities at the request of the importer.

(iii) *Arms, etc.* Arms, except sporting guns, which may be imported under special permit issued by the Syrian Government.

(iv) *State monopolies, etc.* (*a*) Cigarette papers in tubes and boxes of cigarette paper intended, by their marks and inscriptions, for the manufacture or packing of cigarettes.

(*b*) Machines for manufacturing tobacco or cigarettes (knives, choppers, etc.).

(*c*) Salt.

(*d*) Tumbeki, leaf tobacco, cigars, and cigarettes require an import permit from the Ministry of Finance of the State of destination. They are dutiable when admitted to importation, and may be sent either by parcel post or in the form of small packets.

(v) *For other reasons.* (*a*) Radiosending equipment.

(*b*) Phonograph records with a religious character.

(*c*) Essences, essential oils, and all chemical products derived therefrom intended or suitable for use in the manufacture of false or imitated alcoholic beverages; essences and aromas for the manufacture of mineral waters, ices, and pastries.

(*d*) False trade-marks, trade names, or indications of origin.

(*e*) Printed labels bearing the mark of wines, brandies, or liquors of French origin are subject to restrictions.

(*f*) Radio apparatus is subject to restrictions. Notice must be given to the Inspectorate General of Posts.

§ 127.362 *Tanganyika Territory*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Manufactured or unmanufactured platinum, gold, or silver; coins; precious stones, jewelry, and other precious articles. However, sporting prizes such as gold or silver medals or spoons are admitted in registered letters.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Tanganyika Territory.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.18	7	$1.14
2	.32	8	1.33
3	.46	9	1.47
4	.72	10	1.61
5	.86	11	1.75
6	1.00		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined 6 feet.

(4) *Observations.* (i) Parcels containing seeds or plants are subject to inspection if sent via Kenya.

(ii) Parcels should be strongly packed.

(iii) Merchandise for resale by dealers may be imported only under license granted by the Commissioner of Customs at Dar-es-Salaam.

(5) *Prohibitions*—(i) *For reasons of public safety.* Naval, military, or civil accouterments or uniforms, or any clothing having the appearance of such uniforms, may be imported only if a permit has been obtained in advance from the Principal Secretary of the Government.

(ii) *For sanitary reasons.* (*a*) Food unfit for human consumption.

(*b*) Shaving brushes from Japan.

(*c*) Condensed milk containing less than 9 percent milk fat.

(*d*) Rat virus except under permit to be obtained in advance from the Director of Medical and Sanitary Services.

(*e*) Second-hand clothing, woolen covers, and other similar articles imported for sale unless disinfected.

(*f*) Distilling apparatus and accessories may be imported only if a permit has been obtained in advance from the Principal Secretary of the Government.

(iii) *For the protection of animals and plants.* (*a*) No insects or eggs of insects may be imported without the written permission of the Director of Agriculture.

(*b*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, etc.* (*a*) All kinds of safety, toy, or alarm pistols which in the opinion of the Comptroller of Customs are capable of being converted into, or have the appearance of, lethal weapons.

(*b*) Nonexplosive components of artillery fuses.

(*c*) Firearms require authorization from the Tanganyika Government for importation.

(v) *State monopolies, etc.* Any article marked without the authority of His Majesty with the Royal Arms or monogram, or with imitations thereof.

(vi) *For other reasons.* (*a*) Base or counterfeit coins. Articles falsely marked to indicate British manufacture.

§ 127.363 *Tonga (Friendly) Islands*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See § 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. By ordinary means beyond Fiji. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(b) *Parcel post.* (Tonga (Friendly) Islands.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.46	7	$1.56
2	.60	8	1.98
3	.74	9	2.12
4	1.14	10	2.26
5	1.28	11	2.40
6	1.42		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Prohibitions*—(i) *For reasons of public safety.* Seditious articles.

(ii) *For the protection of plants.* The importation of plant matter, when permitted by local law, is subject to the production of a certificate issued by the department of agriculture of the country of origin. Produce and merchandise from American and Western Samoa are not admitted.

(iii) *Arms, etc.* Nonexplosive parts of artillery fuses.

(iv) *For other reasons.* Tobacco, cigars, cigarettes, and snuff are admitted when not packed with other goods.

§ 127.364 *Trans-Jordan*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. (See § 127.19.)

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* All articles prohibited in the form of parcel post.

(b) *Parcel post.* (Trans-Jordan.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.39	7	$1.36
2	.53	8	1.61
3	.80	9	1.75
4	.94	10	1.89
5	1.08	11	2.03
6	1.22		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Parcels must be packed in strong wood, tin, canvas, linen, or similar material.

(5) *Prohibitions.* (i) Arms; essences and oils for use in making adulterated or imitated beverages.

(ii) The importation of the following articles is subject to special restrictions: Sporting guns, saltpeter, shaving brushes.

(iii) Advertisements concerning treatment of venerial diseases or medicinal preparations intended to serve as preventatives against those diseases.

(iv) Bees and silkworms, live plants unless accompanied by a certificate from the competent authorities of the country of origin attesting that they have been examined and found free from disease.

(v) Nonexplosive components of artillery fuses.

§ 127.365 Trieste (Free Territory of)—(a) *Regular mails.*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted under the same conditions as to Italy.

(6) *Air mail service.*—Postage rate, 15 cents one-half ounce. (See § 127.20.)

(7) *Observations.* Same as Italy.

(8) *Prohibitions.* Same as Italy.

(b) *Parcel Post.* Trieste (Free Territory of).

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Observations.* Same as Italy.

(6) *Prohibitions.* Same as Italy.

(c) *U. S. A. gift parcels.* (Trieste, Free Territory of.)

(1) *Table of rates.* (Surface only.)

Pounds:	Rate	Pounds:	Rate
1	$0.10	12	$1.20
2	.20	13	1.30
3	.30	14	1.40
4	.40	15	1.50
5	.50	16	1.60
6	.60	17	1.70
7	.70	18	1.80
8	.80	19	1.90
9	.90	20	2.00
10	1.00	21	2.10
11	1.10	22	2.20

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b) of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.366 *Tinidad and Tobago*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Articles violating the trade-mark or copyright laws.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Trinidad and Tobago.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.03	3	12	$5.93
0	8	1.38	4	0	6.28
0	12	1.73	4	4	6.63
1	0	2.08	4	8	6.98
1	4	2.43	4	12	7.33
1	8	2.78	5	0	7.68
1	12	3.13	5	4	8.03
2	0	3.48	5	8	8.38
2	4	3.83	5	12	8.73
2	8	4.18	6	0	9.08
2	12	4.53	6	4	9.43
3	0	4.88	6	8	9.78
3	4	5.23	6	12	10.13
3	8	5.58	7	0	10.48

Lb.	Oz.	Rate	Lb.	Oz.	Rate
7	4	$10.83	14	12	$21.33
7	8	11.18	15	0	21.68
7	12	11.53	15	4	22.03
8	0	11.88	15	8	22.38
8	4	12.23	15	12	22.73
8	8	12.58	16	0	23.08
8	12	12.93	16	4	23.43
9	0	13.28	16	8	23.78
9	4	13.63	16	12	24.13
9	8	13.98	17	0	24.48
9	12	14.33	17	4	24.83
10	0	14.68	17	8	25.18
10	4	15.03	17	12	25.53
10	8	15.38	18	0	25.88
10	12	15.73	18	4	26.23
11	0	16.08	18	8	26.58
11	4	16.43	18	12	26.93
11	8	16.78	19	0	27.28
11	12	17.13	19	4	27.63
12	0	17.48	19	8	27.98
12	4	17.83	19	12	28.33
12	8	18.18	20	0	28.68
12	12	18.53	20	4	29.03
13	0	18.88	20	8	29.38
13	4	19.23	20	12	29.73
13	8	19.58	21	0	30.08
13	12	19.93	21	4	30.43
14	0	20.28	21	8	30.78
14	4	20.63	21	12	31.13
14	8	20.98	22	0	31.48

Each air-parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)
Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes. (See § 127.76.)
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(5) *Prohibitions*—(i) *For the protection of plants.* Raw coffee, whether hulled or not. Earth and packings containing earth. Plants, seeds, cuttings, or other parts of citrus, sugarcane, coffee, bananas, cacao, coconut, and hevea (rubber), except by previous permission from the Director of Agriculture. Unrefined sugar.

(ii) *Arms, etc.* (*a*) Arms are admitted with the permission of the inspector general of police. Disguised firearms.

(*b*) Nonexplosive components of artillery fuses.

(iii) *For other reasons.* (*a*) Liquid celluloid. Base or counterfeit coin of any country; and coin which does not have the regulation weight and fineness.

(*b*) Bulk shipments of Christmas cards intended for sale in Trinidad.

(*c*) Saccharine requires the permission of the Surgeon General.

(*d*) Extracts, essences, or other concentrations of tobacco unfit for consumption, except for industrial or horticultural purposes.

§ 127.367 *Tripolitania*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate 15 cents one-half ounce. (See § 127.20.)

(6) *Prohibitions.* No list.

(b) *Parcel post.* Service suspended.

§ 127.368 *Tristan da Cunha*—(a) *Regular mails.*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted at risk of sender.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) Indemnity. See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. By ordinary means from South Africa. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted at risk of sender. (See § 127.3.)

(7) *Prohibitions.* No list furnished.

(b) *Parcel post.* No service.

§ 127.369 *Tunisia (Tunis)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* Coins, values payable to the bearer, paper money (with the exception of bank notes, which are admitted in registered letters), manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, and other precious articles.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Tunisia.)

(1) Tables of rates. (i) Surface parcels.

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.41	23	$4.35
2	.55	24	4.49
3	.84	25	4.63
4	.98	26	4.77
5	1.12	27	4.91
6	1.26	28	5.05
7	1.40	29	5.19
8	1.54	30	5.33
9	1.68	31	5.47
10	1.82	32	5.61
11	1.96	33	5.75
12	2.45	34	6.25
13	2.59	35	6.39
14	2.73	36	6.53
15	2.87	37	6.67
16	3.01	38	6.81
17	3.15	39	6.95
18	3.29	40	7.09
19	3.43	41	7.23
20	3.57	42	7.37
21	3.71	43	7.51
22	3.85	44	7.65

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.11	2	12	$6.51
0	8	1.65	3	0	7.05
0	12	2.19	3	4	7.59
1	0	2.73	3	8	8.13
1	4	3.27	3	12	8.67
1	8	3.81	4	0	9.21
1	12	4.35	4	4	9.75
2	0	4.89	4	8	10.29
2	4	5.43	4	12	10.83
2	8	5.97	5	0	11.37

Lb.	Oz.	Rate	Lb.	Oz.	Rate
5	4	$11.91	24	12	$54.03
5	8	12.45	25	0	54.57
5	12	12.99	25	4	55.11
6	0	13.53	25	8	55.65
6	4	14.07	25	12	56.19
6	8	14.61	26	0	56.73
6	12	15.15	26	4	57.27
7	0	15.69	26	8	57.81
7	4	16.23	26	12	58.35
7	8	16.77	27	0	58.89
7	12	17.31	27	4	59.43
8	0	17.85	27	8	59.97
8	4	18.39	27	12	60.51
8	8	18.93	28	0	61.05
8	12	19.47	28	4	61.59
9	0	20.01	28	8	62.13
9	4	20.55	28	12	62.67
9	8	21.09	29	0	63.21
9	12	21.63	29	4	63.75
10	0	22.17	29	8	64.29
10	4	22.71	29	12	64.83
10	8	23.25	30	0	65.37
10	12	23.79	30	4	65.91
11	0	24.33	30	8	66.45
11	4	24.87	30	12	66.99
11	8	25.41	31	0	67.53
11	12	25.95	31	4	68.07
12	0	26.49	31	8	68.61
12	4	27.03	31	12	69.15
12	8	27.57	32	0	69.69
12	12	28.11	32	4	70.23
13	0	28.65	32	8	70.77
13	4	29.19	32	12	71.31
13	8	29.73	33	0	71.85
13	12	30.27	33	4	72.39
14	0	30.81	33	8	72.93
14	4	31.35	33	12	73.47
14	8	31.89	34	0	74.01
14	12	32.43	34	4	74.55
15	0	32.97	34	8	75.09
15	4	33.51	34	12	75.63
15	8	34.05	35	0	76.17
15	12	34.59	35	4	76.71
16	0	35.13	35	8	77.25
16	4	35.67	35	12	77.79
16	8	36.21	36	0	78.33
16	12	36.75	36	4	78.87
17	0	37.29	36	8	79.41
17	4	37.83	36	12	79.95
17	8	38.37	37	0	80.49
17	12	38.91	37	4	81.03
18	0	39.45	37	8	81.57
18	4	39.99	37	12	82.11
18	8	40.53	38	0	82.65
18	12	41.07	38	4	83.19
19	0	41.61	38	8	83.73
19	4	42.15	38	12	84.27
19	8	42.69	39	0	84.81
19	12	43.23	39	4	85.35
20	0	43.77	39	8	85.89
20	4	44.31	39	12	86.43
20	8	44.85	40	0	86.97
20	12	45.39	40	4	87.51
21	0	45.93	40	8	88.05
21	4	46.47	40	12	88.59
21	8	47.01	41	0	89.13
21	12	47.55	41	4	89.67
22	0	48.09	41	8	90.21
22	4	48.63	41	12	90.75
22	8	49.17	42	0	91.29
22	12	49.71	42	4	91.83
23	0	50.25	42	8	92.37
23	4	50.79	42	12	92.91
23	8	51.33	43	0	93.45
23	12	51.87	43	4	93.99
24	0	52.41	43	8	94.53
24	4	52.95	43	12	95.07
24	8	53.49	44	0	95.61

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)
Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) Plants, seeds, bulbs, and other parts of plants intended for propagation are subject to inspection and disinfection, and are destroyed if such is seen to be necessary.

(ii) A delivery fee of 43 centimes (gold) is charged on parcels up to a weight limit of 33 pounds in the urban zone and 64 centimes (gold) in the suburban zone, and 47 centimes (gold) for parcels up to a weight limit of 44 pounds in the urban zone and 68 centimes (gold) in the suburban zone, which charges must be borne by the addressee.

(5) *Prohibitions*—(i) *For reasons of public safety.* Saccharine and saccharinated products except in very small amounts imported as remedies by pharmacists or physicians.

(ii) *For sanitary reasons.* Nursing bottles, nipples, and pacifiers which are not made of pure rubber and marked accordingly, and vulcanized by heat.

(iii) *For the protection of animals or plants.* Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iv) *Arms, etc.* (*a*) Arms of all kinds, except that hunting and commercial arms may be imported with authorization of the Director of Public Safety.

(*b*) Nonexplosive components of artillery fuses.

(v) *State monopolies, etc.* (*a*) Playing cards.

(*b*) *Tobacco.* Manufactured tobaccos, cigars and cigarettes for the personal use of importers are admitted up to 10 kilograms per year per addressee, by authorization of the Administration of Monopolies.

(vi) *For other reasons.* (*a*) Counterfeit Tunisian chechias and books.

(*b*) Salt for private use.

(*c*) Counterfeit money, base coins, and copper coins.

(*d*) Annual quotas are fixed by decree covering the importation of pure or mixed cotton fabrics, plain or twilled, and ticking, damasks and figured fabrics, clothing, lingerie and clothing accessories, with or without handwork.

(*e*) Certain merchandise, including preserved fish, must comply with the requirements of the French law of April 20, 1932, carried in the Tunisian decree of December 1, 1936, relative to the application of marks of origin clearly and indelibly in Latin characters.

§ 127.370 *Turkey*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted under same conditions as are applicable to dutiable articles transmitted in letters and packages prepaid at the letter rate of postage.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air-mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* (i) Accepted under the following conditions:

(*a*) Articles whose introduction is not subject to any import quota restriction (mail articles containing such objects are freely admitted to importation).

(*b*) Articles exempt from the import quota, but whose importation is subject to the authorization of the competent authorities (mail articles containing such objects are admitted provided the import permit is obtained in time).

(ii) It is incumbent upon senders to obtain information in advance concerning the two classes of articles above mentioned.

(iii) Articles containing objects whose entry is prohibited or subject to restriction through the import quota decrees will be returned to origin.

(iv) As to articles containing the objects mentioned under subdivision (i) (*b*) of this subparagraph, they must either be accompanied by import permits or else the said permits must be presented at the post office by the addressees within a period of 3 days from the notice of arrival of the articles. Absence of the permit in question will likewise give rise to return to origin.

(v) If the import permit is furnished by the sender, such permit must be enclosed within the article and the fact of the insertion indicated on the cover of the article by the note "Permis d'importation inséré" (importation permit enclosed). (Also see § 127.3.)

(7) *Observations.* (i) Articles should be addressed in Turkish or French with an interlineation in English.

(ii) Articles intended for delivery in Turkey are subject to the risk of nondelivery if incorrectly addressed. The country of destination should be shown as "Turkey" only, without any such alternatives or additions as "Armenia," or "Asia Minor"; and articles for places which bear new or revised names, such as Istanbul, Izmir, and Istanbul Beyoğlu (formerly named Constantinople, Smyrna, and Pera, respectively), should be addressed with the new name.

(8) *Prohibitions.* (i) Samples of tea, coffee, flour, rice, and cereals sent in the "samples" mails are restricted to 100 grams (approximately 3½ ounces) net weight.

(ii) Samples of dyes of all kinds are restricted to 25 grams (approximately 1 ounce) net weight.

(iii) Sample packages in general are not admitted if the amount of the customs duty on such samples exceeds 15 kurus.

(iv) Coins; manufactured or unmanufactured platinum, gold, or silver; precious stones, jewelry, and other precious articles (however, registered letters may contain paper money).

(v) Cigar lighters and similar articles capable of emitting fire or sparks; artificial flints.

(vi) Antiques, unless their importation is authorized by the Administration of Museums.

(vii) Stocks, bonds, and coupons, unless addressed to the Central Bank of the Turkish Republic, require the authorization from the Ministry of Finance.

(viii) Turkish money, as well as checks and drafts expressed in Turkish money, require authorization from the Ministry of Finance.

(ix) Silkworm eggs may be imported only with the approval of the Ministry of Agriculture.

(x) Articles prohibited in the form of parcel post are likewise prohibited in the regular mails.

(b) *Parcel post.* (Turkey.)

(1) *Tables of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.22	23	$3.30
2	.36	24	3.44
3	.50	25	3.58
4	.64	26	3.72
5	.78	27	3.86
6	.92	28	4.00
7	1.06	29	4.14
8	1.20	30	4.28
9	1.34	31	4.42
10	1.48	32	4.56
11	1.62	33	4.70
12	1.76	34	4.84
13	1.90	35	4.98
14	2.04	36	5.12
15	2.18	37	5.26
16	2.32	38	5.40
17	2.46	39	5.54
18	2.60	40	5.68
19	2.74	41	5.82
20	2.88	42	5.96
21	3.02	43	6.10
22	3.16	44	6.24

(ii) Air parcels.

[Rates include surcharges]

Lbs.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.15	10	12	$25.09
0	8	1.72	11	0	25.66
0	12	2.29	11	4	26.23
1	0	2.86	11	8	26.80
1	4	3.43	11	12	27.37
1	8	4.00	12	0	27.94
1	12	4.57	12	4	28.51
2	0	5.14	12	8	29.08
2	4	5.71	12	12	29.65
2	8	6.28	13	0	30.22
2	12	6.85	13	4	30.79
3	0	7.42	13	8	31.36
3	4	7.99	13	12	31.93
3	8	8.56	14	0	32.50
3	12	9.13	14	4	33.07
4	0	9.70	14	8	33.64
4	4	10.27	14	12	34.21
4	8	10.84	15	0	34.78
4	12	11.41	15	4	35.35
5	0	11.98	15	8	35.92
5	4	12.55	15	12	36.49
5	8	13.12	16	0	37.06
5	12	13.69	16	4	37.63
6	0	14.26	16	8	38.20
6	4	14.83	16	12	38.77
6	8	15.40	17	0	39.34
6	12	15.97	17	4	39.91
7	0	16.54	17	8	40.48
7	4	17.11	17	12	41.05
7	8	17.68	18	0	41.62
7	12	18.25	18	4	42.19
8	0	18.82	18	8	42.76
8	4	19.39	18	12	43.33
8	8	19.96	19	0	43.90
8	12	20.53	19	4	44.47
9	0	21.10	19	8	45.04
9	4	21.67	19	12	45.61
9	8	22.24	20	0	46.18
9	12	22.81	20	4	46.75
10	0	23.38	20	8	47.32
10	4	23.95	20	12	47.89
10	8	24.52	21	0	48.46

Lbs.	Oz.	Rate	Lb.	Oz.	Rate
21	4	$49.03	32	12	$75.25
21	8	49.60	33	0	75.82
21	12	50.17	33	4	76.39
22	0	50.74	33	8	76.96
22	4	51.31	33	12	77.53
22	8	51.88	34	0	78.10
22	12	52.45	34	4	78.67
23	0	53.02	34	8	79.24
23	4	53.59	34	12	79.81
23	8	54.16	35	0	80.38
23	12	54.73	35	4	80.95
24	0	55.30	35	8	81.52
24	4	55.87	35	12	82.09
24	8	56.44	36	0	82.66
24	12	57.01	36	4	83.23
25	0	57.58	36	8	83.80
25	4	58.15	36	12	84.37
25	8	58.72	37	0	84.94
25	12	59.29	37	4	85.51
26	0	59.86	37	8	86.08
26	4	60.43	37	12	86.65
26	8	61.00	38	0	87.22
26	12	61.57	38	4	87.79
27	0	62.14	38	8	88.36
27	4	62.71	38	12	88.93
27	8	63.28	39	0	89.50
27	12	63.85	39	4	90.07
28	0	64.42	39	8	90.64
28	4	64.99	39	12	91.21
28	8	65.56	40	0	91.78
28	12	66.13	40	4	92.35
29	0	66.70	40	8	92.92
29	4	67.27	40	12	93.49
29	8	67.84	41	0	94.06
29	12	68.41	41	4	94.63
30	0	68.98	41	8	95.20
30	4	69.55	41	12	95.77
30	8	70.12	42	0	96.34
30	12	70.69	42	4	96.91
31	0	71.26	42	8	97.48
31	4	71.83	42	12	98.05
31	8	72.40	43	0	98.62
31	12	72.97	43	4	99.19
32	0	73.54	43	8	99.76
32	4	74.11	43	12	100.33
32	8	74.68	44	0	100.90

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Limited to 3 parcels (see § 127.76).
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Observations.* (i) Parcel-post packages may be addressed only to the following offices in Turkey:

TURKEY IN EUROPE

Alpullu.
Edirne (Adrianople).
Gelibolu (Gallipoli).
Istanbul (Constantinople).
İstanbul Beyoğlu (Pera).
İstanbul Galata.
Kirklareli (Kirk-Kilissé).
Tekirdağ (Takfour-Dagh or Rodosto).
Uzunköprü.

TURKEY IN ASIA

Adana.
Adapazarî.
Afyon Karahisar.
Akhisar (Manisa).
Amasya.
Ankara (Angora).
Antakya (Antioch).
Antalya (Adalia).
Aydin.
Ayvalik.
Balikesir (Carassi).
Bandirma (Panderma).
Bergama.
Biga.
Bilecik (Biledjik).
Bitlis.
Bodrum.
Bursa (Broussa).
Ceyhan.
Cizre.
Corum.
Denizli.
Derince (Kocaeli).
Diyarbekir.
Dörtyol.
Elâziz.
Erbaa.
Ereğli.
Eskisehir.
Gazî Antep.
Gemlik.
Giresun (Kerasond).
İnebolu.
Iskenderon (Alexandrette).
İstanbul-Üskudar.
Izmir (Smyrna).
İzmit.
Kadîköy.
Kanya.
Kilis.
Karabuk.
Kuşadasî.
Kütahya.
Malatya.
Manisa (Magnesia).
Maraş.
Mardin.
Mersin.
Merzifon.
Milas.
Mudanya.
Muğla.
Mustafaremalpasa.
Niğde.
Niksar.
Odemis.
Ordu.
Osmaniye.
Salihli.
Samsun.
Sebin Karahisar.
Silifke.
Silifke (İçel).
Sivas.
Siverek.
Tarsus.
Tokat.
Trabzon (Trebizond).
Urfa.
Uşak.
Van.
Zile.
Zonguldak.

(ii) Articles intended for delivery in Turkey are subject to the risk of nondelivery if incorrectly addressed. The country of destination should be shown as "Turkey in Europe" or "Turkey in Asia" only, without any such alternatives or additions as "Armenia," or "Asia Minor," and articles for places which bear new or revised names, such as Istanbul, Izmir, and Istanbul Beyoğlu (formerly named Constantinople, Smyrna, and Pera, respectively), should be addressed with the new name.

(iii) The value and net weight of each kind of article or goods should be shown on the customs declaration, also the country of origin of the merchandise.

(iv) A quota system is in force in Turkey, and articles which are subject to quota restrictions are not admitted importation. Many articles otherwise admissible are subject to special import restrictions. Prospective mailers should be instructed to ascertain from their correspondents in Turkey whether and under what conditions the articles they desire to send will be admitted importation.

(v) No charge is made for the visa of certificates of origin accompanying parcel-post packages addressed for delivery in Turkey when the value of the shipment does not exceed $30. For shipments valued at more than $30, but not more than $1,200, the visa is one-half of 1 percent, and for larger shipments the charge is one-quarter of 1 percent.

(vi) Certificates of origin accompanying parcel-post shipments to Turkey need no longer be prepared in the Turkish language.

(vii) The forms mentioned may be obtained from the Turkish consul general in New York, N. Y., and must be completed by the shipper, who will swear to its authenticity before a notary public and then forward such documents to the official named for appropriate visa.

(viii) However, in those cases where the sender may live at some distant point, the certificate may be authenticated by an American chamber of commerce.

(ix) A commercial invoice must be inclosed in the parcel and the parcel indorsed "Invoice and certificate of origin inclosed."

(6) *Prohibitions*—(i) *For reasons of public safety.* Post cards of private manufacture bearing the legend "Poste de la République Turque"; newspapers, periodicals and other publications prohibited by a Government decree; paper, envelopes, and other stationery bearing pictures of members of the former Ottoman dynasty.

(ii) *For sanitary reasons.* (*a*) Used bedding, linens, clothing, carpets, empty sacks, etc., not accompanied by a certificate of origin attesting their disinfection; rags and waste.

(*b*) Adulterated or harmful foodstuffs.

(*c*) Saccharine and similar substances, except in small quantities for scientific and medical use.

(*d*) Shaving brushes from Japan.

(*e*) All medicinal and pharmaceutical specialties from abroad require the previous authorization of the Ministry of Hygiene and Public Welfare except small quantities for medical use or samples for physicians.

(*f*) Veterinary specialties are subject to the same conditions for importation as medicinal specialties; request for authorization to import them must be addressed to the Ministry of Agriculture.

(*g*) Quinine, its derivatives and salts, as well as other medicaments and specific and synthetic specialties for fever, neosalvarsan and compounds of arsenobenzol whose components are identical or similar to those of neosalvarsan, as well as their pharmaceutical preparations of all kinds, salts of bismuth and mercury used for the treatment of syphilis, and their compounds and preparations, may be imported only by the Red Crescent Association.

(*h*) Mineral waters require the previous authorization of the Ministry of Hygiene and Public Welfare.

(*i*) Clinical thermometers must be accompanied by a certificate of inspection from the authorities of the country of origin.

(iii) *For the protection of animals and plants.* (*a*) Indian berries or fish berries (Anamirta cocculus indicus).

(*b*) All animal substances which are not accompanied by a certificate of origin, legalized by an official veterinary, attesting the nonexistence of diseases at the place of origin.

(*c*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(*d*) Parasites and predators of injurious insects, unless intended for the con-

trol of those insects and exchanged between officially recognized institutions.

(iv) *Arms, munitions, etc.* (*a*) Saltpeter, empty cartridges (except those for hunting arms).

(*b*) Arms and munitions of war and their accessories.

(*c*) Secret and prohibited arms (poniards, bayonets, sword canes, air rifles, and air pistols, etc.).

(*d*) Nonexplosive components of artillery fuses.

(*e*) Side arms and firearms intended for hunting, as well as de luxe arms, are admitted if it is established on customs inspection that they are not of the kinds prohibited by the Government.

(*f*) Gas masks for either war or industrial use, and all other material for protection against gas, may be imported only by the Red Crescent Association.

(v) *State monopolies, etc.* (*a*) Salt.

(*b*) The following may be imported only by the Monopoly Administration: Tobacco and its products; cigarette paper and apparatus for making cigarettes; tobacco seed; tea; playing cards other than children's games.

(vi) *For other reasons.* (*a*) Military goods (other than those imported by the Government).

(*b*) Containers bearing names or trade marks of foreign firms.

(*c*) Merchandise bearing false trade marks.

(*d*) Tokens having the form of coins.

(*e*) Tablets of acetylsalicylic acid (American brands). Tablets of colored quinine.

(*f*) Packets of iodoform gauze which are not enclosed in sealed bottles.

(*g*) Silver coins and all foreign specie coins (except gold coins and ancient coins for collections), obsolete paper money, imitations of Turkish or foreign money for ornament.

(*h*) Calculating machines, unless imported by the Government.

(*i*) Apparatus for exploding mines.

(*j*) Mirrors and other heliostat accessories, unless imported by the Government.

(*k*) Measures contrary to law.

(*l*) Glasses magnifying more than eight times, unless ordered by the Government.

§ 127.371 *Turks Island (including Caicos Islands)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. By ordinary means from Jamaica. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Combination packages.* Accepted. (See § 127.12.)

(8) *Prohibitions.* (i) Parasites and predators of injurious insects intended for the control of those insects and exchanged between officially recognized institutions are admitted in the form of samples only.

(ii) Also, all articles prohibited or restricted as parcel post are likewise prohibited or restricted in the regular mails.

(b) *Parcel post.* (Turks Island, including Caicos Islands.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Registry return receipt.* No fee. (See § 127.101 (h).)

(4) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(5) *Prohibitions.* Firearms, except under permit. Nonexplosive components of artillery fuses. Bees, leeches, and silkworms.

§ 127.372 *Union of South Africa.* (Provinces of Cape of Good Hope, Natal (Including Zululand and Amatongaland), Orange Free State and Transvaal; also British Bechuanaland, Swaziland and Basutoland).

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* Fee, 20 cents. Special-delivery articles are delivered only from head and branch offices where telegraph messengers are located. Free delivery is effected to any point within 1 mile of the special-delivery office; beyond that distance there is collected a charge of 6 pence per mile or fraction thereof, in addition to the cost of any conveyance necessary. For further information concerning special-delivery service, see § 127.19.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) See "Observations" under "Parcel Post" for information as to the South African import-license requirements and the marking required for gift and sample shipments.

(ii) Advertising catalogs, price lists, and trade publications of firms or persons having no established place of business in the Union of South Africa and no permanent agent holding stocks in South Africa are admitted free of duty. Therefore, under such circumstances, single catalogs or price lists of foreign firms sent through the post addressed to importers, merchants, manufacturers, public libraries, and similar institutions, are not dutiable.

(iii) All other advertising matter, including that addressed to private individuals, is subject to customs charges at the rate of 40 per cent ad valorem, or 6 pence per pound, whichever may be the greater.

(iv) Senders may, if they so desire, assess the duty at the rate mentioned, and prepay it by affixing to the packets customs-duty stamps of the Union of South Africa, obtainable in denominations of ½ penny, 1 penny, 2 pence, and 6 pence from the official representative of the Department of Customs of the Union of South Africa, 44 Whitehall Street, New York 4, N. Y.

(v) Remittances by money order or postal order are not accepted by the Department of Customs, Union of South Africa, in prepayment of customs duty. It is possible, however, to forward to the addressee direct an international postal money order covering the estimated amount of the duty and other charges.

(8) *Prohibitions.* All articles prohibited as parcel post, except that diamonds and other precious stones may be imported in the registered-letter mails.

(b) *Parcel post.* (Union of South Africa.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.31	5	12	$21.99
0	8	2.25	6	0	22.93
0	12	3.19	6	4	23.87
1	0	4.13	6	8	24.81
1	4	5.07	6	12	25.75
1	8	6.01	7	0	26.69
1	12	6.95	7	4	27.63
2	0	7.89	7	8	28.57
2	4	8.83	7	12	29.51
2	8	9.77	8	0	30.45
2	12	10.71	8	4	31.39
3	0	11.65	8	8	32.33
3	4	12.59	8	12	33.27
3	8	13.53	9	0	34.21
3	12	14.47	9	4	35.15
4	0	15.41	9	8	36.09
4	4	16.35	9	12	37.03
4	8	17.29	10	0	37.97
4	12	18.23	10	4	38.91
5	0	19.17	10	8	39.85
5	4	20.11	10	12	40.79
5	8	21.05	11	0	41.73

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

NOTE: See § 127.355, *South-West Africa*, concerning parcels intended for that Protectorate.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* (i) The South African Government requires that import licenses be obtained by the addressees to take delivery of commercial shipments containing certain types of merchandise, regardless of value. It is recommended that prospective shippers ascertain in advance of mailing whether their addressees possess the necessary import license, provided one is required.

No import licenses are required for bona fide gift shipments not exceeding 5 pounds (about $20) in value, or for sample shipments having no commercial value. Senders should mark the wrappers and customs declarations of such parcels "Gift Parcel" or "Sample—no value," as the case may be.

(ii) The war duty of 5 per cent ad valorem has been abolished on wearing apparel other than articles composed of or containing silk or imitation silk; consequently it is essential that the material of articles of clothing be fully described on the customs declaration to show whether of wool, cotton, or silk, in order to secure freedom from duty in proper cases.

(iii) The value shown on the customs declaration must be the current value of the finished articles in the open market at the time of dispatch. In case of undervaluation the parcel is liable to confiscation.

(iv) A wharfage charge of 1d. per unit of value of 10s. is levied on each parcel-post package received in the Union of South Africa.

(v) A charge of 6d. per parcel is levied on each dutiable parcel received in the Union of South Africa for stamp duty and clearance fee.

(vi) Addressees are required to pay a charge of 3d. per pound for each parcel received from the United States.

(vii) An order for the return or redirection of a parcel must be accompanied by an amount due for postage necessary for the return of the article to the office of origin or its redirection at the ordinary rates.

(5) *Prohibitions*—(i) *For sanitary reasons.* Serums, vaccines, and cultures of pathogenic microorganisms capable of communicating diseases to man may be imported only under permit from the Ministry of Public Health. Mallein and tuberculin for veterinary use may be imported only under permit from the chief veterinary surgeon of the Government. The bottle or receptacle intended to contain the serum, lymph, or other substances to be used in the preventive treatment of human diseases must bear a label showing the name and address of the manufacturer, and the date of manufacture or date after which the use of the preparation is not recommended.

(ii) *For the protection of animals and plants.* (*a*) Honey, confections sweetened with honey, sirups, malt, and medicament mixed with honey; flypaper and other substances containing honey for catching flies.

(*b*) Used beehives and other containers for bees, honey or beeswax.

(*c*) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(iii) *Arms, etc.* Munitions and fuses for firearms.

(iv) *For other reasons.* (*a*) Diamonds and precious stones; coins; gold dust or nuggets.

(*b*) Eau de Cologne, to Basutoland.

(*c*) Cheddar, Gouda, Edam, Chedlet, Cheshire, Little Wilts, Pont du Salut, Kraft, and similar cheeses, except by previous permission from the Minister of Agriculture.

(*d*) Flour, rice.

§ 127.373 *Union of Soviet Socialist Republics*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Observations.* (i) The postal administration of the Union of Soviet Socialist Republics has advised that a large number of newspapers from abroad arrive in that country without address, due to the fact that the wrappers are generally made of paper not strong enough to withstand the long voyage and repeated handlings, and must therefore be sent to the dead letter office by that service; and has requested that publishers use only very strong paper for making address wrappers and that the address be reproduced on the article itself, in order to insure its delivery in case the wrapper is torn off en route.

(ii) The following regulations govern the admission of "prints" containing literary publications and fashion journals addressed to private individuals.

(iii) Fashion journals sent singly to state enterprises engaged in garment making or the sale of clothing, or to private individuals, are admitted without hindrance, provided that the regulations in force relative to printed matter are observed.

(iv) Printed articles containing fashion journals addressed to private persons are to be delivered to the addressees only if the respective licenses are presented, regardless of the sender (private person or firm). If such licenses are not submitted, the articles in question will be returned to origin.

(v) Articles of printed matter and any other articles containing periodical or nonperiodical literature, sent by bookstores or other firms to individuals are admitted without a license only if they contain a single copy of each publication (book, magazine, or newspaper).

(vi) Packages containing seeds, plants, and parts of plants intended for propagation are subject, after their arrival in the Union of Soviet Socialist Republics, to an examination by the Quarantine Inspection Service which shall decide whether or not such shipments are admissible. Shipments which do not conform to the regulations will either be returned to the country of origin or destroyed.

(7) *Prohibitions.* (i) Dutiable articles (merchandise) in letters and packages prepaid at letter rate.

(ii) Values payable to the bearer, coins, manufactured or unmanufactured platinum, gold or silver, precious stones, jewelry and other precious articles.

(iii) The importation by mail in the Union of Soviet Socialist Republics of State bank notes of the country named, of Treasury notes and specie of that country, is prohibited.

(iv) It is also forbidden to import means of payment (drafts, etc.) made up in money of the Union of Soviet Socialist Republics, with the exception of checks and other remittances made up in money of the Union of Soviet Socialist Republics to the open accounts current in the credit establishments of the Union of Soviet Socialist Republics expressly for accounts relative to foreign commerce; checks and other remittances to the accounts of foreign correspondents in the credit establishments of the Union of Soviet Socialist Republics ("Loro" accounts), as well as travelers' checks of the State Bank of the Union of Soviet Socialist Republics.

(v) The importation by mail of foreign obligations of public loans, as well as of stocks and obligations of foreign State establishments and enterprises, public and private; and of coupons, is admitted if a permit is presented from the Values Section of the People's Commissariat for Finance of the Union of Soviet Socialist Republics at Moscow.

(vi) The prohibition against importing Soviet State bank notes and Soviet treasury notes and species, as well as means of payment (drafts, etc.) in Soviet money, does not extend to those which were exported from the Union of Soviet Socialist Republics up until August 1, 1926.

(vii) Anyone desiring to send such values by mail is bound to present in advance to the administration of values of the People's Commissariat for Finance of the Union of Soviet Socialist Republics the respective proofs as to the date of exportation of the said values, and must obtain the opinion of the said administration that the proofs are sufficient.

(viii) The importation by mail of sight drafts drawn in money of the Union of Soviet Socialist Republics and exported with the permission of the Values Section of the People's Commissariat for Values is admitted without restriction as to the amounts, and independently of the date of their exportation abroad.

(ix) Void paper values, obligations issued by private persons, companies, and cities.

(x) Mail articles of all kinds destined for the Union of Soviet Socialist Republics, in which the inclusion of various values and securities has been effected without observing the above conditions, will be confiscated.

(xi) The importation from foreign countries of bank notes of the former Polish Bank, as well as bills of the state treasury and coins of the former Government of Poland, is prohibited.

(xii) Documents, prints, engravings, photographs, films, manuscripts, drawings, and designs, which may injure the

Union of Soviet Socialist Republics politically or economically.

(xiii) Prints, engravings, photographs, films, manuscripts, drawings, designs, phoautographs, printing plates, phonograph records, and materials for their manufacture, may be admitted, provided they have been previously authorized by the Soviet Government.

(xiv) On imported prints it is also temporarily prohibited to correct mistakes in printing, or to bring out, by means of points or dashes, traced by hand or machinery, any isolated words or sentences.

(xv) Postage stamps, cancelled or not, philatelic collections, bonds, and bills of exchange, no longer valid, when sent by mail to private individuals.

(xvi) Articles containing match box labels for collectors may be imported without special license only when they contain but a single specimen of each kind. If more than one specimen of a kind is inclosed, a special permit must be obtained from the People's Commissariat for Foreign Commerce.

(xvii) The articles prohibited importation are also prohibited transmission through the country.

(xviii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Union of Soviet Socialist Republics.)

(1) *Tables of rates.* (i) Surface parcels.

(Union of Soviet Socialist Republics in Europe.)

[Rates include transit charges]

Pounds:	Rate	Pounds:	Rate
1	$0.59	12	$2.34
2	.73	13	2.48
3	.81	14	2.62
4	.95	15	2.76
5	1.09	16	2.90
6	1.23	17	3.04
7	1.37	18	3.18
8	1.44	19	3.32
9	1.58	20	3.46
10	1.72	21	3.60
11	1.86	22	3.74

(Union of Soviet Socialist Republics in Asia.)

Pounds:	Rate	Pounds:	Rate
1	$1.25	12	$3.64
2	1.39	13	3.78
3	1.47	14	3.92
4	1.61	15	4.06
5	1.75	16	4.20
6	1.89	17	4.34
7	2.03	18	4.48
8	2.10	19	4.62
9	2.24	20	4.76
10	2.38	21	4.90
11	2.52	22	5.04

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.66	4	8	$12.37
0	8	2.29	4	12	13.00
0	12	2.92	5	0	13.63
1	0	3.55	5	4	14.26
1	4	4.18	5	8	14.89
1	8	4.81	5	12	15.52
1	12	5.44	6	0	16.15
2	0	6.07	6	4	16.78
2	4	6.70	6	8	17.41
2	8	7.33	6	12	18.04
2	12	7.96	7	0	18.67
3	0	8.59	7	4	19.30
3	4	9.22	7	8	19.93
3	8	9.85	7	12	20.56
3	12	10.48	8	0	21.19
4	0	11.11	8	4	21.82
4	4	11.74	8	8	22.45
8	12	$23.08	15	8	$40.09
9	0	23.71	15	12	40.72
9	4	24.34	16	0	41.35
9	8	24.97	16	4	41.98
9	12	25.60	16	8	42.61
10	0	26.23	16	12	43.24
10	4	26.86	17	0	43.87
10	8	27.49	17	4	44.50
10	12	28.12	17	8	45.13
11	0	28.75	17	12	45.76
11	4	29.38	18	0	46.39
11	8	30.01	18	4	47.02
11	12	30.64	18	8	47.65
12	0	31.27	18	12	48.28
12	4	31.90	19	0	48.91
12	8	32.53	19	4	49.54
12	12	33.16	19	8	50.17
13	0	33.79	19	12	50.80
13	4	34.42	20	0	51.43
13	8	35.05	20	4	52.06
13	12	35.68	20	8	52.69
14	0	36.31	20	12	53.32
14	4	36.94	21	0	53.95
14	8	37.57	21	4	54.58
14	12	38.20	21	8	55.21
15	0	38.83	21	12	55.84
15	4	39.46	22	0	56.47

Each air parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.
Customs declarations: 3 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(3) *Indemnity.* No provision.

(4) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(5) *Observations.* (i) Parcels containing used clothing and used shoes are admitted only on the condition that the articles are fit for use and are accompanied by certificates from a commercial firm attesting that the said articles have been subjected to disinfection. The certificates must be dated and the relative articles should be mailed as soon after such date as possible. The wrapper of each such parcel must be endorsed to indicate that the certificate of disinfection is enclosed. Parcels not accompanied with disinfection certificates will be returned to origin.

(ii) Parcels, even though containing used clothing, are delivered to the addressee only upon the payment of the customs duties levied thereon.

(iii) The customs declaration accompanying a parcel for personal use shall contain besides the usual information, a note indicating that the parcel is absolutely intended for the personal use of the addressee and has no commercial value for the sender.

(iv) In case of discovery, in parcels for personal use and parcels of merchandise, or articles concealed against customs inspection or not indicated in the customs declarations, not only the said articles, but the entire parcel in which they are found, will be confiscated. Prohibited articles listed on the customs declaration are returned to origin; those not listed are confiscated.

(v) Parcels must not be closed by means of metal bands or metal straps.

(6) *Prohibitions.* (i) All parcel-post packages, regardless of weight, if they contain articles with a mercantile value, are delivered to the addressees only upon the presentation of permits issued by a Commissariat of Foreign Trade or its branches.

(ii) Parcel-post packages not forwarded for commercial purposes, and containing only such articles as shown in the following list in quantities not exceeding those indicated therein, are admitted importation without production of a permit from the People's Commissariat for Commerce.

(iii) List of articles allowed to enter without a permit when intended for personal use:

List of articles	*Gross weight limit or total number of articles per year*
Absorbent and antiseptic cotton	2 pounds.
Articles of gold, silver and platinum	22 pounds.
Bags, purses and briefcases	1 of each.
Beans and peas	11 pounds.
Books, pictures, maps, and other prints	2 copies of each title.
Butter and lard	11 pounds.
Capers	2 pounds.
Cheese and margarine	11 pounds.
Chocolate and candy	4 pounds.
Clothing, completed; underwear, knitted or of cloth; bed and table linen.	2 suits; 2 overcoats; 2 dresses; 2 skirts; 2 blouses; 2 jumpers; 2 sweaters; 2 nightgowns; 2 sport suits; bed linen, 2 pieces of each kind; body linen, 6 suits, 3 shirts, 4 pairs socks, 2 pajamas, 2 bathing suits; table linen, 1 tablecloth, 6 napkins, 3 handtowels; 3 neckties; 1 pair suspenders; 2 pillow cases; 1 bedspread.
Cod-liver oil, transparent (medicinal)	4 pounds.
Coffee, roasted and ground	4 pounds.
Colors in tablets or powder, in boxes, cups, tubes or capsules; mixed in India ink.	7 ounces of each color.
Compound pharmaceutical products and medicines, in doses or prescribed quantities.	2 pounds gross.

List of articles	*Gross weight limit or total number of articles per year*
Confectionery, pastries, biscuits, condensed and preserved milk and cream, jelly and marmalade.	11 pounds.
Cosmetics and perfumes	1 of each article, 1 pound in all.
Dextrine and starch	11 pounds.
Dried vegetables	11 pounds.
Eyeglasses	1 pair.
Fish and caviar	11 pounds.
Flints for lighters	1 ounce.
Flour	11 pounds.
Food prepared for infants (Nestle's and similar types)	11 pounds.
Foodstuffs prepared and hermetically sealed, prepared mustard, soya and other condiments.	11 pounds.
Footwear	2 pairs.
Fruits and berries, dried	11 pounds.
Fruits and berries in oil or vinegar	11 pounds.
Gloves	3 pairs.
Ground chicory	6½ pounds.
Ground cocoa	4 pounds.
Gruel (oatmeal and other cereals to be cooked)	11 pounds.
Haberdashery and toilet articles (cigarette holders, pipes, ashtrays, lighters, boxes, jewelry, brushes and combs).	1 of each article.
Hats, bonnets and caps, complete	2 articles.
Honey, maltose, molasses, grape sugar, starch sugar sirups	11 pounds.
Lard and butter	11 pounds.
Macaroni and vermicelli	11 pounds.
Malt	11 pounds.
Margarine and cheese	11 pounds.
Meat extracts (condensed bouillon)	11 pounds.
Mineral waters, natural and artificial	11 pounds.
Mushrooms	11 pounds.
Mustard, dried or ground	4 pounds.
Needles of all kinds	1½ ounces.
Office and art supplies	1 dozen pencils, 6 small brushes, 1 pound stationery.
Oil	6½ pounds.
Optical, physical and medical supplies (prostheses, artificial eyes, surgical corsets, hearing aids, etc.) when prescribed.	1 article or set.
Peas and beans	11 pounds.
Purses, bags and brief cases	1 of each.
Razor blades	2 dozen.
Razors and hair clippers	1 of each.
Rice	11 pounds.
Rubbers, felt boots and snow boots	1 pair of each.
Salt (table and cooking)	11 pounds.
Samples of products and materials without salable value, addressed to State and co-operative institutions.	22 pounds.
Seeds, except cotton, mallow, hemp and weed seeds	1 pound.
Smoked food products	11 pounds.
Soap, including toilet soaps	11 pounds.
Spectacles and nose glasses	1 pair of either.
Spices; vanilla, pepper, cinnamon, cloves, saffron, etc	3½ ounces.
Starch and dextrine	11 pounds.
Sugar	11 pounds.
Tableware; china, porcelain and glass	11 pounds.
Tea	3½ ounces.
Thermos bottle	One.
Thread	7 ounces.
Tobacco (cut) and its products	2 pounds.
Toys	2 articles or sets.
Umbrellas and canes	1 article
Vegetables, dried	11 pounds.
Vermicelli and macaroni	11 pounds.
Vinegar, except for cosmetic purposes	11 pounds.

(iv) Parcel-post packages meeting the provisions above mentioned are delivered to the addressee upon payment of the customs duties. Each parcel containing such articles in quantities exceeding those specified, is also admitted but charged with five times the amount of duties for the excess besides the ordinary customs charges.

(v) If the addressee abuses the facilities granted to receive parcels for personal use by receiving parcels of commercial value, he will be prosecuted by the civil courts.

(vi) Articles considered as parcels intended for commercial use are:

(*a*) Those sent by a commercial firm to another commercial firm.

(*b*) Those sent by an individual to a commercial firm.

(*c*) Those sent by a commercial firm to an individual.

(*d*) Parcels having the character of a collective shipment even when intended for several persons when each of these addressees, taken as an individual, is not to receive articles in excess of those provided for above for his or her personal use.

(vii) Parcels addressed to State institutions or cooperative associations are admitted without the presentation of an importation permit delivered by the People's Commissariat for Commerce or by its offices, only in case they contain samples without commercial value. No such permit delivered by the People's Commissariat, or its offices is required for parcels addressed to universities (clinics, scientific studies, and laboratories) and other scientific institutions of higher learning as well as to their laboratories and to their scientific studies, and containing books or apparatus and instruments necessary to instruction and study.

(viii) Arms, parts of military equipment (including field glasses), parts of airships, portions of machine guns, etc.; playing cards of all kind; anamirta fish berries (Baccae cocculi indici); double-bottomed containers and other receptacles with secret compartments; labels and all sorts of envelopes and packing materials, such as bottles, etc., bearing foreign trade-marks, sent apart from the goods for which intended; blue vitriol of all kinds.

(ix) The following articles may be dispatched in the parcel-post mails under the following conditions:

(*a*) Hunting arms are admitted upon official permit from the Soviet Government.

(*b*) Medicines addressed to private persons are admitted only under orders by doctors of the public health commissariat.

(*c*) Live plants or their parts, such as roots, cuttings, branches, or even leaves, must be accompanied by the following documents, to be attached to the customs declarations:

(*1*) A special declaration signed by the sender (*i*) certifying that the contents of the parcel actually come from his establishment; (*ii*) indicating the place of destination and the address of the addressee; (*iii*) certifying that the parcel contains no grapevines; (*iv*) certifying that the plants sent do not contain any harmful insects and are not affected by diseases; (*v*) indicating that the parcel does not contain any plants with clods of earth; (2) A phylloxera certificate attesting (*i*) that the plant sent comes from a place situated at least 20 meters from any grapevine or separated from it by some obstacle preventing the extension of the roots; (*ii*) that there are no grapevines in the establishment in question; (*iii*) that no grapevines are stored therein; (*iv*) that, if stocks infected by phylloxera were formerly found in the said establishment, experience for 3 years after pulling up all the roots and poisoning the ground has shown the complete destruction of the phylloxera; (*v*) that the plants imported do not contain any harmful insects and are not infected with diseases.

(*d*) Parcels containing seeds, plants, and parts of plants destined for planting are subject on arrival in the U. S. S. R. to expert inspection by the Quarantine Inspection Service, which decides whether or not they will be admitted. Accordingly, the seeds, plants, and parts of plants in question may be returned to origin, or even destroyed if necessary.

(*e*) Cotton may not be addressed to the cotton districts unless a certificate is presented attesting that it is not infested by harmful insects. These certificates are delivered to the senders when previously requested of the competent authorities.

By the word "cotton" is meant: All raw cotton, unmanufactured cotton wool, as well as cotton waste obtained at the time of spinning, and other waste of any kind known under any commercial name.

(f) Cottonseed, bolls, and plants must be disinfected at the expense of the addressee.

In case that the addressee refuses to pay for disinfection, the parcel, at the expiration of the period fixed, is returned to origin.

(g) All parcels containing meat and any meat products, as well as smoked meat, sausages, and other mixtures of meat prepared by means of heat, are subject to veterinary sanitary inspection.

(h) In accordance with this provision, each parcel whose contents consist wholly or partially of the products mentioned in subdivision (g) of this subdivision must be accompanied by a veterinary certificate containing the following information:

(1) Nature of contents.

(2) Weight.

(3) Names and addresses of sender and addressee.

(4) A statement that the contents comes from animals subjected to veterinary inspection and which were healthy at the time of butchering; that they contain no antiseptic substance; and that they are prepared and shipped in accordance with the requirements of alimentary hygiene.

(5) Signature of official veterinarian, confirmed by an official seal.

NOTE: Parcels received without veterinary certificates may be destroyed.

(i) Those articles which are prohibited or admitted conditionally in the regular mails are likewise prohibited or admitted conditionally when sent in the parcel-post mails.

§ 127.374 *Uruguay*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(7) *Diplomatic and consular mail.* See § 127.30.

(8) *Freedom of postage for government correspondence.* See § 127.30 (f).

(9) *Prohibitions.* (i) Money in cash, bank notes, or values payable to the bearer. Articles of gold or silver, precious stones, jewelry, or other precious articles.

(ii) Dutiable articles (merchandise) in letters and packages prepaid at the letter rate.

(iii) Packets containing more than five copies of post cards of private manufacture, visiting cards, stamps, or other colored engravings, such articles being liable to customs duty.

(b) *Parcel post.* (Uruguay.)

(1) *Tables of rates.* (i) Surface parcels.

(Montevideo only)

Pounds:	Rate	Pounds:	Rate
1	$0.14	6	$0.84
2	.28	7	.98
3	.42	8	1.12
4	.56	9	1.26
5	.70	10	1.40
11	$1.54	28	$3.92
12	1.68	29	4.06
13	1.82	30	4.20
14	1.96	31	4.34
15	2.10	32	4.48
16	2.24	33	4.62
17	2.38	34	4.76
18	2.52	35	4.90
19	2.66	36	5.04
20	2.80	37	5.18
21	2.94	38	5.32
22	3.08	39	5.46
23	3.22	40	5.60
24	3.36	41	5.74
25	3.50	42	5.88
26	3.64	43	6.02
27	3.78	44	6.16

(All other places)

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.29	23	$3.37
2	.43	24	3.51
3	.57	25	3.65
4	.71	26	3.79
5	.85	27	3.93
6	.99	28	4.07
7	1.13	29	4.21
8	1.27	30	4.35
9	1.41	31	4.49
10	1.55	32	4.63
11	1.69	33	4.77
12	1.83	34	4.91
13	1.97	35	5.05
14	2.11	36	5.19
15	2.25	37	5.33
16	2.39	38	5.47
17	2.53	39	5.61
18	2.67	40	5.75
19	2.81	41	5.89
20	2.95	42	6.03
21	3.09	43	6.17
22	3.23	44	6.31

(ii) Air parcels.

[Rates include surcharges—all places]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.26	11	0	$33.94
0	8	2.02	11	4	34.70
0	12	2.78	11	8	35.46
1	0	3.54	11	12	36.22
1	4	4.30	12	0	36.98
1	8	5.06	12	4	37.74
1	12	5.82	12	8	38.50
2	0	6.58	12	12	39.26
2	4	7.34	13	0	40.02
2	8	8.10	13	4	40.78
2	12	8.86	13	8	41.54
3	0	9.62	13	12	42.30
3	4	10.38	14	0	43.06
3	8	11.14	14	4	43.82
3	12	11.90	14	8	44.58
4	0	12.66	14	12	45.34
4	4	13.42	15	0	46.10
4	8	14.18	15	4	46.86
4	12	14.94	15	8	47.62
5	0	15.70	15	12	48.38
5	4	16.46	16	0	49.14
5	8	17.22	16	4	49.90
5	12	17.98	16	8	50.66
6	0	18.74	16	12	51.42
6	4	19.50	17	0	52.18
6	8	20.26	17	4	52.94
6	12	21.02	17	8	53.70
7	0	21.78	17	12	54.46
7	4	22.54	18	0	55.22
7	8	23.30	18	4	55.98
7	12	24.06	18	8	56.74
8	0	24.82	18	12	57.50
8	4	25.58	19	0	58.26
8	8	26.34	19	4	59.02
8	12	27.10	19	8	59.78
9	0	27.86	19	12	60.54
9	4	28.62	20	0	61.30
9	8	29.38	20	4	62.06
9	12	30.14	20	8	62.82
10	0	30.90	20	12	63.58
10	4	31.66	21	0	64.34
10	8	32.42	21	4	65.10
10	12	33.18	21	8	65.86
21	12	$66.62	33	0	$100.82
22	0	67.38	33	4	101.58
22	4	68.14	33	8	102.34
22	8	68.90	33	12	103.10
22	12	69.66	34	0	103.86
23	0	70.42	34	4	104.62
23	4	71.18	34	8	105.38
23	8	71.94	34	12	106.14
23	12	72.70	35	0	106.90
24	0	73.46	35	4	107.66
24	4	74.22	35	8	108.42
24	8	74.98	35	12	109.18
24	12	75.74	36	0	109.94
25	0	76.50	36	4	110.70
25	4	77.26	36	8	111.46
25	8	78.02	36	12	112.22
25	12	78.78	37	0	112.98
26	0	79.54	37	4	113.74
26	4	80.30	37	8	114.50
26	8	81.06	37	12	115.26
26	12	81.82	38	0	116.02
27	0	82.58	38	4	116.78
27	4	83.34	38	8	117.54
27	8	84.10	38	12	118.30
27	12	84.86	39	0	119.06
28	0	85.62	39	4	119.82
28	4	86.38	39	8	120.58
28	8	87.14	39	12	121.34
28	12	87.90	40	0	122.10
29	0	88.66	40	4	122.86
29	4	89.42	40	8	123.62
29	8	90.18	40	12	124.38
29	12	90.94	41	0	125.14
30	0	91.70	41	4	125.90
30	4	92.46	41	8	126.66
30	8	93.22	41	12	127.42
30	12	93.98	42	0	128.18
31	0	94.74	42	4	128.94
31	4	95.50	42	8	129.70
31	8	96.26	42	12	130.46
31	12	97.02	43	0	131.22
32	0	97.78	43	4	131.98
32	4	98.54	43	8	132.74
32	8	99.30	43	12	133.50
32	12	100.06	44	0	134.26

Each air-parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Yes. (See § 127.76.)
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.105.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(6) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(7) *Observations.* (i) A fee is collected on parcels containing merchandise of 1 peso per parcel when the customs duties exceed 2 pesos, and a fee of 20 cents if the duties are under 2 pesos, no fee being exacted if the merchandise is admitted free of duty.

(ii) Dental gold may be accepted in packages for dispatch by parcel post to Uruguay. If dental gold is transmitted in the regular mails to Uruguay, it is subject to confiscation, and returned to origin from that country if it reaches there as an inclosure in printed matter or marked as a sample of merchandise.

(iii) Parcel-post shipments exceeding 100 Uruguayan pesos (about $55) in value, mailed in cities where Uruguayan consuls are stationed, require a combined form of consular invoice and certificate of origin, four copies of which must be submitted to the Uruguayan consul for legalization, accompanied by a copy of the shipper's commercial invoice. For shipments mailed from places where no Uruguayan consuls are stationed, the foregoing formality is not required; however, a copy of the commercial invoice must then be enclosed in the parcel. Shipments not exceeding 100 Uruguayan pesos in value may be mailed from any post office without the above formality. Uruguayan consuls are stationed in the following offices:

Baltimore, Md.	Norfolk, Va.
Boston, Mass.	Pensacola, Fla.
Buffalo, N. Y.	Philadelphia, Pa.
Chicago, Ill.	Pittsburgh, Pa.
Charleston, S. C.	Portland, Oreg.
Galveston, Tex.	San Francisco, Calif.
Jacksonville, Fla.	San Juan, P. R.
Los Angeles, Calif.	Seattle, Wash.
New Orleans, La.	Tallahassee, Fla.
New York, N. Y.	

NOTE: Parcel-post packages are accepted for any place in Uruguay, but parcels destined for places other than those mentioned below will not be sent to the place named in the address, but will be sent to the nearest parcel-post office, where they will be held until the addressees call for them:

Achar—18.	Palmitas—17.
Artigas (villa)—3.	Pan de Azucar—8.
Barra Santa Lucia—10.	Pando—2.
Batlley Ordonez—9.	Paso del Cerro—18.
Canelones—2.	Paso de los Toros—18.
Carmelo—4.	Paso del Molino—10.
Carmen—5.	Paysandu—11.
Cerro—10.	Pisarja—9.
Chuy—14.	Pocitos—10.
Colon—10.	Pueblo Porvenir—11.
Colonia—4.	Pueblo Solis—9.
Colonia Valdense—4.	Punta del Este—8.
Conchillas—4.	Rivera—13.
Corrales—13.	Rocha—14.
Cunapiru—13.	Rodriguez—16.
Dolores—17.	Rosario—4.
Durazno—5.	Saladero Nuevo Paysandu—11.
Florida—7.	Salto—15.
Francia—12.	San Carlos—8.
Fray Bentos—12.	San Eugenio—1.
Fray Marcos—7.	San Fructuoso—18.
Goni—7.	San Gregorio—18.
Isla Cabellos—1.	San Jose—16.
Isla de Flores—10.	San Jacinto—2.
Isla Mala—7.	San Ramon—2.
Joaquin Suarez—2.	San Vicente de Castillos—2.
La Paz (C.)—2.	Santa Lucia—2.
La Paz (C. P.)—4.	Santa Rosa (C.)—2.
Lascano—14.	Santa Rosa (A.)—1.
La Sierra—8.	Sarandi Grande—7.
Las Piedras—2.	Sarandi del Yi—5.
Libertad—16.	Sauce—2.
Maldonado—8.	Soriano—17.
Melo—3.	Tala—2.
Mercedes—17.	Tranquera (Paso de la)—13.
Merinos - Mercede—12.	Treinta y Tres—19.
Migues—2.	Trinidad—6.
Minas—9.	Union—10.
Montevideo—10.	Vergara—19.
Nueva Helvecia—4.	Zapacan—9.
Nueva Palmira—4.	
Ombues de Lavalle—4.	

The number appearing after each post office indicates the Province in which located, said Province being: 1 Artigas, 2 Canelones, 3 Cerro Largo, 4 Colonia, 5 Durazno, 6 Flores, 7 Florida, 8 Maldonado, 9 Minas, 10 Montevideo, 11 Paysandu, 12 Rio Negro, 13 Rivera, 14 Rocha, 15 Salto, 16 San Jose, 17 Soriano, 18 Tacuarembo, 19 Treinta y Tres.

(v) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(8) *Prohibitions.* (i) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(ii) It is forbidden to import gold or silver coins, except old coins intended for collections, which may be imported up to the maximum number of 10 in each parcel.

(iii) Firearms, war arms.

§ 127.375 *Vatican City State*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.*—Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions.* (i) Coins, banknotes, and paper money; manufactured or unmanfactured platinum, gold, or silver; precious stones, jewelry, and other precious articles.

(ii) Same articles as are prohibited importation into Italy (see § 127.283 (a)) with the exception of merchandise coming under the Italian monopoly and articles whose weight has been limited by the Italian service.

(b) *Parcel post.* (Vatican City State.)

(1) *Tables of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	12	$1.68
2	.28	13	1.82
3	.42	14	1.96
4	.56	15	2.10
5	.70	16	2.24
6	.84	17	2.38
7	.98	18	2.52
8	1.12	19	2.66
9	1.26	20	2.80
10	1.40	21	2.94
11	1.54	22	3.08

(ii) Air parcels.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.08	3	8	$7.58
0	8	1.58	3	12	8.08
0	12	2.08	4	0	8.58
1	0	2.58	4	4	9.08
1	4	3.08	4	8	9.58
1	8	3.58	4	12	10.08
1	12	4.08	5	0	10.58
2	0	4.58	5	4	11.08
2	4	5.08	5	8	11.58
2	8	5.58	5	12	12.08
2	12	6.08	6	0	12.58
3	0	6.58	6	4	13.08
3	4	7.08	6	8	13.58
6	12	$14.08	14	8	$29.58
7	0	14.58	14	12	30.08
7	4	15.08	15	0	30.58
7	8	15.58	15	4	31.08
7	12	16.08	15	8	31.58
8	0	16.58	15	12	32.08
8	4	17.08	16	0	32.58
8	8	17.58	16	4	33.08
8	12	18.08	16	8	33.58
9	0	18.58	16	12	34.08
9	4	19.08	17	0	34.58
9	8	19.58	17	4	35.08
9	12	20.08	17	8	35.58
10	0	20.58	17	12	36.08
10	4	21.08	18	0	36.58
10	8	21.58	18	4	37.08
10	12	22.08	18	8	37.58
11	0	22.58	18	12	38.08
11	4	23.08	19	0	38.58
11	8	23.58	19	4	39.08
11	12	24.08	19	8	39.58
12	0	24.58	19	12	40.08
12	4	25.08	20	0	40.58
12	8	25.58	20	4	41.08
12	12	26.08	20	8	41.58
13	0	26.58	20	12	42.08
13	4	27.08	21	0	42.58
13	8	27.58	21	4	43.08
13	12	28.08	21	8	43.58
14	0	28.58	21	12	44.08
14	4	29.08	22	0	44.58

Each air parcel must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)

Weight limit: 22 pounds.

Number of customs declarations: 1 Form 2966.

Dispatch note: No.

Parcel-post sticker: 1 Form 2922.

Sealing: Optional.

Group shipments: No.

Registration: No.

Insurance: No.

C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Prohibitions.* No list.

(c) *U. S. A. gift parcels.* (Vatican City State)

(1) *Table of rates.* (Surface only.)

Pounds:	Rate	Pounds:	Rate
1	$0.06	12	$0.72
2	.12	13	.78
3	.18	14	.84
4	.24	15	.90
5	.30	16	.96
6	.36	17	1.02
7	.42	18	1.08
8	.48	19	1.14
9	.54	20	1.20
10	.60	21	1.26
11	.66	22	1.32

NOTE: The weight limit and other tabulated information following the postage rates in paragraph (b), subparagraph (1), above, are also applicable to "U. S. A. gift parcels."

(2) *Observations.* In addition to the conditions applicable to parcels generally, as set forth in paragraph (b), of this section, the following special requirements imposed by the Economic Cooperation Administration must be met for parcels to be accepted at the reduced postage rate as "U. S. A. gift parcels":

(i) Each parcel must be mailed as a gift by an individual sender to an individual addressee for the personal use of himself or his immediate family. The items which may be included in "U. S. A. gift parcels" are limited to nonperishable food, clothing and clothes-making materials, shoes and shoe-making materials, mailable medical and health supplies, and household supplies and utensils if permitted under existing postal regulations.

(ii) The combined domestic retail value of all soap, butter and other edible fats and oils included in each relief parcel must not exceed $5.00; and the combined total domestic retail value of all streptomycin, quinine sulfate, and quinine hydrochloride included in each relief package must not exceed $5.00.

(iii) When a relief parcel is presented for mailing under these regulations the words "U. S. A. Gift Parcel" shall be conspicuously endorsed by the mailer on the address side of the parcel and on the customs declaration. The use of the words "U. S. A. gift parcel" will be a certification by the mailer that the provisions of the ECA regulations have been met.

§ 127.376 *Venezuela* — (a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 2, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Diplomatic and consular mail.* See § 127.30.

(7) *Freedom of postage for government correspondence.* See § 127.30 (f).

(8) *Eight-ounce merchandise packages.* Accepted. (See § 127.11.)

(9) *Observations.* (i) Packages containing dutiable printed matter to be sent in the prints mails to Venezuela must have affixed to the wrapper a green customs label (Form 2976–C 1) and be accompanied by the paper form of customs declaration (Form 2976A–C 2) prepared in quadruplicate.

(ii) The customs declaration must be written in Spanish or with an interlinear translation in Spanish and show for each package the number thereof, if any, its classification (such as almanacs and calendars, advertisements with designs not disfigured, advertisements, not otherwise specified, and pamphlets for commercial advertisements), and its net and gross weight; and for each of the articles contained in the package which may be subject to import duties in Venezuela, its net weight, value, and the character of the merchandise in accordance with its exact terminology as used in the Venezuelan customs tariff, as well as the other information required by the customs declaration. A single set of customs declarations may cover as many as 10 packages of prints sent to the same addressee.

(iii) Advertising catalogs are admitted free of duty; all other advertising matter is dutiable.

(iv) It is necessary that a certificate of origin be furnished for merchandise destined for delivery in Venezuela.

(10) *Prohibitions.* Coins, paper money, and checks payable to the bearer.

Dutiable articles in letters and packages prepaid at the letter rate.

Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Venezuela.)

(1) *Tables of rates.* (i) Surface parcels.

(Rates (including transit charge and surcharge) for all places in the state of Bolivar and for the following places sent via Ciudad Bolivar)

Atures (Amazonas Territory).
Achaguas (Apure).
Arichuna (Apure).
Apurito (Apure).
Boca del Pao (Anzoategui).
Bruzual (Apure).
Cantaura (Anzoategui).
Coporito (Delta Amacuro Terr.).
El Amparo (Apure).
Elorza (Apure).
El Yagual (Apure).
El Tigre (Anzoategui).
Guasdualito (Apure).
Los Castillos de Guayana (Delta Amacuro Terr.).
Mapire (Anzoategui).
San Fernando de Atabapo (Delta Amacuro Terr.).
San Fernando (Apure).
San Rafael de Atamaica (Apure).
Santa Catalina (Apure).
Santa Cruz de Orinoco (Anzoategui).
Soledad (Anzoategui).
Tucupita (Delta Amacuro Terr.).
Tabasca (Monagas).
Uracoa (Monagas).

Pounds:	Rate	Pounds:	Rate
1	$0.57	23	$4.91
2	.73	24	5.07
3	.89	25	5.23
4	1.05	26	5.39
5	1.21	27	5.55
6	1.37	28	5.71
7	1.53	29	5.87
8	1.69	30	6.03
9	1.85	31	6.19
10	2.01	32	6.35
11	2.17	33	6.51
12	2.33	34	7.07
13	2.49	35	7.23
14	2.65	36	7.39
15	2.81	37	7.55
16	2.97	38	7.71
17	3.13	39	7.87
18	3.29	40	8.03
19	3.45	41	8.19
20	3.61	42	8.35
21	3.77	43	8.51
22	3.93	44	8.67

[Rates (including surcharge) for all other places]

Pounds:	Rate	Pounds:	Rate
1	$0.55	23	$4.45
2	.69	24	4.59
3	.83	25	4.73
4	.97	26	4.87
5	1.11	27	5.01
6	1.25	28	5.15
7	1.39	29	5.29
8	1.53	30	5.43
9	1.67	31	5.57
10	1.81	32	5.71
11	1.95	33	5.85
12	2.09	34	6.39
13	2.23	35	6.53
14	2.37	36	6.67
15	2.51	37	6.81
16	2.65	38	6.95
17	2.79	39	7.09
18	2.93	40	7.23
19	3.07	41	7.37
20	3.21	42	7.51
21	3.35	43	7.65
22	3.49	44	7.79

(ii) Air parcels.

[Rates include surcharges—All places]

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4	$1.27	22	4	$32.95
0	8	1.63	22	8	33.31
0	12	1.99	22	12	33.67
1	0	2.35	23	0	34.03
1	4	2.71	23	4	34.39
1	8	3.07	23	8	34.75
1	12	3.43	23	12	35.11
2	0	3.79	24	0	35.47
2	4	4.15	24	4	35.83
2	8	4.51	24	8	36.19
2	12	4.87	24	12	36.55
3	0	5.23	25	0	36.91
3	4	5.59	25	4	37.27
3	8	5.95	25	8	37.63
3	12	6.31	25	12	37.99
4	0	6.67	26	0	38.35
4	4	7.03	26	4	38.71
4	8	7.39	26	8	39.07
4	12	7.75	26	12	39.43
5	0	8.11	27	0	39.79
5	4	8.47	27	4	40.15
5	8	8.83	27	8	40.51
5	12	9.19	27	12	40.87
6	0	9.55	28	0	41.23
6	4	9.91	28	4	41.59
6	8	10.27	28	8	41.95
6	12	10.63	28	12	42.31
7	0	10.99	29	0	42.67
7	4	11.35	29	4	43.03
7	8	11.71	29	8	43.39
7	12	12.07	29	12	43.75
8	0	12.43	30	0	44.11
8	4	12.79	30	4	44.47
8	8	13.15	30	8	44.83
8	12	13.51	30	12	45.19
9	0	13.87	31	0	45.55
9	4	14.23	31	4	45.91
9	8	14.59	31	8	46.27
9	12	14.95	31	12	46.63
10	0	15.31	32	0	46.99
10	4	15.67	32	4	47.35
10	8	16.03	32	8	47.71
10	12	16.39	32	12	48.07
11	0	16.75	33	0	48.43
11	4	17.11	33	4	48.79
11	8	17.47	33	8	49.15
11	12	17.83	33	12	49.51
12	0	18.19	34	0	49.87
12	4	18.55	34	4	50.23
12	8	18.91	34	8	50.59
12	12	19.27	34	12	50.95
13	0	19.63	35	0	51.31
13	4	19.99	35	4	51.67
13	8	20.35	35	8	52.03
13	12	20.71	35	12	52.39
14	0	21.07	36	0	52.75
14	4	21.43	36	4	53.11
14	8	21.79	36	8	53.47
14	12	22.15	36	12	53.83
15	0	22.51	37	0	54.19
15	4	22.87	37	4	54.55
15	8	23.23	37	8	54.91
15	12	23.59	37	12	55.27
16	0	23.95	38	0	55.63
16	4	24.31	38	4	55.99
16	8	24.67	38	8	56.35
16	12	25.03	38	12	56.71
17	0	25.39	39	0	57.07
17	4	25.75	39	4	57.43
17	8	26.11	39	8	57.79
17	12	26.47	39	12	58.15
18	0	26.83	40	0	58.51
18	4	27.19	40	4	58.87
18	8	27.55	40	8	59.23
18	12	27.91	40	12	59.59
19	0	28.27	41	0	59.95
19	4	28.63	41	4	60.31
19	8	28.99	41	8	60.67
19	12	29.35	41	12	61.03
20	0	29.71	42	0	61.39
20	4	30.07	42	4	61.75
20	8	30.43	42	8	62.11
20	12	30.79	42	12	62.47
21	0	31.15	43	0	62.83
21	4	31.51	43	4	63.19
21	8	31.87	43	8	63.55
21	12	32.23	43	12	63.91
22	0	32.59	44	0	64.24

Each air-parcel and the relative dispatch note must have affixed the blue Par Avion label (Form 2978). (See § 127.55 (b).)
Weight limit: 44 pounds.
Customs declarations: 4 Form 2966.
Dispatch note: 1 Form 2972.
Parcel-post sticker: 1 Form 2922.
Sealing: Compulsory.
Group shipments: Limited to 3 parcels. (See § 127.76.)
Registration: Yes. Fee, 25 cents.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* See § 127.106.

(3) *Registry return receipt.* Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.101 (h).)

(4) *Receipts for ordinary parcels.* Receipts are to be issued for ordinary parcels. (See § 127.104.)

(5) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(6) *Observations.* (i) Senders are required to indicate as a part of the address of all parcels the name of the State or Territory in which the office of destination is located. Customs declarations must be completed to show the exact nature, net weight, and value of each kind of article contained in the parcel, and the gross weight of the parcel. The indication of the net and gross weights must be in the metric system, although it is permissible for such weights to be shown in the avoirdupois system followed by the equivalents in the metric system. (Net weight includes the weight of the merchandise plus the immediate container or wrapper or the board or spool to which the goods are affixed.)

(ii) The merchandise must be described in accordance with the classification of the Venezuelan customs law, and not by the generic or abstract name of the merchandise.

(iii) Fines are imposed when the net weights vary more than 3 percent from those stated on the customs declarations, or when the customs declarations are not complete or do not show the proper classification of the merchandise. However, importers have the privilege of appealing to the Ministry of the Treasury with regard to any fine which may be assessed against them by the customs.

(iv) It is necessary that a certificate of origin be furnished for merchandise destined for delivery in Venezuela. In the case of parcel post the origin of the merchandise may be shown on the customs declarations.

(v) Parcels containing gold, silver, or other precious articles must be marked "Objetos Preciosos" in letters 1 centimeter (0.39 of an inch) in height.

(vi) Importers of parcels may import, by the same ship and for their own account, any number of parcels which suits their convenience.

(vii) In the case of parcels addressed in care of banks or other organizations, the second addressee shall be advised concerning the arrival of the parcel, but he shall not have authority to claim delivery except upon written authorization from the first addressee or from the sender; in the latter case, the sender shall take steps, through the administration of the country of origin of the parcel, for its delivery to the second addressee.

(viii) After the arrival of parcels in Venezuela each addressee is contacted in order to ascertain whether he desires to accept the parcel. If the addressee refuses the parcel it is treated as undeliverable and disposed of in accordance with the instructions of the sender, but if the addressee accepts the parcel it is then submitted for customs treatment. After customs treatment the addressee must either take delivery of the parcel or surrender it to the Venezuelan Customs authorities, since parcels which have been accepted by the addressees cannot be considered as abandoned for purposes of retransmission.

(7) *Prohibitions* — (i) *For sanitary reasons.* (*a*) Impure acetic acid.

(*b*) Pharmaceutical specialties not authorized by the Minister of Health, Agriculture, and Boviculture.

(*c*) Tomato sauce in metal containers. Alimentary products containing tomato sauce in metal containers. Whole tomatoes in metal containers.

(*d*) Frozen, dried, and salted meats except frozen birds and sea food.

(*e*) Certificates of origin are required for meat, fish, and preserved foodstuffs.

(*f*) Saccharine and similar substances, except in small amounts, if a permit is obtained in advance from the Minister of Health, Agriculture, and Boviculture.

(ii) *For the protection of plants.* Certificates of origin are required for sugarcane seed.

(iii) *Arms, etc.* (*a*) Guns which are not considered as hunting arms; those which are repeater or have rifled barrels for single bullets; revolvers and pistols of all kinds and calibers, small rifles, pistol canes, poniards, daggers, and swords; knives and cutlasses not for domestic, industrial, or agricultural use.

(*b*) Import permits are required for hunting arms and material.

(*c*) War material may be imported only by the National Government.

(iv) *For other reasons.* (*a*) Sea salt; rock salt.

(*b*) Books, magazines, pamphlets, periodicals, and printed matter of all kinds dealing with communist propaganda.

(*c*) Cigarette papers.

(*d*) Apparatus for making money.

(*e*) Copper, nickel, and silver coins may be imported only by the National Government.

(*f*) Apparatus and equipment destined for telegraphic, telephonic, or radio-telegraphic uses, except by special permission obtained in advance by the importer from the Ministry of Fomento.

(*g*) Stamps or imprints issued by private individuals expressing values and bearing perforations or legends similar to those appearing on official stamps or reproducing designs or texts identical with or similar to those which are used for the latter.

§ 127.377 *Western Samoa (British). Savaii and Upolu Islands and the Tokelau (Union) Group (Atafu, Fakaofo, and Nukunonu Islands)*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted at risk of sender.

(2) *Registration.* Fee, 25 cents. See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. By ordinary means from New Zealand. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted at risk of sender. (See § 127.3.)

(7) *Prohibitions.* Air guns and pistols in addition to other arms, except by authorization of the government. All imported goods sold, offered for sale, or distributed as advertising matter, which bear any name or trade-mark that might lead the purchaser or receiver to assume they are British products must bear an indication of origin.

(b) *Parcel post.* (Western Samoa.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	7	$0.98
2	.28	8	1.12
3	.42	9	1.26
4	.56	10	1.40
5	.70	11	1.54
6	.84		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Limited to ordinary parcels. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(3) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the postage rate applicable in addition to the insurance fees mentioned hereunder:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55
From $100.01 to $165	60

(ii) Insurance return receipt: Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(iii) In the case of parcels for the Tokelau (or Union) Group, indemnity is effective only as far as Apia, Western Samoa, and no indemnity will be paid for loss, rifling, or damage occurring to such parcels after they leave Apia.

(iv) The insurance of parcels containing coin, platinum, gold, or silver (whether manufactured or unmanufactured), precious stones, jewels, or other precious articles is obligatory. If a parcel containing such articles is mailed uninsured, it shall be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly.

(v) Each insured parcel must be marked to show (both in figures and in roman letters), in United States currency and in gold francs, the amount for which the parcel is insured. (See § 127.102 (b) (5).)

(vi) For further information concerning insurance service, see §§ 127.102 and 127.108.

(4) *Prohibitions.* Same as New Zealand, § 127.315. All imported goods sold, offered for sale, or distributed as advertising matter, which bear any name or trade-mark that might lead the purchaser or receiver to assume they are British products must bear an indication of origin.

§ 127.378 *Windward Islands.* (Dominico, Grenada, The Grenadines, St. Lucia and St. Vincent.)

(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 10 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Prohibitions*—(i) *Dominico, Grenada and Grenadines.* (*a*) False or counterfeit money.

(*b*) Fictitious postage stamps.

(*c*) Coins.

(*d*) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(*e*) Also all articles prohibited in the form of parcel post.

(ii) *St. Lucia.* (*a*) Coins.

(*b*) Bees and silkworms.

(*c*) Articles violating the copyright laws.

(*d*) Articles bearing false trade-marks.

(*e*) Shaving brushes from Japan.

(*f*) Tobacco extracts, essences, or other concentrations or mixtures with tobacco base. Detached stems from tobacco leaves, manufactured or not, and powder therefrom, unless mixed with substances which render them unsuitable for any use except industry and horticulture.

(*g*) Also all articles prohibited in the form of parcel post.

(iii) *St. Vincent.* (*a*) Coins.

(*b*) Tobacco and cigarettes in parcels weighing over 11 pounds. Cigars in quantities greater than 3 pounds. (Smaller amounts may be imported for personal use, but not for sale.)

(*c*) Parasites and predators of injurious insects, intended for the control of those insects, and exchanged between officially recognized institutions, are admitted in the form of samples only.

(*d*) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Windward Islands.)

(1) *Table of rates.* (i) Surface parcels.

Pounds:	Rate	Pounds:	Rate
1	$0.14	5	$0.70
2	.28	6	.84
3	.42	7	.98
4	.56	8	1.12
9	$1.26	16	$2.24
10	1.40	17	2.38
11	1.54	18	2.52
12	1.68	19	2.66
13	1.82	20	2.80
14	1.96	21	2.94
15	2.10	22	3.08

Weight limit: 22 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Insured parcels must, and ordinary parcels may, be sealed.
Group shipments: Limited to ordinary parcels. (See § 127.76.)
Registration: No.
Insurance: Yes.
C. o. d.: No.

(2) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(3) *Insurance.* (i) Parcel-post packages may be insured subject to the following limits of indemnity when prepaid at the appropriate postage rates in addition to the fees mentioned:

Limit of indemnity:	Fee (cents)
Not over $10	20
From $10.01 to $25	25
From $25.01 to $50	35
From $50.01 to $100	55

(ii) Insurance return receipt: (*a*) Requested at time of mailing, 5 cents; after mailing, 10 cents. (See § 127.102 (d).)

(*b*) Each insured parcel must have written on the address side, in United States currency, the amount for which it is insured.

(*c*) Parcels which contain, coin, bullion, jewelry, or any other precious article must be insured. If a parcel containing such articles is mailed uninsured, it must be placed under insurance by the post office which first observes the fact of its having been mailed uninsured, and treated accordingly. Every parcel containing jewelry or any other precious articles exceeding $500 in value must be packed in a box measuring not less than 2 feet 6 inches in length and girth combined.

(*d*) For further information concerning insurance service, see §§ 127.102 and 127.108.

(4) *Observations.* See § 127.70, paragraph (d) (1), regarding special packing requirements for liquids.

(5) *Prohibitions.* (i) Certain plants and plant products are prohibited from importation or are admitted under restrictions. Interested patrons may be informed that information can be obtained from the Bureau of Entomology and Plant Quarantine, Department of Agriculture, Washington 25, D. C., or from one of the offices of that Bureau located at principal ports of entry.

(ii) The following specific prohibitions apply to the various islands indicated:

(*a*) *Grenada and Grenadines.* (*1*) Shaving brushes from Japan.

(*2*) Nonexplosive components of artillery fuses.

(*3*) Articles of gold and silver of foreign manufacture bearing imitations of British assay marks, and articles of gold and silver bearing marks similar to British assay marks but whose fineness is lower than that indicated by the marks.

(*4*) Goods of foreign manufacture bearing a name or trade-mark of a manufacturer or merchant in the United Kingdom which are not accompanied by an exact indication of the country of origin.

(*b*) *St. Lucia.* Solid rubber tires for automobiles, lemenone and similar oils, stylographic pens and pencils.

(*c*) *St. Vincent.* Nonexplosive components of artillery fuses are prohibited. Firearms are admitted only if the importer has obtained a license to trade in them or to have them on hand.

(*d*) *Dominica.* Goods bearing the name or trade-mark of any manufacturer, dealer, or merchant in Great Britain and Northern Ireland, or any British possession, unless that name or mark is accompanied by the exact indication of the country where such goods were made or purchased. Arms require a permit from the Governor for importation.

§ 127.379 *Yemen*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* The principal places in Yemen are: Hais, Hodeida, Loheija, Mocha, and Sana.

(8) *Prohibitions.* Books, prints, and cards contrary to the Islamic faith.

(b) *Parcel post.* No service.

§ 127.380 *Yugoslavia*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 15 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3.)

(7) *Observations.* (i) Regular mail articles containing merchandise sent for commercial purposes must be accompanied by the original invoice in the same manner as indicated for Parcel post under Observations. (See paragraph (b) (4) of this section.)

(ii) The Postal Administration of Yugoslavia suggests that specimens, 12 centimeters long and 12 centimeters wide, of the fabrics used in made-up garments accompany each shipment in order that the rate of customs duties applicable to the particular material may be assessed at the time of delivery, otherwise the maximum rate will be imposed in the event that the addressee refuses to permit the customs officials to cut a piece for examination purposes.

(iii) Books, newspapers, and other printed matter are admitted when addressed to distributors authorized by the Presidium of the Yugoslav Government, or when special authorization has been given by the General Secretary of that Government.

(h) Printed matter whose contents may be contrary to national interest or public morals in Yugoslavia may be confiscated by court action, and repeatedly offending publications may be permanently prohibited from importation.

(v) Gold, silver, and platinum watchcases are to be submitted to analysis and stamping only if they are complete, whether mounted or not. If parcels received from abroad do not contain complete cases, but only detached pieces, such parcels will be delivered to the addressees only after the arrival of the other parts so as to permit of the complete stamping of the cases, after which the analysis and stamping of the metal will be undertaken. If within a reasonable period the other pieces of the watchcases do not arrive, the incomplete parts having already arrived will be returned to the sender.

(8) *Prohibitions.* (i) Advertisements and articles relating to the "snowball" system of selling.

(ii) Various tokens which, by their dimensions and color, resemble money of the State.

(iii) Emigration advertisements.

(iv) Also all articles prohibited in the parcel-post mails.

(b) *Parcel post.* (Yugoslavia.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.22	23	$3.30
2	.36	24	3.44
3	.50	25	3.58
4	.64	26	3.72
5	.78	27	3.86
6	.92	28	4.00
7	1.06	29	4.14
8	1.20	30	4.28
9	1.34	31	4.42
10	1.48	32	4.56
11	1.62	33	4.70
12	1.76	34	4.84
13	1.90	35	4.98
14	2.04	36	5.12
15	2.18	37	5.26
16	2.32	38	5.40
17	2.46	39	5.54
18	2.60	40	5.68
19	2.74	41	5.82
20	2.88	42	5.96
21	3.02	43	6.10
22	3.16	44	6.24

Weight limit: 44 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: Yes (see § 127.76).
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest combined length and girth, 6 feet. Greatest length, 3½ feet, except that parcels may measure up to 4 feet in length, on condition that parcels over 42 and not over 44 inches in length do not exceed 24 inches in girth, parcels over 44 and not over 46 inches in length do not exceed 20 inches in girth, and parcels over 46 inches and up to 4 feet in length do not exceed 16 inches in girth.

(4) *Storage charges.* See § 127.93 relative to storage charges on returned parcels.

(5) *Observations.* (i) The following articles sent in gift parcels are exempt from customs duties:

Clothing, linen and footwear showing indications of use.
Coffee, cocoa and tea up to 2 pounds 3 ounces each.
Pepper, up to 8¾ ounces.
Vanilla and cinnamon, up to 3½ ounces.
Other foodstuffs, in any amount.

The parcels must be plainly marked by the sender on the address side to indicate that it is intended as a gift.

(ii) It is prohibited to effect the clearance of other parcels unless the respective addressees are in a position to produce a permit to import the contents from the commission of the national bank appointed to issue importation permits. That measure, dictated by the state of exchange, affects only merchandise addressed to merchants for commercial purposes. It does not affect private individuals or merchants importing for their personal or domestic use.

(iii) Parcels containing merchandise sent for commercial purposes, for which the senders are to receive payment, must be accompanied by the original invoice. Packages not accompanied by the original invoice will be cleared through the customs in Yugoslavia and delivered to the addressees, but the latter will be unable to make payment to the sender for the merchandise involved, since the Yugoslav authorities will grant the means for payment only if packages are accompanied by the original invoice. Senders should endorse the wrappers of such packages to indicate that the original invoice is enclosed.

(iv) It should be recommended to senders that in order to facilitate customs handling, a copy of the ordinary invoice, signed by the senders, be transmitted to the addressees by letter mail, giving notice of the mailing of the parcels. The invoice copy is submitted by the addressees to the customs authorities and serves as a basis for collecting the import duties.

(v) Certificates of origin should be furnished for parcels addressed for delivery in Yugoslavia. However in lieu thereof, it is permissible for senders to indicate on the customs declarations of their parcels the country of origin of the merchandise contained therein, the said indication taking the place of the certificate of origin so far as the Yugoslav customs authorities are concerned.

(vi) Parcels not accompanied by certificates of origin or whose customs declarations do not bear an indication of the country of origin of the merchandise contained in the parcel will be assessed with duty at the maximum rate.

(vii) The Postal Administration of Yugoslavia suggests that specimens 12 centimeters long and 12 centimeters wide, of the fabrics used in made-up garments accompany each shipment in order that the rate of customs duties applicable to the particular material may be assessed at the time of delivery, otherwise the maximum rate will be imposed in the event that the addressee refuses to permit the customs official to cut a piece for examination purposes.

(viii) Gold, silver, and platinum watchcases are to be submitted to analysis and stamping only if they are complete, whether mounted or not. If parcels received from abroad do not contain complete cases, but only detached pieces, such parcels will be delivered to the addressees only after the arrival of the other parts so as to permit of the complete stamping of the cases, after which the analysis and stamping of the metal will be undertaken. If within a reasonable period, the other pieces of the watchcases do not arrive, the incomplete parts having already arrived will be returned to the sender.

(5) *Prohibitions*—(i) *For reasons of public safety.* (a) Newspapers, magazines, pamphlets, books, and other prints in general whose circulation is prohibited.

(b) Hunting arms, but not those in use in the Army; empty cartridges and projectiles for those arms; ammunition prepared for unrifled hunting rifles, with smokeless powder, as well as ammunition for all kinds of arms not in use in the Army.

(c) Wireless and telegraph and telephone apparatus.

(d) Lithographic copies of plans, except those on the scale of 1: 25,000 and below.

(e) Communistic cards, advertisements, pamphlets, etc.

(f) The articles mentioned above may be imported by previous authorization from the competent ministry.

(ii) *For reasons of sanitary policy.* (a) Concentrated acetic acid having a strength of over 15 percent.

(b) Grains and fruits.

(c) Serums and vaccines for veterinary use.

(d) Apparatus for the treatment of flukeworm.

(e) The articles mentioned above may be imported by special permission of the competent ministry.

(iii) *For the protection of plants and animals.* (a) Poisonous herbs for fishing.

(b) The exotic nut "acajou" (cashew nut).

(c) Special authorization is required for the importation of silkworm eggs; grapevines, plants and cuttings, with or without roots; enological preparations and means for combating diseases of grapevines and fruit trees; meats.

(iv) *Arms, munitions, etc.* (a) All kinds of firearms used in the Army and their detached parts.

(b) Playing cards made of metal.

(c) Nonexplosive components of artillery fuses.

(d) Foreign military uniforms.

(v) *State monopolies, etc.* (a) All articles placed under the regimé of the monopoly. Tobacco seed and plants destined for reproduction or transplanting.

(b) Valid dinars. If found in the mails they will be confiscated and deposited in blocked accounts in the National Bank of Yugoslavia, which will credit the confiscated sums to the interested parties only after a certain delay.

(vi) *For other reasons.* (a) Foreign merchandise in general bearing false marks of native artisans or agriculturists or any marks of native origin.

(b) Samples of medicines, unless addressed to national or provincial hos-

pitals, university clinics, or national medical institutions.

§ 127.381 *Zanzibar and Pemba*—(a) *Regular mails*—(1) *Classifications, rates, weight limits and dimensions.* See Table No. 1, § 127.1. Small packets not accepted.

(2) *Registration.* Fee, 25 cents. (See §§ 127.15 and 127.101.)

(3) *Indemnity.* See § 127.105.

(4) *Special delivery.* No service.

(5) *Air mail service.* Postage rate, 25 cents one-half ounce. (See § 127.20.)

(6) *Dutiable articles (merchandise) prepaid at letter rate.* Accepted. (See § 127.3).

(7) *Prohibitions.* (i) Coins, manufactured and unmanufactured platinum, gold and silver, precious stones, jewelry, and other precious articles.

(ii) Parasites and predators of injurious insects, intended for the control of those insects and exchanged between officially recognized institutions, are admitted in the form of samples only.

(iii) Also all articles prohibited in the form of parcel post.

(b) *Parcel post.* (Zanzibar and Pemba.)

(1) *Table of rates.* (i) Surface parcels.

[Rates include transit charges and surcharges]

Pounds:	Rate	Pounds:	Rate
1	$0.36	7	$1.44
2	.50	8	1.75
3	.64	9	1.89
4	1.02	10	2.03
5	1.16	11	2.17
6	1.30		

Weight limit: 11 pounds.
Customs declarations: 1 Form 2966.
Dispatch note: No.
Parcel-post sticker: 1 Form 2922.
Sealing: Optional.
Group shipments: No.
Registration: No.
Insurance: No.
C. o. d.: No.

(2) *Indemnity.* No provision.

(3) *Dimensions.* Greatest length, 3½ feet. Greatest length and girth combined, 6 feet.

(4) *Observations.* Parcels may be accepted for any place in the Zanzibar Protectorate including Pemba; but delivery is confined to the town of Zanzibar and to Chaki Chaki and Weti in the island of Pemba; and the addressees of parcels for other places in the Protectorate must arrange accordingly.

(5) *Prohibitions* — (i) *For sanitary reasons.* (a) Shaving brushes, tooth brushes, and other brushes for body use, manufactured in or exported from Japan.

(b) Condensed milk containing less than nine percent of butter fat.

(c) Exhausted tea.

(ii) *Arms, etc.* All arms or parts of arms except under permit of the British Resident or person authorized by him.

(iii) *For other reasons.* (a) Manufactured articles bearing names, addresses, trademarks or names of places intended to give the false impression that they are British products.

(b) Any coins not of the legal standard of weight or fineness.

(c) Imitation paper money or coins.

(d) Raw celluloid containing volatile solvents (unseasoned celluloid) sometimes called xylonite cake; also liquid celluloid. (Calendars and other articles containing only small amounts of celluloid are admitted.)

Subchapter M—Personnel

PART 135—GENERAL

OATHS

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135.4 Oath of office.
135.5 Administering of oaths.

SURETY BONDS

135.7 Surety bonds of officers and employees.
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LETTER OF CHARGES

135.44 Preferment of charges.
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REINSTATEMENTS

135.48 Reinstatement under civil service rules.

AUTHORITY: §§ 135.4 to 135.48 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

OATHS

§ 135.4 *Oath of office*—(a) *Provision for.* The oath to be taken by any person elected or appointed to any office of honor or profit * * * in the civil * * * service * * * shall be as follows:

(b) *Requirement.* Before entering upon the duties, and before they shall receive any salary, the Postmaster General, and all persons employed in the Postal Service, shall respectively take and subscribe before some magistrate or other competent officer authorized to administer oaths by the laws of the United States, or of any State or Territory, the following oath or affirmation. (R. S. 391, 392, 1757, as amended; 5 U. S. C. 16, 365)

(c) *Form.* The oaths required to be taken by the Postmaster General and all other officers and employees of the Post Office Department and the Postal Service are combined in the following form:

I (name of appointee), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

I do hereby solemnly swear (or affirm) that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control; and I also further swear (or affirm) that I will support the Constitution of the United States; so help me God.

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

The answers contained in my application for Federal employment * * *, which I have reviewed, are true and correct * * *.

NOTE: See 5 U. S. C. 16 for first paragraph above, and 5 U. S. C. 365 for second paragraph. The language of third and fourth paragraphs is used to comply with sec. 301, Public Law 727, approved June 19, 1948. The language of fifth paragraph is used to comply with revised 18 U. S. C. 214.

Mail contractors, subcontractors, carriers, mail messengers, assistant mail messengers, and other persons concerned in the transportation of the mails, except employees of railroads and steamboats, must take the special oath prescribed in the second paragraph above. Taken separately this special oath begins "I, A. B., do solemnly swear," etc. Contractors cannot receive pay until such oath is taken and filed in the Post Office Department. (See §§ 97.37 and 98.7.)

(d) *Who may administer.* (1) The oath of office required by § 135.4 may be taken before any officer who is authorized either by the laws of the United States or by the local municipal law, to administer oaths, in the State, Territory, or District where such oath may be administered. (R. S. 1758; 5 U. S. C. 18)

(2) In all cases in which, under the laws of the United States, oaths or acknowledgments might be taken or made on June 22, 1874, before any justice of the peace of any State or Territory, or in the District of Columbia, they may be also taken or made by or before any notary public duly appointed in any State, District, or Territory, or any of the United States commissioners, and, when certified under the hand and official seal of such notary or commissioner, shall have the same force and effect as if taken or made by or before such justice of the peace. (R. S. 1778, as amended; 5 U. S. C. 92)

(3) The oath of office or affirmation required by this section may be taken before any officer, civil or military, holding a commission under the United States, and such officer is authorized to administer and certify such oath or affirmation. (R. S. 391, 392, as amended; 5 U. S. C. 365)

NOTE: The general oath of office prescribed by 5 U. S. C. 16, which is combined in § 135.4 with the special oath required by 5 U. S. C. 365, may be taken as provided in this section. The special oath is to be taken in practically the same manner; so that the combined oath may be taken before any of the officers named in this section. Postmasters, post-office inspectors, United States judges and district attorneys, United States commissioners, United States marshals, collectors of customs and internal revenue, and all other officers, civil or military, holding commissions under the United States, may administer the oaths.

(4) The chief clerks of the several executive departments and of the various bureaus and offices thereof in Washington, District of Columbia, are authorized and directed, on application and without compensation therefor, to administer oaths of office to employees required to be taken on their appointment or promotion. (Sec. 1, 26 Stat. 371; 5 U. S. C. 19)

(e) *Renewal of oath.* Civilian employees of the executive departments and independent establishments of the United States who, upon original appointment, have subscribed to the oath of office required by section 1757 of the Revised Statutes (5 U. S. C. 16) shall not be required to renew the said oath because of any change in status so long as their services are continuous in the department or independent establishment in which employed. * * *, unless in the opinion of the head of the department or independent establishment * * * the public interests require such renewal. (50 Stat. 640, as amended; 5 U. S. C. 17b)

(f) *No fee to be charged for administering.* No officer, clerk, or employee of any executive department who is also a notary public or other officer authorized to administer oaths, shall charge or receive any fee or compensation for administering oaths of office to employees of such department required to be taken on appointment or promotion therein. (Sec. 1, 26 Stat. 371; 5 U. S. C. 20)

(g) *Filing of.* The oaths of office of postmasters and acting postmasters, after execution, shall be transmitted to the First Assistant Postmaster General, Division of Postmasters, for approval, acceptance, and filing. The oaths of office of all other officers and employees, except rural carriers and Railway Mail Service employees, shall be filed in the bureau or office where employed. The oaths of rural carriers shall be transmitted to the proper rural disbursing postmaster for approval, acceptance, and filing. The oaths of Railway Mail Service employees shall be forwarded to the Second Assistant Postmaster General, Surface Postal Transport, for filing.

(h) *All employees liable.* The term "Postal Service", as used in this title, includes the "Post Office Department" and every employee thereof, whether or not he has taken the oath of office. (62 Stat. 686; 18 U. S. C. 12)

§ 135.5 *Administering of oaths*—(a) *No fee to be charged for notary service; exceptions.* No officer, clerk, or employee in the executive service of the Government who is also a notary public shall charge or receive any compensation whatever for performing any notarial act for another officer, clerk, or employee in his official relation to the Government, nor charge or receive any compensation for performing a notarial act for any person during the hours of such notary's service to the Government, which hours shall include the half hour allowed each week day for luncheon, except that fourth-class postmasters and rural carriers are permitted to charge a fee for administering oaths at any time in connection with the execution of pension vouchers. (See § 25.13)

(b) *To expense accounts*—(1) *Administering by postmasters and assistants.* Postmasters and assistant postmasters are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and no fee or money paid for the services herein described shall be paid or reimbursed by the United States. (Sec. 8, 37 Stat. 487, as amended; 39 U. S. C. 33)

(2) *Administering by chief clerks and other designated persons.* Chief clerks of the various executive departments, independent establishments, and other Government agencies, or of bureaus thereof, chiefs of field parties and any officer or employee of any executive department, independent establishment, or other Government agency, in the District of Columbia or elsewhere, who shall have been designated in writing for such purpose by the head of the department, establishment, or agency concerned, are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and no fee or money paid for the services herein described shall be paid or reimbursed by the United States. (Sec. 8, 37 Stat. 487, as amended; 5 U. S. C. 97)

(c) *To customs documents*—(1) *Who may administer.* The postmaster or assistant postmaster of the United States at any post office where customs officers are not stationed is hereby authorized to administer any oaths required to be made to statements in customs documents by importers of merchandise, not exceeding $100 in value, through the mails. (Sec. 486, 46 Stat. 725; 19 U. S. C. 1486 (b))

(2) *No fee to be charged.* No compensation or fee shall be demanded or accepted for administering any oath under the provisions of this * * * (paragraph). (Sec. 486, 46 Stat. 725; 19 U. S. C. 1486 (c))

(d) *By postmasters in Alaska*—(1) *Authorization.* Each postmaster within the Territory of Alaska is hereby authorized and directed to administer oaths and affirmations and to take acknowledgments, and to make and execute certificates thereof, and to perform all other functions of a notary public within said Territory, whenever an oath, affirmation, or acknowledgment or a certificate thereof is authorized, permitted, or required by any act or acts of Congress, or of the Legislature of the Territory of Alaska. (Sec. 1, 53 Stat. 1219, as amended; 48 U. S. C. 35a)

(2) *Procedure and records.* Each certificate of oath, affirmation, of acknowledgment executed by a postmaster within the Territory of Alaska under the authority of this act shall be signed by the postmaster, with a designation of his title as such postmaster, shall have affixed thereto the cancellation stamp of the post office, and shall state the name of the post office and the date on which such oath or affirmation is administered or such acknowledgment is taken. Postmasters shall keep a memorandum of all deeds and other instruments of writing acknowledged before them and relating to the title to or transfer of property, which memorandum shall be transmitted to their successors in the office of postmaster and which shall be subject to public inspection. (Sec. 2, 53 Stat. 1219, as amended; 48 U. S. C. 35b)

(3) *Fees.* Except as otherwise provided or required by an act of Congress, for administering an oath or affirmation, or taking an acknowledgment, or performing any other function of a notary public within the Territory of Alaska as herein provided, the postmaster is authorized to charge and receive the fees prescribed by law for a notary public for similar services in said Territory. (Sec. 3, 53 Stat. 1219; 48 U. S. C. 35c)

(e) *By inspectors and certain R. M. S. officers.* Post office inspectors are empowered and authorized with like force and effect as officers having a seal to administer oaths required or authorized by law or regulation promulgated thereunder in respect of any matter coming before them in the performance of their official duties and likewise oaths to accounts for travel or other expenses against the United States, but no compensation or fee shall be demanded or accepted for administering any such oaths. Chief clerks and assistant chief clerks in the Railway Mail Service are required, empowered, and authorized, when requested, to administer oaths to employees on appointment or promotion and to accounts for travel or other expenses against the United States with like force and effect as officers having a seal: *Provided*, That for such service no charge shall be made and no fee or money paid for such service shall be paid or reimbursed by the United States. (48 Stat. 963; 39 U. S. C. 704)

NOTE: The titles of "chief clerk" and "assistant chief clerk" were changed to "district superintendent" and assistant district superintendent" by administrative action effective November 1, 1946.

(f) *To witnesses in investigations.* Any officer or clerk of any of the departments lawfully detailed to investigate frauds on, or attempts to defraud, the Government, or any irregularity or misconduct of any officer or agent of the United States, shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation. (R. S. 183, as amended; 5 U. S. C. 93)

SURETY BONDS

§ 135.7 *Surety bonds of officers and employees*—(a) *Of others than specified in law.* In addition to the persons employed in the Post Office Department and the Postal Service required to give bond under specific provisions of law, the Postmaster General may, whenever he deems it to the best interests of the Government, require any other persons employed in the Post Office Department or the Postal Service to give bond to the United States in such form and with such security as he shall prescribe.

(b) *Purchasing Agent.* There shall be appointed by the President, by and with the advice and consent of the Senate, a purchasing agent for the Post Office Department, who shall give bond to the United States in such sum as the Postmaster General may determine. (Sec. 3, 33 Stat. 440; 5 U. S. C. 366.)

(c) *Superintendent of Finance.* The Superintendent of Finance shall give bond in such amount as the Postmaster General may determine for the faithful discharge of his duties. (34 Stat. 438)

(d) *Superintendent Division of Finance and Disbursing Officer.* The Superintendent Division of Finance and Disbursing Officer shall give bond in the sum of $25,000, and the Assistant Superintendent Division of Finance and Assistant Disbursing Officer shall give bond in the sum of $10,000.

(e) *Inspectors*—(1) *When to be given.* Whenever a post-office inspector is required to collect or disburse any public money, he shall, before entering upon such duty, give bond in such sum and form, and with such security, as the Postmaster General may approve. (R. S. 4017, 4018, as amended; 39 U. S. C. 696)

(2) *Amount.* Every inspector, before he shall receive any compensation, shall give a bond in the sum of $5,000, with securities qualifying to double that sum, but in lieu thereof corporate bond in the sum of $5,000 may be furnished.

(f) *To be in name of United States.* All bonds taken and contracts entered into by the Post Office Department shall be made to and with the United States of America. (R. S. 403; 5 U. S. C. 377)

(g) *Approval of postmasters' bonds.* The bonds of all postmasters may by the direction of the Postmaster General be approved and accepted, and the approval and acceptance signed by the First Assistant Postmaster General in the name of the Postmaster General. (Sec. 2, 19 Stat. 335, as amended; 39 U. S. C. 35)

(h) *Release of sureties and demand for new bond.* Whenever any postmaster, clerk, carrier, or other person in the postal service, employed in the Post Office Department or elsewhere, notifies the Postmaster General of his desire to execute a new bond, or whenever any of the sureties of such postmaster, clerk, carrier, or other person, notifies the Postmaster General of his desire to be released from such suretyship, or whenever the Postmaster General deems a new bond necessary or expedient, the execution of the new bond may be directed by the Postmaster General. When accepted by the Postmaster General the sureties of postmasters in the prior bond shall be released from responsibility for all acts or defaults of the postmaster which may be done or committed subsequent to the last day of the quarter in which such new bonds shall be executed and accepted, and the sureties of other persons in the prior bond shall be released from responsibility for all acts or defaults of such persons which may be done or committed subsequent to the day such new bond becomes operative. (33 Stat. 1259; 39 U. S. C. 815)

(i) *Periodic examination of bonds.* Every officer required by law to take and approve official bonds shall cause the same to be examined at least once every two years for the purpose of ascertaining the sufficiency of the sureties thereon; and every officer having power to fix the amount of an official bond shall examine it to ascertain the sufficiency of the amount thereof and approve or fix said amount at least once in two years and as much oftener as he may deem it necessary. (Sec. 5, 28 Stat. 807; 6 U. S. C. 2)

(j) *Renewal of bonds.* Every officer whose duty it is to take and approve official bonds shall cause all such bonds to be renewed every four years after their dates, but he may require such bonds to be renewed or strengthened oftener if he deem such action necessary. In the discretion of such officer the requirement of a new bond may be waived for the period of service of a bonded officer after the expiration of a four-year term of service pending the appointment and qualification of his successor. The nonperformance of any requirement of the provisions of 6 U. S. C. 1 and paragraphs (i) and (j) of this section, or that part of 19 U. S. C. 27 relating to transmitting copies of oaths to the Secretary of the Treasury, on the part of any official of the Government shall not be held to affect in any respect the liability of principal or sureties on any bond made or to be made to the United States. The liability of the principal and sureties on all official bonds shall continue and cover the period of service ensuing until the appointment and qualification of the successor of the principal. Nothing in said sections shall be construed to repeal or modify § 135.11 (b): *Provided*, That the payment and acceptance of the annual premium on corporate surety bonds furnished by postal officers and employees shall be a compliance with the requirement for the renewal of such bonds within the meaning of 6 U. S. C. 1 and paragraphs (i) and (j) of this section. (Sec. 5, 28 Stat. 807, as amended; 6 U. S. C. 3)

§ 135.8 *Sureties*—(a) *United States bonds acceptable in lieu of surety*—(1) *Authorization.* Wherever, by the laws of the United States, or regulations made pursuant thereto, any person, firm, or corporation is required to furnish any recognizance, stipulation, bond, guarantee, or undertaking with surety or sureties, United States Liberty bonds, or other bonds of the United States, will be accepted by the Post Office Department in lieu of individual or corporate sureties in accordance with the general regulations of the Department of the Treasury set out in circular No. 154 of that department, based upon the authority of section 1126 of the revenue act approved February 26, 1926, as amended by the act of February 4, 1935 (Sec. 1320, 40 Stat. 1148, as amended; 6 U. S. C. 15).

(2) Definition. "Bonds or notes of the United States" shall be deemed, for the purposes of this section, to mean any public-debt obligations of the United States and any bonds, notes, or other obligations which are unconditionally guaranteed as to both interest and principal by the United States. (Sec. 1320, 40 Stat. 1148, as amended; 6 U. S. C. 15)

(b) *Agent of surety company.* No such surety company shall do business under the provisions of 6 U. S. C. 6–13 beyond the limits of the State or Territory under whose laws it was incorporated and in which its principal office is located, nor beyond the limits of the District of Columbia, when such company was incorporated under its laws or the laws of the United States and its principal office is located in said District, until it shall by a written power of attorney appoint some person residing within the jurisdiction of the court for the judicial district wherein such suretyship is to be undertaken, who shall be a citizen of the State, Territory, or District of Columbia, wherein such court is held, as its agent, upon whom may be served all lawful process against such company, and who shall be authorized to enter an appearance in its behalf. A copy of such power of attorney, duly certified and authenticated, shall be filed with the clerk of the district court of the United States for such district at each place where a term of such court is or may be held, which copy, or a certified copy thereof, shall be legal evidence in all controversies arising under 6 U. S. C. 6–13. If any such agent shall be removed, resign, or die, become insane, or otherwise incapable of acting, it shall be the duty of such company to appoint another agent in his place as hereinbefore prescribed, and until such appointment shall have been made, or during the absence of any agent of such company from such district, service of process may be upon the clerk of the court wherein such suit is brought, with like effect as upon an agent appointed by the company. The officer executing such process upon such clerk shall immediately transmit a copy thereof by mail to the company, and state such fact in his return. (Sec. 2, 28 Stat. 279; 6 U. S. C. 7)

(c) *Requirements and qualifications.* Whenever any recognizance, stipulation, bond, or undertaking conditioned for the faithful performance of any duty, or for doing or refraining from doing anything in such recognizance, stipulation, bond, or undertaking specified, is by the laws of the United States required or permitted to be given with one surety or with two or more sureties, the execution of the same or the guaranteeing of the per-

formance of the condition thereof shall be sufficient when executed or guaranteed solely by a corporation incorporated under the laws of the United States or of any State having power to guarantee the fidelity of persons holding positions of public or private trust, and to execute and guarantee bonds and undertakings in judicial proceedings. Such recognizance, stipulation, bond, or undertaking shall be approved by the head of department, required to approve or accept the same. No officer or person having the approval of any bond shall exact that it shall be furnished by a guaranty company or by any particular guaranty company. (Sec. 1, 28 Stat. 279; 6 U. S. C. 6)

(d) *Limitation of premium*—(1) *Basis.* Until otherwise provided by law no bond shall be accepted from any surety or bonding company for any officer or employee of the United States which shall cost more than thirty-five per centum in excess of the rate of premium charged for a like bond during the calendar year nineteen hundred and eight. The United States shall not pay any part of the premium or other cost of furnishing a bond required by law or otherwise of any officer or employee of the United States. (36 Stat. 125; 6 U. S. C. 14)

(2) *Certificate required.* On every bond of an officer or employee of the Postal Service accepted from any surety or bonding company there shall appear a certificate, signed by the person signing for the surety or bonding company, stating the amount of the premium per $1,000 on said bond and the rate of premium charged by said company for a like bond during the calendar year 1908, where such bonds were issued by said company during that year. If no such bond was issued during said year, that fact shall be stated.

(e) *Surety companies*—(1) *Restrictions.* No company having authority under the provisions of 6 U. S. C. 6–13 to do business with the United States shall be accepted as sole surety on any recognizance, stipulation, bond, or undertaking under this department the penal sum of which is greater than 10 percent of the paid-up capital and surplus of such company.

(2) *Two or more companies as sureties.* Two or more companies may be accepted as sureties on any recognizance, stipulation, bond, or undertaking under this department the penal sum of which does not exceed the limit herein prescribed of their aggregate paid-up capital and surplus; and in such cases each company may limit its liability, in terms, upon the face of the bond, to a definite specified amount, such amount to be in all cases, however, within the limitations herein prescribed. In cases where the law expressly or impliedly requires or contemplates it, every such recognizance, stipulation, bond, or undertaking shall be executed by the principal and sureties jointly and severally.

(3) *Limitation to penal sum.* No company shall be accepted as surety on any recognizance, stipulation, bond, or undertaking under this department which shall execute any recognizance, stipulation, bond, or undertaking on behalf of any individual, firm, association, or corporation, whether or not the United States is interested as a party thereto, the penal sum of which is greater than 10 percent of the paid-up capital and surplus of such company, except under the conditions and limitations herein prescribed.

(4) *Reinsurance.* No portion of any recognizance, stipulation, bond, or undertaking shall be included in determining the limitations herein prescribed which shall have been reinsured at the time of execution and delivery of the original obligation, or within 20 days thereafter, in a company authorized to do business under the act above referred to, within the limitations herein prescribed, or in such companies and under such limitations as the Secretary of the Treasury shall have approved: *Provided,* That on every such recognizance, stipulation, bond, or undertaking in which the United States is interested as a party, the reinsurance agreement shall be executed simultaneously with the original obligation by a company authorized to do business under the act of August 13, 1894, as amended by the act of March 23, 1910, and shall run directly to the United States.

(5) *Status and qualifying power.* The amount of paid-up capital and surplus of every such company shall be determined by the annual and semiannual financial statements filed with the Secretary of the Treasury as herein provided. The Secretary of the Treasury will keep the other executive departments advised, from time to time, as to the status and qualifying power of the various companies under these instructions.

(6) *Waiver of limitations.* In the event that it becomes necessary to waive the limitations herein prescribed on any recognizance, stipulation, bond, or undertaking given to the United States, notice of such waiver and the manner in which the excess is required to be covered shall in each instance be immediately transmitted by letter to the head of each of the other executive departments.

(7) *Failure to meet regulations.* Failure on the part of any company to comply with the provisions of these regulations will be considered sufficient ground for refusing to accept further such company as surety on obligations under this department during the continuance of such delinquency, and in the event of persistent failure to observe the provisions of these regulations the name of any such company will be eliminated from the published list of sureties acceptable to this department.

§ 135.9 *Record of bonds.* All officials having custody of bonds in favor of the United States shall segregate and file the bonds (except postmaster's bonds), or maintain corresponding collective record thereof, in such manner as to enable them to furnish promptly, when requested, complete information as to the bonds furnished by given surety companies.

§ 135.10 *Priority of sureties.* Whenever the principal in any bond given to the United States is insolvent, or whenever, such principal being deceased, his estate and effects which come to the hands of his executor, administrator, or assignee, are insufficient for the payment of his debts, and, in either of such cases, any surety on the bond, or the executor, administrator, or assignee of such surety pays to the United States the money due upon such bond, such surety, his executor, administrator, or assignee, shall have the like priority for the recovery and receipt of the moneys out of the estate and effects of such insolvent or deceased principal as is secured to the United States; and may bring and maintain a suit upon the bond, in law or equity, in his own name, for the recovery of all moneys paid thereon. (R. S. 3468; 31 U. S. C. 193)

§ 135.11 *Bonds of postmasters*—(a) *Requirement.* Every postmaster, before entering upon the duties of his office, shall give bond, with good and approved security, and in such penalty as the Postmaster General shall deem sufficient, conditioned for the faithful discharge of all duties and trusts imposed on him either by law or the rules and regulations of the department. On the death, resignation, or removal of a postmaster, his bond shall be delivered to the General Accounting Office. The bond of any married woman who may be appointed postmaster shall be binding upon her and her sureties, and she shall be liable for misconduct in office as if she were sole. (R. S. 3834, as amended; 39 U. S. C. 34)

(b) *Liability of postmasters and sureties.* Every postmaster and his sureties shall be responsible under their bond for the safekeeping of the public property of the post office, and the due performance of the duties thereof, until a successor has been duly appointed and qualified, and has taken possession of the office; except that in cases where there is a delay of sixty days in supplying a vacancy, the sureties may terminate their responsibility by giving notice, in writing, to the Postmaster General, such termination to take effect ten days after sufficient time shall have elapsed to receive a reply from the Postmaster General; and the Postmaster General may, when the exigencies of the service require, place such office in charge of a special agent (post-office inspector) until the vacancy can be regularly filled; and when such special agent shall have taken charge of such post office, the liability of the sureties of the postmaster shall cease. (See § 135.7 (i), (j)) (R. S. 3836, as amended; 39 U. S. C. 38)

(c) *Execution of bonds.* An official bond shall be executed by every person appointed postmaster or acting postmaster on a blank furnished by the First Assistant Postmaster General. The official bond shall be signed by the appointee as principal and one or more approved bonding companies or two or more individual sureties and the signatures of the principal and sureties attested by witnesses. An authorized officer shall administer the oath of justification to the individual sureties as to their financial responsibility.

(d) *Examination and filing.* After execution the official bond shall be transmitted to the First Assistant Postmaster General, Division of Postmasters, for

examination and, if satisfactory, for approval, acceptance, and filing.

(e) *Record of bond in post office.* Every postmaster shall keep a record in his office of the name of the surety on his bond and the amount of the penalty of the bond. This record shall be kept in the postmaster's current account book. In two-division plan offices the record shall be kept with the files maintained in the postmaster's office.

(f) *New bonds by postmasters when required.* Postmasters shall furnish new bonds whenever deemed necessary by the First Assistant Postmaster General; also upon the death, insolvency, or other disability of one or more of the personal sureties on the postmaster's bond, or whenever any postmaster under bond with personal sureties shall have remained in office for four years from the effective date of his last official bond. (See § 135.7 (i), (j)) Postmasters shall promptly report to the department the death, insolvency, or other disability of a personal surety, and failure to do so will be deemed sufficient cause for removal.

§ 135.12 *Bonds of assistant postmasters or persons designated to act as postmasters.* The person appointed assistant postmaster at a first- or second-class office, or the person designated to perform the duties of a postmaster at first-, second-, or third-class office, shall, if he has not already done so, furnish bond on Form 1117. The bonds of all such employees shall be filed by the postmasters in their offices.

§ 135.13 *Bonds of officers and employees in post offices.* Assistant postmasters and cashiers at first-, second-, and third-class post offices, and when deemed necessary by the Postmaster General for the better protection of the interests of the Government any other employees in such offices, shall, before entering upon the duties of their office, give bond to the United States with good and approved security, and in such penalty as the Postmaster General shall prescribe, conditioned for the faithful discharge of all duties and trusts imposed upon them either by law or the rules and regulations of the Post Office Department. (Sec. 3, 30 Stat. 444; 39 U. S. C. 132)

NOTE: Cashiers are allowed only at first-class post offices. The title of cashier was changed to superintendent of postal finance. (59 Stat. 435; 39 U. S. C. 851 ff)

§ 135.14 *Bonds of employees in post offices*—(a) *Requirement.* All employees of first-, second-, and third-class post offices and regular, auxiliary, and substitute rural carriers at all offices shall furnish bonds executed to the United States in accordance with the forms prescribed by the department.

(b) *Cover all duties imposed.* The bonds given to the United States by clerks and employees in post offices under their roster designation shall apply to and cover the faithful discharge of all duties and trusts imposed upon them, and the due accounting of all moneys which may come into their possession while performing the duties of any other clerk or employee or of any position under any other roster designation or classification whatever.

(c) *Amount.* The amount of bond in each instance shall be fixed by the postmaster, based according to financial responsibility upon the amount as fixed by the department in the schedule printed in the Manual of Instructions for Postal Personnel. If at any time the financial responsibility of an employee is increased, postmasters shall see to it that the amount of bond is correspondingly increased. Postmasters shall require all such bonds to be examined at least once every two years for the purpose of ascertaining the sufficiency of the sureties thereon; to examine the sufficiency of the amount thereof and approve or fix said amount at least once in two years and oftener as they may deem it necessary. When the financial responsibility of the employee is increased, the postmaster shall require such employee to furnish a bond in an ample amount consistent with the financial responsibility or trust imposed on the employee. (See § 135.7 (h), (i), (j).)

(d) *Negotiation of premium rates by postmaster.* Postmasters may represent the employees of their offices in negotiating premium rates with surety companies, but shall not solicit or accept commissions from such companies, nor seek to compel their clerks to do business with any particular company.

(e) *Acceptance.* Bonds of assistant postmasters at first- and second-class offices and other employees at first-, second- and third-class offices (except rural carriers) shall be accepted by the postmaster for and on behalf of the Postmaster General.

§ 135.15 *Bonds of rural carriers*—(a) *Acceptance and filing.* The bonds of regular, auxiliary, temporary, and substitute rural carriers shall be accepted by the rural delivery disbursing postmaster. After approval of a bond postmasters shall require the name of the surety and bonding company and amount of surety thereunder to be entered on each employee's roster card. All bonds shall be filed in alphabetical order and in a place safe from the destruction by fire and protected from unauthorized access or withdrawal.

(b) *Sureties.* Bonds of rural carriers to be acceptable shall be signed by two personal sureties, each of whom is worth the sum of $500 in property over and above his debts and personal liabilities, or by an indemnity company that is authorized to qualify as sole surety on an official bond.

(c) *When surety removes from locality.* When a person who has qualified as surety on a bond of a rural carrier dies, removes from the locality of the route, or becomes insolvent, the postmaster shall at once notify the disbursing postmaster.

(d) *New bonds.* The execution of new bonds for regular, auxiliary, temporary, or substitute rural carriers may be required by the Postmaster General whenever it is deemed necessary or expedient.

§ 135.16 *Bonds of employees at fourth-class offices.* Persons designated assistant postmasters and clerks at fourth-class post offices shall not be required to furnish bond to the United States, but such clerks and designated persons at fourth-class post offices may be required to give bond in favor of the postmaster if he so desires. Postmasters will be held responsible for any losses of money, stamps, registered mail, or other valuable matter chargeable to an unbonded employee, regardless of the class of the office.

NOTES: The taking of bonds by the United States directly from assistant postmasters and clerks in post offices does not in anywise affect the liability of postmasters upon their official bonds for the proper discharge of all the duties of their office and the due accounting for all public funds which may be in, or come into, their custody as postmaster; and postmasters and their sureties are responsible on their official bonds to the same extent as theretofore for the defaults and defalcations of their subordinates. The bonds taken from assistants and clerks in post offices are simply additional security of which the United States may avail itself in case of loss.

Money received by a clerk in a post office is, in contemplation of law, received into the official custody of the postmaster; and the fact that such money is embezzled by the clerk does not constitute a defense to an action to recover. (Bryan *v.* U. S., 90 Fed. Rep. 473, 474, citing opinions of the United States Supreme Court; and Pond *v.* U. S., 111 Fed. Rep. 992.)

§ 135.17 *New bonds not required upon transfer; exceptions.* Employees of the motor-vehicle service, when transferred from one post office to another, will not be required to furnish new bonds if the bonds covering them are executed on Form 1117, as this form covers an employee in any post office to which he may be transferred. The bonds should be forwarded promptly to the postmaster at which office the employee has been assigned. Substitutes promoted to a regular position or transferred to another position in the post office, need not file new bonds unless, in the opinion of the postmaster, the increased responsibility of the employee demands that a new bond shall be furnished.

§ 135.18 *Bonds of letter carriers.* Every letter carrier shall give bonds, with sureties, to be approved by the Postmaster General, for the safe custody and delivery of all mail matter, and the faithful account and payment of all money received by him. (R. S. 3870; 39 U. S. C. 157)

§ 135.19 *Bonds of clerks in charge of rural or contract stations.* Clerks in charge of rural stations and clerks in charge of contract stations shall furnish bonds in a designated sum.

§ 135.20 *Bonds of railway postal clerks*—(a) *When required.* Railway postal clerks, except those who are assigned to clerical duties in which they do not have access to the mails, shall give bond to the United States in the sum of $1,000 each, with good and approved security and in such form as may be prescribed by the Department. Each clerk shall pay the premium on his bond promptly when due. Bonds shall be filed with the Second Assistant Postmaster General, Surface Postal Transport.

(b) *When collection made on bond.* When a collection is made on the bond of a railway postal clerk, such clerk shall, if he remains in the service, furnish a

new bond effective from the date collection was made on the old bond.

§ 135.21 *Bonds of Navy, Coast Guard, and Marine Corps personnel*—(a) *Conditions.* Every Navy mail clerk and assistant Navy mail clerk and every Coast Guard mail clerk and assistant Coast Guard mail clerk shall give bond to the United States in such penal sum as the Postmaster General may deem sufficient for the faithful performance of his duties as such clerk: *Provided,* That the Secretary of the Navy may waive the giving of bond in cases of Navy mail clerks and assistant Navy mail clerks. Navy mail clerks and assistant Navy mail clerks whose bonds are so waived shall not be entitled to the extra compensation otherwise authorized to be paid them by law. The Post Office Department shall be reimbursed annually by the Navy Department in an amount equal to funds embezzled by unbonded Navy mail clerks, assistant Navy mail clerks, and commissioned officers of the Navy and Marine Corps, and funds expended in payment of claims arising from errors, losses, or defalcations by unbonded Navy mail clerks, assistant Navy mail clerks, and commissioned officers of the Navy and Marine Corps: *Provided further,* That "commissioned officers of the Navy and Marine Corps" as used in the foregoing provision shall be construed to mean only those commissioned officers of the Navy and Marine Corps who have been designated custodians of postal effects by the commanding officer. (Sec. 3, 37 Stat. 554, as amended; 39 U. S. C. 135)

(b) *Acceptance by Postmaster General.* No Navy mail clerk or assistant Navy mail clerk, and no Coast Guard mail clerk or assistant Coast Guard mail clerk, shall be deemed to be fully qualified until his oath and bond have been executed, and accepted by the Postmaster General, and his designation is in effect.

§ 135.22 *Bonds of Army mail clerks.* * * * Each Army mail clerk and assistant Army mail clerk shall take the oath of office prescribed for employees of the Postal Service and shall give bond to the United States in such sum as the Postmaster General may deem sufficient for the faithful performance of his duties as such mail clerk. * * * (55 Stat. 656; 39 U. S. C. 138)

LETTER OF CHARGES

§ 135.44 *Preferment of charges*—(a) *Requirements.* In all cases where the facts justify a recommendation for removal from the service, reduction in grade, suspension, or other disciplinary action with respect to any employee who has completed a probationary or trial period, charges shall be preferred in writing. The letter of charges must be complete and in full justification of the recommendation.

(b) *Disciplinary action*—(1) *Authority.* Postmasters or other postal officials shall not take any disciplinary action with respect to classified employees without authority from the Department, except that:

(2) *Emergency cases.* (i) In emergency cases, or when reasonable grounds exist to believe that an employee has committed an offense involving moral turpitude or tending to bring the Department or the Service into disrepute or disrespect, requiring prompt suspension for thirty days or less, the employee may be required to answer the charges and submit affidavits within such a time as under the circumstances would be reasonable but not less than 24 hours.

(ii) In cases where the circumstances are such that the retention of the employee in an active-duty status in his position, pending decision on the charges, may result in damage to Government property, may be detrimental to the interests of the Government, injurious to the employee, his fellow workers, or the general public, the employee may be (*a*) temporarily assigned to duties in which these conditions would not exist; (*b*) placed on annual leave, provided he has sufficient leave to his credit to cover the required period; or (*c*) placed on leave without pay with his consent. In cases where suspension is imperative and it is not possible to follow the procedure outlined in (*a*), (*b*), or (*c*) in the preceding sentence, written charges must be preferred against the employee immediately. In such cases the employee should be carried in a pay status for the next 24 hours.

(c) *Report of action.* In handling the exceptional cases listed in section 3 the postmaster or other postal official shall report promptly by telegraph to the Department the essential facts together with the action taken or recommended. When, as the result of an investigation by a post-office inspector, it appears that an employee should be suspended, the inspector shall report promptly by telegraph or TWX to the Chief Inspector the essential facts and the action taken or recommended by the postmaster or other postal official.

(d) *Temporary or probationary employees.* It is not a requirement that charges be preferred with respect to the separation of any temporary employee or any classified employee who is serving a probationary or trial period.

(e) *Furlough without pay.* In cases of furlough without pay due to unforeseeable circumstances, such as sudden break-downs in equipment, acts of God, or emergencies requiring immediate curtailment of activities, advance notice in writing shall not be necessary.

(f) *Previous offenses; demerits.* Inasmuch as an employee should not be disciplined twice for the same offense, care must be exercised not to include in the letter of charges to the employee offenses that have been considered in the past and on which definite action has been taken. The assessment of demerits is not considered disciplinary action; but only a record of previous offenses.

§ 135.45 *Essentials of letter of charges.* (a) The letter of charges must be prepared on the basis of conditions, facts, and circumstances applicable only to the case. The rights of the employee must be respected.

Faulty preparation of a letter of charges may result in an appeal from the decision reached in a disciplinary case. It is essential, therefore, that the letter of charges be prepared strictly in accordance with the instructions of this order; that the reports to the Department of the postmaster or other postal official be complete as to the pertinent facts and contain information necessary to permit the Department to make a judicial determination.

A letter of charges should consist of three parts:

1. Citation.
2. Charges.
3. Request for a written reply.

§ 135.46 *Type 1; employees not entitled to veteran preference*—(a) *Citation.* (1) No person in the classified service shall be removed, reduced in grade, or suspended except for such cause as will promote the efficiency of the service.

(b) The first paragraph of the letter should be phrased substantially as follows:

> In accordance with § 135.43, Postal Laws and Regulations (5 U. S. Code 652), and pertinent material in the Federal Personnel Manual, you are charged with the following offenses considered to be against the interests of the Postal Service. Therefore, it is necessary that your removal or other disciplinary action be considered by the Post Office Department to promote the efficiency of the Postal Service.
>
> Charge No. 1 * * *

(b) *Charges.* (1) The charges enumerated must be specific as to time, place, and circumstances. Postmasters or other postal officials must not include generalities or allegations for which sustaining evidence has not been obtained and which are not susceptible of proof.

(2) In order that an employee may clearly understand the grounds for the proposed action and be in a position to submit his defense, the numbered charges must be stated in factual detail so that the employee may know the particular offenses or deficiencies charged against him. A decision adverse to the employee must be based only on the reasons set forth in the letter of charges which the employee has had an opportunity to answer. No other reasons can serve as a basis for adverse decision.

(c) *Request for written reply.* (1) The employee shall be given an opportunity to file a written answer to such charges and to furnish affidavits in support of his answer.

(2) The employee is entitled to a reasonable time in which to file an answer. Practical experience has demonstrated that five days is generally sufficient time, but the circumstances in each case should be the determining factor. (See § 135.44 (b) for exceptions.) He should be informed that if additional time is needed, it will be granted upon written application showing the necessity. Statements should not be made to the effect that failure to receive a reply within the time limit specified will be construed to mean the employee has no defense to offer.

(3) A closing paragraph substantially as follows contains all essentials:

> You will be allowed ------ days from the receipt of this letter for answering in writing and submitting with your reply any affidavits or other evidence in support thereof. If additional time is needed, it will be granted upon written application to me showing the necessity.

(d) *Delivery of letter of charges*—(1) *Fact of delivery must be established.* Or-

dinarily, the letter of charges should be sent by registered mail to the last-known address of the employee; it must, in all cases, be delivered to him in such a way that the fact of delivery or, at least, the attempt at delivery can be established without question.

(2) *When not made or when unclaimed.* If no answer is returned within a reasonable time, the report should so state; and if the letter of charges is returned as "unclaimed," it should be submitted with the report of the postmaster or other postal official.

(e) *Time to be allowed for reply.* The postmaster or other postal official should wait a reasonable time for a reply after expiration of the time limit before submitting his report in order to allow for factors beyond control of the employee. Otherwise, a recommendation for removal or other disciplinary action may amount to a judgment of the case without all the facts.

(f) *Report to Department.* The report of the postmaster or other postal official to the Department and the letter of charges must agree as to the details of a charge. If further investigation is necessary to substantiate or disprove evidence submitted by the employee, it should be made. The postmaster or other postal official shall comment upon each statement of the employee relating to the charges. If the employee answers the charges, his answer must be transmitted to the Department with the report submitted by the postmaster or other postal official.

(g) *Decision of Department.* Immediately following consideration of the report and the employee's answer the Department will notify the postmaster or other postal official of its decision. A written, dated notice of the decision must be furnished the employee at the earliest practicable date. In the event the Department decides that disciplinary action is warranted, the written notice shall include the reasons for the action taken and its effective date.

(h) *Retention and furnishing of copies.* Copies of the charges, answer, and reasons for the disciplinary action shall be retained in and made a part of the records of the Department. Copies of the same shall be furnished, upon request, to the person affected and to the Civil Service Commission.

§ 135.47 *Type 2; employees entitled to veteran preference*—(a) *Citation* (1) No veteran-preference employee in the classified service shall be discharged, suspended for more than thirty (30) days, furloughed without pay, or reduced in rank or compensation except for such cause as will promote the efficiency of the service.

(2) The first paragraph of the letter should be phrased substantially as follows:

In accordance with § 135.43, Postal Laws and Regulations (5 U. S. Code 652), section 14 of the Veterans' Preference Act of 1944, and pertinent material in the Federal Personnel Manual, you are charged with the following offenses considered to be against the interest of the Postal Service. Therefore, it is necessary that your removal or other disciplinary action be considered by the Post Office Department to promote the efficiency of the Postal Service.

Charge No. 1 * * *

(b) *Charges.* Follow procedure outlined in § 135.46 (b).

(c) *Opportunity for answer.* (1) In addition to the instructions outlined in paragraphs (c) (1) and (2) of § 135.46, the employee must be informed of his right to answer the charges personally and in writing and for furnishing affidavits in support of such answer. He must also be informed that, in case an adverse decision is made in his case, adverse action will not take effect until at least 30 days after the receipt of the letter of charges.

(2) A closing paragraph substantially as follows contains all essentials:

You have a right to answer these charges within _____ days from the receipt of this notice of proposed adverse action personally and in writing and to furnish affidavits in support of such answer. In case an adverse decision is made in your case, adverse action will not take effect until at least thirty (30) days after the receipt of this notice by you.

(3) The letter of charges must be submitted to a veteran-preference employee at least 30 days before the effective date of the proposed disciplinary action except that in cases where there is reasonable cause to believe the employee to be guilty of a crime for which a sentence of imprisonment can be imposed, the employee need not be given 30 days' advance written notice, but must be given such advance notice and opportunity to answer as under the circumstances will be reasonable, but not less than 24 hours.

(d) *Retention in active-duty status.* (1) Whether the employer is given 30 days' advance notice, or less than 30 days' notice under § 135.47 (c) (3), he shall be retained in an active-duty status during such notice period, except that circumstances may warrant the handling of the case under the provisions of § 135.44 (b) (2) (ii).

(2) The reasonableness of the applications of such exceptions in any case will be considered in connection with the entire case in the event that the employee subsequently appeals from the final adverse decision.

(e) *Delivery of letter of charges; report to Department.* Follow procedure outlined in § 135.46 (d) (e) (f).

(f) *Decision of Department.* (1) Immediately following consideration of the report and the employee's answer the Department will furnish the postmaster or other postal official with a written, dated notice of its decision which must be submitted to the employee promptly. In the event the Department decides that disciplinary action is warranted the notice of adverse decision to be given the employee shall state the reasons for the action taken and its effective date. It shall also contain a statement of the right of the employee to appeal the decision to the appropriate office of the Civil Service Commission within ten (10) days after the effective date of the adverse decision.

(2) The notice of adverse decision should be prepared substantially as follows:

The first paragraph should state the nature of the decision.

The second paragraph should contain a statement that the adverse decision is in accordance with the charges set forth in the letter of charges dated _____, and that the answer and evidence, if any, submitted by the employee have been considered.

The third paragraph should contain a statement of the right of the employee to appeal the adverse decision within ten (10) days after the effective date of the adverse decision to the Director of the appropriate Civil Service Region.

(g) *Retention and furnishing of copies.* Copies of the charges, answer, reasons for the disciplinary action, and notice of adverse decision shall be retained in and made a part of the records of the Department. Copies of the same shall be furnished, upon request, to the person affected and to the Civil Service Commission.

NOTE: The procedures in §§ 135.44 to 135.47 were promulgated by Order of the Postmaster General, No. 38269, dated August 11, 1948, entitled "Letter of Charges," in accordance with § 135.43, Postal Laws and Regulations (5 U. S. C. 652), the Veterans' Preference Act of 1944, and pertinent material in the Federal Personnel Manual.

REINSTATEMENTS

§ 135.48 *Reinstatement under civil service rules*—(a) *Limitations.* The civil service rules provide that a person separated without delinquency, misconduct, or inefficiency from a civilian position in the federal service after absolute appointment may be reinstated upon certificate of the Commission subject to the following limitations:

(1) Upon requisition for reinstatement by the appointing office having a vacancy to fill, made within one year of separation if the period of service was less than two years; within two years if the period of service was two years or more but less than three years; within three years if the period of service was three years or more but less than four years; within four years if the period of service was four years or more but less than five years; and without time limit if the period of service was five years or more;

(2) A former classified employee entitled to military preference in appointment may be reinstated without time limit.

(3) A former classified employee retired upon annuity under the Civil Service Retirement Act by reason of total disability who is eligible for reinstatement by reason of recovery and termination of annuity, shall be eligible for reinstatement subject to the conditions and limitations of the civil service rules.

(4) No person may be reinstated to a position in the classified service who did not have a classified status at the time of separation, or eligibility for such status through examination.

(5) No person may be reinstated to a position in the classified service without passing an appropriate noncompetitive examination testing fully his present fitness for the position when the Commission shall so require.

(b) *Reinstatement discretionary, not a right.* Reinstatement is a question of

administrative discretion, and is not to be granted except when consistent with the interests of the public service.

NOTE: See opinion of the Attorney General, August 27, 1902, 24 Atty. Gen 103.

(c) *Application for.* Applications for reinstatement to the service should be made through the postmaster or local Railway Mail Service or Air Postal Transport official to the proper bureau of the Department.

PART 136—DEPARTMENTAL SERVICE

NOTE: Regulations and instructions pertaining to the Departmental Service are contained in the Federal Personnel Manual, which may be consulted in the office of the Secretary of Boards of Examiners at all first-class and certain second-class post offices; in offices of Division Superintendents, Railway Mail Service; and in Division Headquarters, Post Office Inspection Service.

PART 137—FIELD SERVICE

APPOINTMENTS

Sec.
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137.25 Employees forbidden to receive fees from public.
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AUTHORITY: §§ 137.1 to 137.28 (except for authority cited in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

APPOINTMENTS

§ 137.1 *Appointments; examination requirement and exceptions.* No officer or clerk shall be appointed, and no person shall be employed to enter or be promoted in either of the classes of employees existing on January 16, 1883, or that may thereafter exist, until he has passed an examination, or is shown to be specially exempted from such examination in conformity herewith. Nothing herein contained shall be construed to take from those honorably discharged from the military or naval service any preference conferred by section 35 of this title, nor to take from the President any authority not inconsistent with sections 632, 633, 635, 637, 638, 640 to 642 of this title, conferred by section 631 of this title; nor shall any officer not in the executive branch of the Government, or any person merely employed as a laborer or workman, be required to be classified hereunder; nor, unless by direction of the Senate, shall any person who has been nominated for confirmation by the Senate be required to be classified or to pass an examination. (Sec. 7, 22 Stat. 406; 5 U. S. C. 638)

§ 137.2 *Appointment and removal of postmasters*—(a) *Authorization.* Postmasters of the first, second, and third classes shall be appointed and may be removed by the President by and with the advice and consent of the Senate, and postmasters of the fourth class shall be appointed and may be removed by the Postmaster General, by whom all appointments and removals shall be notified to the General Accounting Office. (Sec. 6, 19 Stat. 80, as amended; 39 U. S. C. 31)

(b) *In classified service.* Postmasters of the first, second, and third classes shall hereafter be appointed in the classified service without term by the President by and with the advice and consent of the Senate. (Sec. 1, 52 Stat. 1076; 39 U. S. C. 31a)

(c) *Method; eligibility; residence requirements.* Appointments to positions of postmaster at first-, second-, and third-class post offices shall be made by the reappointment and classification, noncompetitively, of the incumbent postmaster, or by promotion from within the Postal Service in accordance with the provisions of 5 U. S. C. 632, 633, 635, 637, 638, 640, 641, 642, 18 U. S. C. 208–212, and 40 U. S. C. 42 and Rules, or by competitive examination, in accordance with the provisions of 5 U. S. C. 632, 633, 635, 637, 638, 640, 641, 642, 18 U. S. C. 208–212, and 40 U. S. C. 42 and Rules. No person shall be eligible for appointment under this section unless such person has actually resided within the delivery of the office to which he is appointed, or within the city or town where the same is situated for one year next preceding the date of such appointment, if the appointment is made without competitive examination; or for one year preceding the date fixed for the close of receipt of applications for examination, if the appointment is made after competitive examination: *Provided*, That residence within the delivery of the post office or within the city or town where the same is situated shall be essential to the examination, appointment, reappointment, or promotion of applicants for postmaster at offices unless the Civil Service Commission finds that peculiar local conditions preclude or render impossible the application of such requirements. In such cases the Commission may examine and certify for appointment, reappointment, or promotion persons who reside in such area adjacent to, or surrounding, the delivery zone of the post office as may be fixed by the Civil Service Commission. (Sec. 2, 52 Stat. 1076, as amended; 39 U. S. C. 31b)

(d) *When examination not required at office of third or fourth class.* No postmaster at an office of the fourth class shall be required, in the event such office is advanced to the third class, to pass any competitive or noncompetitive examination as a condition to appointment or service as postmaster at the office so advanced; and no postmaster at an office of the third class shall be required, in the event such office is relegated to the fourth class, to pass any competitive or noncompetitive examination as a condition to appointment or service as postmaster at the office so relegated; and any postmaster of the fourth or third class who has passed a civil-service examination at any time and has given service satisfactory to the Department may be reappointed without further civil-service examination. (58 Stat. 224; 39 U. S. C. 31c)

(e) *Filling of vacancy; report.* Whenever the office of any postmaster becomes vacant, the Postmaster General or the President shall supply such vacancy without delay, and the Postmaster General shall promptly notify the General Accounting Office of the change. (R. S. 3836, as amended; 39 U. S. C. 38)

(f) *Age limits of candidates for postmastership*—(1) *At Presidential offices.* Candidates for the position of postmaster or acting postmaster at Presidential post offices must not have been passed their 63d birthday and must meet the following minimum age requirements on the closing date for receipt of applications by the Civil Service Commission:

Third-class offices in grades ranging from $2,250 to $3,450 per anum, 21 years.

Second-class offices in grades ranging from $3,850 to $4,250 per annum, 23 years.

First-class offices in grades ranging from $4,450 to $5,250 per annum, 25 years; $5,450 and above, 30 years.

(2) *Veteran's preference.* Persons granted preference because of military or naval service and classified employees of the postal service are released from age limitations, except that such persons who have passed their seventieth birthday will not be eligible for examination.

§ 137.3 *Postmasters at offices of fourth class*—(a) *Subject to civil service rules.* All positions of postmaster at post offices of the fourth class (except those in Alaska, Guam, Hawaii, Samoa, and the Virgin Islands), have been by Executive order placed in the competitive classified service and made subject to the Civil Service Act and rules.

(b) *In Alaska.* Notwithstanding any other provision of law, any officer, agent, or employee of the United States Government, who is a citizen of the United States, shall be eligible to appointment as postmaster of a fourth-class post office in the Territory of Alaska and may serve and act as such postmaster and receive the compensation provided by law for such services. (59 Stat. 544; 39 U. S. C. 31d)

(c) *At offices having annual compensation of $1,300 or more.* Appointments by the Postmaster General to offices having an annual compensation of $1,300 or more shall be made in the same manner as provided by the Civil Service Act and rules for other positions in the competi-

tive classified service, except as otherwise provided.

(d) *At offices having annual compensation of less than $1,300.* Appointments by the Postmaster General at offices having an annual compensation of less than $1,300 shall be made in the following manner: When a vacancy has occurred or is about to occur at any such office, a post-office inspector will visit the locality and report upon the suitability of applicants for the appointment in the order of their fitness, such report to be based solely upon the qualifications and suitability of the applicants and their ability to provide proper facilities for transacting the business of the office.

(e) *Age limit.* No person shall be eligible for appointment as fourth-class postmaster or acting postmaster if he has reached his sixty-fifth birthday on the date of close of receipt of applications. Where the applicant is a veteran, widow of a veteran, or the wife of a disabled veteran, the age for entrance to the examination is waived, except that no person will be admitted who has reached the age of retirement.

(f) *When there is no register of eligibles.* Where the Civil Service Commission is unable to establish a register of eligibles for fourth-class postmaster and authorizes an appointment by the Postmaster General on the report of a post office inspector, the same regulations shall apply as govern appointments where the compensation is less than $1,300.

§ 137.4 *Ineligible for postmastership*—(a) *Alien.* No person shall be appointed postmaster or acting postmaster of a post office in the continental United States unless he is a citizen of the United States or a person in the service of the United States on March 28, 1938, who being eligible for citizenship has filed a declaration of intention to become a citizen or who owes allegiance to the United States.

(b) *Minor.* No person under 21 years of age shall be appointed postmaster or acting postmaster.

(c) *Contractor.* No person concerned in a contract for carrying the mails either as contractor, subcontractor, or surety, nor any member of his immediate family shall be appointed postmaster.

(d) *Prosecutor of claim against Government.* No person engaged in the prosecution of claims against the Government shall be appointed postmaster.

(e) *Husband or wife of rural carrier.* The husband or wife of a rural carrier shall not be appointed postmaster, nor shall the husband or wife of a postmaster be appointed rural carrier.

§ 137.5 *Residence of postmaster*—(a) *Requirements.* Every postmaster shall reside within the delivery of the office to which he is appointed or within the town or city where the same is situated. (Sec. 8, 33 Stat. 441; 39 U. S. C. 32)

(b) *State boundaries.* The delivery district of a post office is not affected by State boundaries, and a postmaster may reside outside the State where his office is located if he is within the delivery thereof.

§ 137.6 *When woman postmaster or employee changes name*—(a) *Postmaster.* A woman postmaster shall immediately report to the Bureau of the First Assistant any change in her name, giving her new name, effective date, and the reason for the change. Failure to do so promptly shall be sufficient cause for removal. Such postmasters shall not be required to furnish new bonds, and another appointment shall not be necessary. After the change has been reported, she shall sign all papers, returns, accounts, requisitions, money orders, etc., under her new name (using, however, her Christian name).

(b) *Other employee.* Promptly upon the change of name of an employee holding a classified position in the postal service, postmasters and other appointing officers shall report to the proper bureau of the department the name of such employee as officially indicated on their rosters, the date of the change in name and the new name as the employee desires to be officially known.

§ 137.7 *Appointment of acting postmaster*—(a) *Procedure.* Whenever the office of a postmaster becomes vacant through death, resignation, or removal, the Postmaster General shall designate some person to act as postmaster until a regular appointment can be made by the President in case the office is in the first, second, or third class, and by the Postmaster General when the office is in the fourth class; and the Postmaster General shall notify the General Accounting Office of the change. The postmaster so appointed shall be responsible under his bond for the safekeeping of the public property pertaining to the post office and the performance of the duties of his office until a regular postmaster has been duly appointed and qualified and has taken possession of the office. Whenever a vacancy occurs from any cause the appointment of the regular postmaster shall be made without unnecessary delay. (Sec. 1, 41 Stat. 1151, as amended; 39 U. S. C. 39)

(b) *When postmaster called for duty in armed forces.* That at any post office the postmaster of which has been called for duty as a member of the National Guard or of the Reserve of the Army, Navy, or Marine Corps or pursuant to draft or voluntary enlistment, the Postmaster General is authorized to grant leave of absence without pay to such postmaster and to appoint an acting postmaster at such post office to serve for the period only of the absence of the regular postmaster on military service, requiring such acting postmaster to furnish suitable bond with surety for the faithful performance of the duties as acting postmaster and releasing the regular postmaster and his sureties of responsibility for the conduct of the office during such period: *Provided further,* That where a postmaster resigns for the purpose of military service as herein described and subsequently wishes to resume his previous position as postmaster he may be permitted, upon being released from military service, to withdraw his resignation and resume the office of postmaster, or be reappointed thereto, in the event the office is being conducted at the time by an acting postmaster: *Provided further,* That appointments of acting postmasters to serve during the absences of regular postmasters on leave granted pursuant to the terms of this act shall be made in accordance with the civil-service laws, rules, and regulations, and such appointments may continue until the return to duty of the regular postmaster or until it has been determined that the regular postmaster will not return to duty. (Sec. 3, 52 Stat. 1077, as amended; 39 U. S. C. 39a)

(c) *Period of appointment.* Appointments of acting postmasters in all classes of post offices shall be made by the Postmaster General: *Provided,* That acting postmasters shall serve not to exceed six months from the date of their designation, except that the Postmaster General may extend the period of service of any acting postmaster beyond such six months' period with the permission of the Civil Service Commission. (Sec. 3, 52 Stat. 1077, as amended; 39 U. S. C. 39a)

(d) *Person who performs duties of postmaster pending appointment of postmaster or acting postmaster.* A person who, upon the occurrence of a vacancy and pending the appointment of a postmaster or the designation of an acting postmaster, assumes and properly performs the duties of postmaster at any third- or fourth-class post office shall be allowed compensation as postmaster for the period of such service: *Provided,* That the Comptroller General of the United States, in the settlement and adjustment of accounts and claims for compensation for service heretofore rendered, but subsequent to June 30, 1930, is hereby authorized and directed to allow compensation as postmaster for service rendered under the circumstances and conditions hereinbefore prescribed. (Sec. 1, 41 Stat. 1151, as amended; 39 U. S. C. 39)

(e) *Qualifications.* The qualifications for appointment as acting postmaster are the same as for appointment as postmaster.

§ 137.8 *Appointment of assistant postmaster*—(a) *Under civil service rules.* At post offices of the first and second classes the position of assistant postmaster is in the competitive classified service, and when appointments thereto are authorized they shall be made in accordance with the civil-service rules and be reported (on the proper form in triplicate) to the First Assistant Postmaster General for approval. The position of assistant postmaster is not authorized at post offices of the third class.

(b) *Designation of clerk to perform duties of postmaster.* At post offices where the appointment of an assistant postmaster has not been specifically authorized by the department the postmaster shall designate one of the clerks to perform the duties of the postmaster during his absence.

(c) *Designation of member of family or surety to perform duties of postmaster.* At offices of the fourth class the postmaster may designate a member of his family or a surety on his bond, if competent, to perform the duties of post-

master during his absence. Such selection may be made without approval of or report to the Department.

(d) *Duties of.* Assistant postmasters or persons designated to act for the postmaster shall perform such duties as may be assigned to them by the postmaster except as otherwise prescribed by departmental instructions.

§ 137.9 *Appointments in Inspection Service*—(a) *Inspectors.* The Postmaster General may employ such number of post-office inspectors as the good of the service and the safety of the mail may require; and the appointment of additional inspectors shall be made upon certification of the Civil Service Commission. (R. S. 4017, as amended; 39 U. S. C. 692).

(b) *Officers and employees.* Authority to appoint the following-named officers and employees may be found in the laws cited:

Inspectors in Charge, June 17, 1883 (20 Stat. 140); March 3, 1891 (26 Stat. 1079); June 2, 1900 (31 Stat. 260); and subsequent appropriation acts. Assistant Inspectors in Charge, Sec. 15, 59 Stat. 450, as amended; 39 U. S. C. 865a.

Clerks at division headquarters and other posts of duty of post-office inspectors, Sec. 15, 59 Stat. 450, as amended; 39 U. S. C. 865 a, c, d, and e; and annual appropriation acts.

(c) *Substitutes.* When any clerk in the office of division headquarters in the post-office inspection service is absent from duty for any cause other than leave with pay allowed by law, the Postmaster General, under such regulations as he may prescribe, may authorize the employment of a substitute for such work, and payment therefor from the lapsed salary of such absent clerk at a rate not to exceed the grade of pay of the clerk absent without pay. (Sec. 2, 43 Stat. 1056, as amended, sec. 1, 60 Stat. 203, as amended; 39 U. S. C. 699, 877)

§ 137.10 *Appointments at offices of first, second, and third classes*—(a) *In classified service.* Under civil-service rules all the employees of post offices of the first, second, and third classes (except special-delivery messengers at second and third-class offices) shall be included in the classified postal service, but no officer or employee in any office advanced to these classes or consolidated with an office of these classes shall be classified under the terms of this rule who fails to establish to the satisfaction of the Postmaster General his or her capacity for efficient service in the position held.

(b) *Under civil service rules.* At post offices embraced in the classified Postal Service under the civil service act (see § 137.10a) appointments shall be made under the civil-service rules from the eligible list furnished by the Civil Service Commission.

§ 137.11 *Appointment of Superintendent of Mails.* When it is deemed necessary at any post office of the first class, the Postmaster General will appoint from the classified postal service a superintendent of mails, who shall be selected by the First Assistant Postmaster General.

§ 137.12 *Appointment of letter carriers*—(a) *Examinations.* Applicants for appointment as letter carriers shall be examined by the Civil Service Commission, to whom applications should be made. Examinations will be open only to citizens of the United States.

(b) *Qualifications.* Every applicant for appointment shall be between 18 and 50 years of age, weigh at least 125 pounds, and be not less than 5 feet 4 inches in height. He shall undergo a physical examination by a reputable physician, who shall make the certificate required by the Civil Service Commission.

(c) *By whom.* Letter carriers and substitute letter carriers shall be appointed by the First Assistant Postmaster General on the nomination of the postmaster.

(d) *Selections of substitutes.* Selections of persons for appointment as substitute letter carriers shall be made by the postmaster from the carriers' eligible register in the manner prescribed by the civil-service rules and the nominations submitted to the civil service regional director for indorsement and transmitted to the First Assistant Postmaster General, Division of Post Office Personnel.

(e) *Seniority.* When two or more persons are nominated on the same day for appointment as substitute letter carrier, their seniority shall be determined by their standing, or rating, on the eligible register and not by the order of their selection.

(f) *Vacancy in regular force*—(1) *How filled.* A vacancy in the regular force may be filled by the promotion of the senior substitute carrier or by reinstatement or by transfer.

(2) *When no substitute available.* When a vacancy occurs in the regular force and there are no substitute letter carriers, the nomination for appointment shall be made from the carriers' eligible register, unless filled by reinstatement or by transfer.

(g) *Upon establishment of new office.* The appointment of letter carriers and substitute letter carriers at new city delivery offices upon their establishment shall be made from the eligible register by the First Assistant Postmaster General on nomination of the postmaster. A postmaster is not required to make selection for permanent appointment from an eligible register containing less than three names.

(h) *Temporary appointments.* When a vacancy occurs or an emergency arises necessitating the immediate appointment of a letter carrier, and the eligible register contains less than three names, appointment may be made in accordance with civil service rules.

§ 137.13 *Appointment of rural carriers.* Rural carriers shall be appointed by the First Assistant Postmaster General upon certification by the Civil Service Commission from registers of elgibles resulting from examination.

§ 137.14 *Appointments in Railway Mail Service*—(a) *Officers.* Authority to appoint field officers of the Railway Mail Service may be found in the statutes cited:

Nine general superintendents (formerly designated division superintendents), June 17, 1878 (20 Stat. 140).

Two general superintendents (formerly designated division superintendents), February 29, 1888 (25 Stat. 43).

One general superintendent (formerly designated division superintendent) (to be assigned to duty at New Orleans, La.), May 27, 1908 (35 Stat. 413).

One general superintendent (formerly designated division superintendent) (thirteenth), March 1, 1909 (35 Stat. 666), and subsequent appropriation acts.

One general superintendent (formerly designated division superintendent) (fourteenth), March 4, 1911 (36 Stat. 1335), and subsequent appropriation acts.

One general superintendent (formerly designated division superintendent) (fifteenth), August 24, 1912 (37 Stat. 548), and subsequent appropriation acts.

Assistant superintendents, R. S. 4017; June 2, 1900 (31 Stat. 259), and subsequent appropriation acts.

Assistant general superintendents (formerly designated assistant division superintendents), June 2, 1900 (31 Stat. 259), and subsequent appropriation acts.

One assistant general superintendent (formerly designated assistant division superintendent) (to be assigned to duty at New Orleans, La.), May 27, 1908 (35 Stat. 413).

District superintendents (formerly designated chief clerks), June 2, 1900 (31 Stat. 259), and subsequent appropriation acts.

Assistant district superintendents (formerly designated assistant chief clerks), June 5, 1920 (41 Stat. 1052), and subsequent appropriation acts.

(b) *Railway postal clerks.* The Postmaster General may appoint railway postal clerks in such manner and of such respective grades and salaries as may be provided for in the annual appropriation acts for the service of the Post Office Department, for the purpose of sorting and distributing the mail in railway post offices, railway post-office terminals and transfer offices, and for service in the offices of division superintendents and chief clerks, and as transfer clerks and such other services as may pertain to the Railway Mail Service. Such clerks shall be designated as railway postal clerks. (Sec. 7, 37 Stat. 555; 39 U. S. C. 609)

NOTE: The titles of "division superintendents" and "chief clerks" were changed to "general superintendents" and "district superintendents" by administrative action effective November 1, 1946.

(c) *Ineligible because of past record.* No person who has been discharged from the service for causes affecting his character and standing as a clerk or a citizen shall be employed as a substitute or in any other capacity.

(d) *Original appointments of clerks*—(1) *Rules.* Original appointments to the position of railway postal clerk shall be made by the Postmaster General under the civil-service rules and regulations.

(2) *To rank of substitute.* All original appointments shall be made to the rank of substitute railway postal clerk. (Sec. 7, 37 Stat. 556, as amended; 39 U. S. C. 611)

(e) *Filling of vacancies*—(1) *Regular clerks.* Any vacancy in the regular force of clerks shall be filled by the appointment of the first substitute in the State entitled by proper apportionment to the appointment.

(2) *Substitute clerks.* Vacancies in the substitute force shall be filled by certification of the Civil Service Commission from the Railway Mail Service register of the State in which the vacancy exists.

(3) *Substitute mail handlers.* Vacancies in the substitute mail handler force shall be filled by certification of the Civil Service Commission from the mail handler register for the locality in which the vacancy exists, and vacancies in the regular mail handler force shall be filled by the appointment of the first substitute mail handler for the locality entitled to the appointment.

§ 137.15 *Ratio of classified substitute employees to regulars.* The ratio of classified substitute railway postal clerks, classified substitute post-office clerks, classified substitute city letter carriers, classified substitute village letter carriers, classified substitute mail handlers, watchmen, and messengers, and classified substitutes in the Motor Vehicle Service, to regular railway postal clerks, post-office clerks, city letter carriers, village letter carriers, mail handlers, watchmen, and messengers, and employees of the Motor Vehicle Service, shall be not more than one classified substitute to six regular employees, or fraction thereof, respectively, except that in offices having fewer than six regular employees there may be one substitute clerk and one substitute carrier, and one substitute in the Motor Vehicle Service: *Provided,* That where the ratio of substitutes is now in excess of these ratios, no additional classified substitutes shall be appointed until these ratios are established: *Provided further,* That the provisions of this section shall not operate to furlough or dismiss (1) any classified substitute railway postal clerks, post-office clerks, city letter carriers, village letter carriers, or mail handlers, watchmen, or messengers; or (2) any classified substitute in the Motor Vehicle Service. (49 Stat. 1460, as amended; 39 U. S. C. 834)

PROBATIONARY PERIOD

§ 137.16 *Probationary period*—(a) *Postmasters.* All postmasters in the classified civil service shall serve a probationary period of 6 months.

(b) *Post office employees.* The trial period of 1 year for persons appointed in the post office service shall begin with the date of appointment as regular or classified substitute and terminate with 1 year of service. The following service will be counted toward completion of the probationary period: (1) service in the armed forces of the United States during a national emergency when the employee entered such service during his probationary period; (2) all continuous temporary and war service indefinite service immediately preceding probational appointment in the same position to which probationally appointed. However, the trial period for char employees regularly assigned for less than 5 hours daily, relief telephone operators, and relief laborers in the Custodial Service is 2.024 hours of actual service. An efficiency record of each probationer shall be maintained.

(c) *Railway Mail Service employees.* The probationary term of employees in the Railway Mail Service is the first calendar year of service.

CONDUCT AND DISCIPLINE

§ 137.24 *Conduct of postal employees*—(a) *Borrowng money and contracting debts.* Officers and employees of the Post Office Department and the Postal Service shall not borrow money or contract debts which they have no reasonable prospect of being able to pay. They will be required to pay their just debts and failure to do so will be regarded as cause for disciplinary action.

(b) *Soliciting from patrons.* Officers and employees of the Post Office Department and the Postal Service shall not solicit from patrons of the service, for themselves or for any organization with which they are affiliated, in person or through others, contributions of money or anything else of value; neither shall they issue addresses, complimentary tickets, prints, publications, or any substitute therefor intended or calculated to induce the public to make them gifts or presents; distribute, offer for sale, or collect the proceeds of the sale of tickets for theaters, concerts, balls, fairs, picnics, excursions, or places of amusement or entertainments of any kind, issue for profit souvenirs or postal handbooks to secure the patronage of the public.

(c) *Conventions or service organizations.* Where National, State, or large sectional conventions of service organizations are held the postmaster may appoint a committee of three, consisting of himself, a member of the service organization involved, and a member of the local chamber of commerce or civic organization interested in securing conventions. This committee shall prepare a budget of contemplated expenses and submit it to the department for its approval. If approved, public solicitation for the necessary funds may proceed under the direction of the aforesaid committee. Within 60 days after the close of the convention a statement shall be prepared by the postmaster showing the amount of money raised and how it was expended, which statement shall be made a part of the records of the post office: *Provided further,* That nothing in this regulation shall preclude an employee for acting as an official of a religious, fraternal, or civic nonpolitical organization which is supported by dues or contributions from its own members. (See § 137.24 (i).)

(d) *Soliciting of advertisements.* The publication and circulation by employees or organizations of employees of booklets, pamphlets, or other prints for the purpose of financing conventions, either State or national, balls, or entertainments involving solicitation for advertisements, will be deemed a violation of the department's rule against solicitation and will not be countenanced. Solicitation for the above purpose by individuals or professional solicitors not connected with the service on a fee or contract basis will be regarded as an evasion of the rule and will not be permitted. There is no objection, however, to the publishing and circulating of booklets, pamphlets, or prints when the cost thereof is paid by the individual employees or from funds in the treasury of employees' organizations.

(e) *Compilation of city directories.* Postmasters and employees shall not compile city directories for public use or assist publishers in compiling the same; nor request publishers to send free copies thereof to them, nor accept any money or gratuity arising from the publication of such directories.

(f) *Demeanor toward patrons.* Postmasters and their subordinates shall treat all the patrons of their offices with courtesy and consideration.

(g) *Letter carriers*—(1) *General conduct.* In the performance of their duties letter carriers shall be civil, prompt, and obliging.

(2) *Quiet and diligent attention to duties.* Carriers shall attend quietly and diligently to their duties, shall not loiter or stop to converse on their routes, and shall refrain from loud talking, profane language, and smoking in the office or on their routes.

(3) *Use of intoxicants.* Carriers shall not drink intoxicating liquor while on duty, nor in public places while in uniform. Any carrier who becomes intoxicated while on duty, or who is addicted to intemperance, may be removed from the service.

(4) *Discipline.* Letter carriers may be reprimanded, their promotions withheld, their salaries reduced, or they may be removed from the service for infraction of the Postal Laws and Regulations, of orders of the department, and of orders of the postmaster not inconsistent therewith, as the nature or gravity of the offense may require. They may be suspended with loss of pay only by approval of the department. In urgent cases authority therefor may be requested by telegram.

(h) *Rural carriers*—(1) *Use of intoxicants.* Rural carriers shall not use intoxicants while in charge of the mail, shall not drink to excess at any time, and shall refrain from improper conduct of any character under penalty of appropriate punishment, or, in repeated instances, of separation from the service.

(2) *Carrying of passengers.* Rural carriers shall not carry in their vehicles while on duty any unauthorized person, but shall allow postoffice inspectors and other agents of the department, on presentation of proper credentials, to accompany them on their regular trips.

(3) *Circulating of petitions.* Rural carriers shall not circulate or encourage the circulation of petitions for changes in the service, the appointment or removal of postmasters, or for any other object in connection with the Postal Service.

(i) *Outside employment.* Postmasters and employees in post offices shall not engage in any business or vocation that will interfere with their official duties nor in which their employment in the Postal Service will give them an advantage over others not in the service engaged in a similar business or vocation. No postmaster or employee shall engage in any business involving soliciting or canvassing.

(j) *Railway postal clerks*—(1) *Outside employment.* Lay-off periods which are granted railway postal clerks for

proper rest shall not be utilized by clerks for the purpose of engaging in any business or vocation for profit either as principal or as agent for others that will interfere with their official duties or in which their employment in the Postal Service will give them an advantage over others not in the service engaged in a similar business or vocation, or in any business involving soliciting or canvassing. Clerks should not so overtax their physical strength during lay-off periods as to prevent their being in a refreshed condition when resuming active duty.

(2) *Conduct.* Railway postal clerks shall observe in their official intercourse with the public and with one another the strictest courtesy, and endeavor, by active and intelligent effort, to promote the interest of the service. Discussion and loud talking when at work shall be avoided.

(3) *Use of intoxicants.* Railway postal clerks shall not use intoxicating liquors when on duty, and the frequent and excessive use of the same while off duty will be sufficient cause for dismissal from the service.

SPECIAL PROHIBITIONS

§ 137.25 *Employees forbidden to receive fees from public.* No person employed in the postal service shall receive any fees or perquisites on account of the duties to be performed by virtue of his appointment. (R. S. 3858; 39 U. S. C. 812)

NOTE: This section is somewhat ambiguous, but it is evidently intended to prohibit persons employed in the postal service from accepting fees or perquisites from the public for the performance of duties required of them by virtue of their appointment, except for the execution of pension vouchers by postmasters at offices of the fourth class and rural carriers as provided in § 25.13.

§ 137.26 *Carriers forbidden to charge extra postage or fees.* No extra postage or carriers' fees shall be charged or collected upon any mail matter collected or delivered by carriers. (R. S. 3873; 39 U. S. C. 162)

§ 137.27 *Rural carriers forbidden to receive fees from patrons.* Rural carriers shall not request or receive from patrons fees for the delivery or collection of mail, and shall not require the payment of postage on mail in excess of that prescribed by law.

§ 137.28 *Interest of employees in postal contracts prohibited*—(a) *Penalty.* Whoever, being a person employed in the Postal Service, become interested in any contract for carrying the mail, or acts as agent, with or without compensation, for any contractor or person offering to become a contractor in any business before the Post Office Department, shall be fined not more than $5,000 or imprisoned not more than one year, or both. (62 Stat. 18 U. S. C. 440)

(b) *Exceptions.* (1) In the discretion of the Postmaster General, postmasters, assistant postmasters, and clerks at post offices of the third class, and postmasters, assistant postmasters, and clerks at post offices of the fourth class may enter into contracts for the performance of mail-messenger service. The total amount payable under such contract to any postmaster, assistant postmaster, or clerk shall not exceed $300 in any one year. Special-delivery messengers at post offices of all classes may enter into contracts for mail-messenger service. (Sec. 1, 39 Stat. 418, as amended; 39 U. S. C. 579)

(2) Post Office employees at post offices of all classes not named in the preceding paragraph may also, in the discretion of the Postmaster General, enter into contracts for the performance of mail messenger service provided the total amount paid under such contract shall not exceed $300 in any one year, except that special-delivery carriers paid on a fee basis may receive in excess of $300 for mail messenger service in any one year.

(c) *Postmasters and employees.* No postmaster, assistant postmaster, or clerk employed in any post office shall be a contractor or concerned in any contract for carrying the mail. (R. S. 3850, as amended; 39 U. S. C. 52)

(d) *Members of families of postmasters, or employees.* No postmaster, assistant postmaster, or clerk in a post office, nor any member of the immediate family of a postmaster or assistant postmaster, shall be permitted to become a bidder, or contractor, or subcontractor, or to receive compensation for carrying the mails.

(e) *Mail contractors ineligible for appointment; exceptions.* Contractors or subcontractors for carrying the mail, mail messengers, assistant messengers, or persons concerned in the prosecution of claims against the Government shall not be appointed assistant postmaster or clerk in a post office; except that in the discretion of the Postmaster General, a postmaster or a clerk in a post office of the third class, or a postmaster, or a clerk in a post office of the fourth class may enter into a contract for the performance of mail-messenger service, provided the total amount payable under such contract shall not exceed $300 in any one year. (See §§ 4.5, 90.8, and 94.6)

Subchapter N—Procedures and Forms

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150.2611 Complaints of, or claims for, loss, rifling, damage or wrong delivery of domestic registered mail.
150.2612 C. o. d. service for registered mail.
150.2613 Insurance, collect-on-delivery service.
150.2614 Matter which may be insured.
150.2615 C. o. d. service, domestic mail.
150.2616 Demurrage charges on domestic c. o. d. mail.
150.2617 Application for indemnity for lost, rifled, or damaged insured or collect-on-delivery mail.
150.2618 Recovery of registered, insured, or c. o. d. mail.
150.3101 Correspondence.
150.3102 Purchase of money orders.
150.3103 Delivery of money orders to purchasers.
150.3104 Payment of money orders.
150.3105 Repayment to remitters.
150.3106 Endorsement of money orders.
150.3107 Payment to others than persons named on money orders.
150.3108 Payment of money orders withheld.
150.3109 Purchase of money orders through rural carriers.
150.3110 Payment of money orders through rural carriers.
150.3111 Applications for duplicates of lost, destroyed, invalid or mutilated postal notes (Form 6596).
150.3121 Application for duplicate of lost or mutilated domestic money order or of an order rendered void by too many endorsements (Form 6002).
150.3122 Application for payment of domestic money order invalid by reason of age (Form 6003).
150.3123 Bond of indemnity for issue of duplicate of lost money order (Form 6116).
150.3124 Report of wrong payment of money order.
150.3125 Claim against the United States for amounts due in case of a decedent (Forms 1055 and 6003).
150.3132 Notifying payee to present order (Form 6706).
150.3134 Application for repayment of international order.
150.3135 Application for a duplicate of a lost money order issued in one of the countries with which business is transacted on domestic basis.
150.3140 Application for duplicate of international order (Form 6753).
150.3141 Application for international money order.
150.3143 Inquiry concerning disposal made of an international money order issued in the United States.
150.3144 Exchange office requested to correct error in particulars of the advice of a United States money order payable abroad (Form 6760).
150.3145 Supplemental international advice to be filled in by remitter (Form 6083).
150.3146 List of international money order offices in certain foreign countries (International List, Form XIV).

SUBPART E—PROCEDURES BEFORE THE FOURTH ASSISTANT POSTMASTER GENERAL

150.3500 Rental of garage accommodations without formal lease.
150.3501 Contracts for servicing Government-owned vehicles.
150.3502 Contracts for carrying the mails in panel or screen body motor vehicles.
150.3503 Contracts for hiring vehicles on an annual basis.
150.3504 Contracts for hiring vehicles on an hourly basis.
150.3505 Fines and deductions; contractors for carrying the mails by panel or screen body vehicles or by pneumatic tubes.
150.3506 Contracts for the transmission of mail by pneumatic tubes or other similar devices.

Sec.
150.3600 Sale of post-route maps and rural-delivery maps to the public.
150.3700 Leasing and equipping of quarters for post offices of the first, second and third classes; for stations and branches thereof; and for post office garages and railway mail terminals.
150.3701 Rental of post office quarters without formal lease.

SUBPART F—PROCEDURES BEFORE THE CHIEF INSPECTOR

150.4300 Inquiries and complaints.
150.4301 Disposition of money or other property lost or stolen from the mails and recovered by Post Office Inspectors.
150.4302 Payment of rewards.

SUBPART G—PROCEDURES BEFORE THE COMPTROLLER, BUREAU OF ACCOUNTS

150.4600 Compromise of obligations.

SUBPART H—RULE MAKING

150.5000 Rule making.

AUTHORITY: §§ 150.500 to 150.5000 (with the exceptions noted in the text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

SUBPART A—PROCEDURES BEFORE THE POSTMASTER GENERAL PURCHASING AGENT

§ 150.500 *Contract procedure.* All contract procedure has been standardized and outlined in U. S. Standard Form No. 22 approved by the Secretary of the Treasury. (33 Stat. 440, sec. 2, 47 Stat. 1520; 5 U. S. C. 366; 41 U. S. C. 10a)

CROSS REFERENCES: For procedure see § 6.8, and 41 CFR, 12.22.

§ 150.501 *Invitation, bid and acceptance.* All persons or concerns interested in receiving invitations to bid on proposals should write to the Purchasing Agent, Post Office Department, Washington 25, D. C.

CROSS REFERENCE: For form of invitation, bid and acceptance and formal contract see 41 CFR, 12.32, 12.33.

§ 150.502 *Open market purchases.*

CROSS REFERENCE: For procedure see § 6.8

SUBPART B—PROCEDURES BEFORE THE FIRST ASSISTANT POSTMASTER GENERAL

§ 150.700 *Establishment of rural delivery service.* Petitions for the establishment of a rural delivery service shall be submitted on Form 4001 and forwarded by the petitioner to the First Assistant Postmaster General. Forms are available at the office of the First Assistant Postmaster General, Washington 25, D. C. Before circulating Form 4001, petitioners should procure from the First Assistant Postmaster General Form 4002 containing information concerning rural delivery service. (Sec. 1, 39 Stat. 423; 39 U. S. C. 191, 192)

CROSS REFERENCE: For substantive rules see §§ 52.1 to 52.92. Forms described in §§ 155.700, 155.701 of this chapter.

§ 150.701 *Establishment, changing, or extending city delivery service.* All requests or petitions for establishment, change or extension of city and village delivery service shall be addressed to the local postmaster. No formal petition is prescribed. (R. S. 161,396 secs. 304, 309; 42 Stat. 24, 25; 5 U. S. C. 22, 369; 39 U. S. C. 151, 152)

CROSS REFERENCE: For substantive rules see §§ 50.1 to 51.5.

§ 150.702 *Establishment of contract stations or contract branches.* Members of the public may petition a local postmaster for the establishment of a contract station or branch of a post office. No formal petition is prescribed. Subject to Department approval, intention to establish a contract station or a contract branch will be advertised at offices to which the station or branch is to be attached. Persons interested in securing a contract to operate a contract station must submit an agreement on Form 1459. Persons interested in securing a contract to operate a contract branch must submit an agreement on Form 1459–A. Forms are available at the office of the First Assistant Postmaster General, Washington 25, D. C. (R. S. 3871; 41 Stat. 323; 39 Stat. 163, 313; 39 U. S. C. 158–161)

CROSS REFERENCE: Forms described in §§ 155.702, 155.703 of this chapter.

§ 150.703 *Change of post office address.* Notification of change of address shall be submitted to the local postmaster on Form 22, available at all post offices. (R. S. 161; 5 U. S. C. 22)

CROSS REFERENCE: Form described in § 155.704 of this chapter.

§ 150.704 *Withdrawal of mail.* Applications to withdraw mail deposited for mailing shall be made to the local postmaster on Form 1509, available at all post offices. Applicants will be required to bear any expense incident to the return of mail deposited for mailing. (R. S. 161; 5 U. S. C. 22)

CROSS REFERENCE: Form described in § 155.705 of this chapter.

§ 150.705 *General delivery service.* Where city or village delivery service is provided, applications for general delivery service shall be made to the local postmaster on Form 1527, available at all post offices. (R. S. 161; 5 U. S. C. 22)

CROSS REFERENCE: For substantive rules see §§ 43.23 to 43.50, 12.20. Form described in § 155.706 of this chapter.

§ 150.706 *Report of the loss, rifling, delay, wrong delivery or other improper treatment of mail matter.* Persons experiencing the loss, rifling, delay, wrong delivery, or other improper treatment of mail matter should make report thereof to the local postmaster.

§ 150.800 *Establishment of post offices.* Petitions for the establishment of a post office shall be submitted on Form 1000 and shall be forwarded by the petitioner to the First Assistant Postmaster General. Forms are available at the office of the First Assistant Postmaster General, Washington 25, D. C. (R. S. 161; 5 U. S. C. 22)

CROSS REFERENCE: Form described in § 155.800 of this chapter.

§ 150.801 *Change of site of post office.* All petitions or requests for the change of site of a post office shall be addressed to the First Assistant Postmaster General, Washington 25, D. C. No formal petition is required except that the request will show the direction and distance the office is to be moved and bear the signature or signatures of the petitioners. (R. S. 161; 5 U. S. C. 22)

§ 150.802 *Change in name of post office.* Requests for change in name of a post office shall be directed to the First Assistant Postmaster General, Washington 25, D. C. No form is prescribed for this purpose except that the request shall show the present name and the proposed new name of the office and bear the signature or signatures of the petitioners. Requests for the change in name of a post office will be passed upon by the Post Office Department and the United States Board of Geographical Names, Department of the Interior. (R. S. 161; 5 U. S. C. 22)

SUBPART C—PROCEDURES BEFORE THE SECOND ASSISTANT POSTMASTER GENERAL

§ 150.900 *Rules of practice governing proceedings before the Post Office Department to revoke orders changing the mode of transportation of periodical mail of the second class*—(a) *Proceedings governed.* These rules shall govern all proceedings under § 92.46 of this chapter (39 U. S. C. 576), relating to the revocation of orders of the Post Office Department changing the mode of transportation of periodical mail.

(b) *How instituted.* Whenever the owner of any publication entered as second class matter believes that a Post Office Department order requiring the transportation of his publication by freight constitutes unjust discrimination he may petition the Second Assistant Postmaster General for revocation of said order.

(c) *Contents of petition.* The petition shall state the statute and portions of the Postal Laws and Regulations involved; shall identify the order sought to be revoked; and shall contain a concise statement of the manner in which the said order is alleged to constitute unjust discrimination. All petitions shall be signed by the petitioner or his attorney. If the petitioner is a corporation, association or partnership the petition shall be signed by a bona fide officer thereof or by one or more partners. All petitions shall show the office and post office address of the petitioner. All petitions shall be verified. Petitions may be accompanied by supporting affidavits or other documentary evidence.

(d) *Filing.* The original and two copies of the petition shall be filed with the Second Assistant Postmaster General, Post Office Department, Washington 25, D. C.

(e) *Amendment.* The petition may be amended or supplemented at any time prior to the hearing.

(f) *Designation of Trial Examiners.* All hearings shall be held before one or more trial examiners designated by the Postmaster General to preside at administrative proceedings before the Post Office Department.

(g) *Authority of Trial Examiners; powers.* The Trial Examiners are charged with the duty of conducting a fair, impartial, expeditious and orderly hearing to the end that petitioners shall have a full and fair hearing. Trial Examiners shall have the authority to rule upon offers of proof; to receive oral

or documentary evidence; to regulate the course of the hearing and the conduct of participants; to grant continuances after commencement of the hearing; dispose of procedural motions; hold prehearing conferences for the settlement or simplification of the issues by consent of the parties; require oral argument or briefs upon any question at the close of the hearing; and make recommended decisions to the Second Assistant Postmaster General. The Trial Examiners shall have no power to decide any matter which involves a final determination of the merits of the proceeding.

(h) *Place of hearing.* In setting the place for the hearing due regard will be given to the convenience and necessity of all parties.

(i) *Preliminary review of petition.* Upon receipt of the petition the Second Assistant Postmaster General shall, when time, the nature of the proceeding and public interest permit, examine the same and determine whether the relief requested can be granted upon the basis of the matter submitted.

(j) *Responsive pleadings.* If the petition cannot be granted as provided in paragraph (i) of this Section the Second Assistant Postmaster General shall serve a copy thereof upon the Solicitor of the Post Office Department, the Trial Examiners and any person or concern directly interested in the proceeding. He shall also notify the interested parties that they may intervene, if they see fit, by filing a responsive pleading within the time limit designated. The Solicitor of the Post Office Department shall also be required to file a responsive pleading. Responsive pleadings shall clearly show the controverted issues of fact or law.

(k) *Date and time of hearing.* After the time for filing responsive pleadings has expired the Second Assistant Postmaster General shall set a time and place for the hearing.

(l) *Continuances prior to commencement of hearing.* Continuances of the hearing will be granted only in unusual or extraordinary circumstances. All requests for continuances prior to the commencement of the hearing shall be in writing and directed to the Second Assistant Postmaster General. The request shall contain a concise statement of the basis for the continuance.

(m) *Prehearing conferences.* In any proceeding assigned for hearing the Trial Examiners or either party may request a prehearing conference for the settlement or simplification of the issues by consent of the parties. No transcript of such conference shall be made but the Trial Examiners shall prepare and file for the record a written summary of the action taken at the conference which shall incorporate any written stipulations or agreements made by the parties at the conference or as a result of the conference.

(n) *Order of procedure.* The Petitioner shall have the burden of proof and shall have the right to open and close.

(o) *Witnesses.* All witnesses shall be duly sworn and shall be subject to cross-examination.

(p) *Evidence.* Competent, material and relevant oral or documentary evidence may be offered and received. Documentary evidence must be properly identified or authenticated. Three copies of all documentary exhibits must be supplied for the record.

(q) *Objections.* If any party objects to the admission or rejection of any evidence, or to the limitation of the scope of direct or cross-examination, he shall state briefly the grounds for such objection. Exceptions to all adverse rulings are automatic. The objection, grounds and ruling thereon shall become a part of the record. Oral argument thereon shall be omitted from the record.

(r) *Subpenas.* The Post Office Department is not authorized by law to issue subpenas requiring the attendance or testimony of witnesses.

(s) *Oral argument.* At the conclusion of the testimony the parties shall have the right to argue the issues orally before the Trial Examiner, within such limits as to time and subject matter as may be prescribed by him. Oral arguments shall become a part of the record of the case. The petitioner shall have the right to open and close.

(t) *Transcript of proceedings.* The hearing shall be reported and transcribed by the reporting system made available by the Post Office Department. Said transcript together with all preliminary papers filed in the case and exhibits received in evidence and those identified and offered but excluded and which are necessary to complete the record of the proceeding and all briefs, proposed findings of fact and conclusions of law; the Trial Examiner's findings, report and recommended decision, shall be included in the official record of the proceeding and shall become a part of the files of the Post Office Department. A copy thereof shall be loaned to each party for use in preparing briefs and must be returned to the Department with the brief.

(u) *Briefs.* Within such time limit as the Trial Examiner shall specify and prior to any recommended decision each party may file a brief and proposed findings of fact and conclusions of law. If it shall be deemed necessary the Trial Examiner may require the attorney for the Department to brief his side of the case.

(v) *Trial Examiner's report.* Upon the basis of the entire record as hereinabove defined the Trial Examiner shall promptly prepare a report which shall include his recommended decision and his rulings upon each proposed finding of fact and conclusion of law with the reasons or basis for such ruling, and transmit it to the Second Assistant Postmaster General, together with the transcript of proceedings. Such report will be advisory only and not binding upon the Second Assistant Postmaster General.

(w) *Decision.* Upon the basis of the transcript of proceedings, the Second Assistant Postmaster General shall revoke the order in question or deny the petition. No oral argument before the Second Assistant Postmaster General will be allowed.

(x) *Administrative appeals.* Section 576 of Title 39 U. S. Code provides for direct appeal to the United States Court of Appeals for the District of Columbia within twenty days of any final decision adverse to the petitioner. Rehearings or administrative appeals to the Post Office Department are neither allowed nor necessary. (39 Stat. 424, 48 Stat. 926; 39 U. S. C. 576)

§ 150.1000 *Air mail service, Alaska—*(a) *Application and authorization of service.* Upon application of carriers to engage in air transportation in Alaska, investigation is made by the Civil Aeronautics Board to determine the carrier most fit, willing and able to perform the service. When determined, such carrier is issued a certificate of convenience and necessity, in some cases for the transportation only of persons and property, and in others for the transportation of persons, property and mail. When the certificate authorizes the transportation of mail between any points in Alaska, such service is designated by the Postmaster General if the needs of the service require it. If mail service by aircraft is found to be necessary at other points in Alaska in addition to that authorized in certificates, the Postmaster General may certify such finding to the Civil Aeronautics Board with a statement showing the additional service required. If found to be in the public interest, a new or amended certificate may be issued authorizing the service.

(b) *Special contracts.* The Postmaster General may contract, in accordance with the procedure set out in § 150.1300, for the carriage of all classes of mail in Alaska when the needs of the service require transportation by aircraft and where no transportation has been authorized under the Civil Aeronautics Act of 1938, Title IV. (49 U. S. C. 481.) Form 2253, "Contract for Mail Service by Airplane on Star Route in Alaska," is used in connection with this service when contracts are awarded on a four-year basis; when authorized for one year, Form 2252, "Contract for Temporary Mail Service by Steamboat or other Power Boat," amended for the airplane service, is used.

(c) *Emergency service contracts.* Contracts for emergency air mail service due to flood, fire, or other calamitous visitation are authorized, without advertising, when service by other facilities is not available, and are for periods of the emergency, not exceeding one year. Form 2252 mentioned above is used for these contracts.

(d) *Rates.* The rates of payment for transportation of all classes of mail in Alaska by air carriers authorized to engage in the transportation of mail under title IV of the Civil Aeronautics Act of 1938 are established by the Civil Aeronautics Board. (43 Stat. 960, 52 Stat. 987, 54 Stat. 1175, 1235; 39 U. S. C. 488a; 49 U. S. C., Sup., 481)

CROSS REFERENCE: For forms see §§ 155.1000, 155.1001. For similar procedures see §§ 150.1401, 150.1402.

§ 150.1001 *Mail messenger service—*(a) *General provisions.* This class of service is not let for any stated period, and no formal contract or bond is required for the reason that by its nature the service is flexible, and changes may be necessary at any time. Mail messengers are not employees of the classified service and are not entitled to the bene-

fits applying to the classified service. Generally, it is not the practice of the Department to disturb the service where it is rendered in a satisfactory manner, unless it is indicated after the service has been in effect for at least one year, that a material reduction in cost can be obtained, or for some other reason the issuance of an advertisement for new bids becomes necessary. Any postmaster where the service is in effect will furnish information desired regarding the operation of the service, the issuances of new advertistments or other questions with respect thereto.

(b) *Advertisement for bids.* Before establishing this service or before changing an existing service, an advertisement setting forth the service to be provided shall be issued and the postmaster shall post notices thereof in public places for ten days.

(c) *Awards.* The report on the advertisement, with all bids submitted, is forwarded to the Second Assistant Postmaster General, where the bids are opened, and the lowest bidder, if in all other respects acceptable, shall be designated, in the event that an award is made. If the Department considers the rates of the bids to be excessive, they may be rejected and another advertisement may be issued.

(d) *Termination or discontinuance of service.* In the event the Second Assistant Postmaster General considers that for any reason the termination of service and pay of a mail messenger is warranted, an advertisement for new bids may be issued. In such a case the postmaster and mail messenger are notified in writing. There is no appeal from the decision of the Second Assistant Postmaster General. (24 Stat. 492; 43 Stat. 352; 39 U. S. C. 578, 579)

§ 150.1002 *Fines and deductions, mail messengers*—(a) *Reports of irregularities.* Reports of failures or irregularities on the part of Mail Messengers are made to the Second Assistant Postmaster General by field operating officials.

(b) *Notice of irregularity and answer.* When a failure or irregularity occurs, the mail messenger is called upon for a statement as to the reason therefor, and he is given the opportunity to explain the circumstances in writing and offer such defense as he may desire in his behalf. No form is provided for this purpose.

(c) *Notice of fine.* When the investigation is completed and all reports are received at the Post Office Department, the facts are considered and the amount of the fine, if any, is decided upon and imposed by authority of the Postmaster General. (44 Stat. 499; 48 Stat. 952; 39 U. S. C. 443)

CROSS REFERENCE: For similar procedures, see §§ 150.1003, 150.1401, 150.1402.

§ 150.1003 *Fines and deductions, railroad, electric car companies, power boat contractors and carriers in the United States, Alaska, Puerto Rico and Hawaiian service, airplane and overland star route contractors and carriers in Alaska and carriers on certificated air mail routes in Alaska*—(a) *Notice of irregularity, answer; assessment of fine.* Briefs of irregularities involving delays, loss or damage to the mails, careless handling, rough switching and unsatisfactory condition of postal cars or other delinquencies are reported by the postmaster, transfer clerk or postal clerk to the District Superintendent, Railway Mail Service, who then advises the company or contractor of same; and requests the delinquent party to advise if responsibility is acknowledged. When the investigation is completed the briefs with statement of facts on Forms 5178 and 5179 are forwarded to the Second Assistant Postmaster General and carefully examined to determine the responsibility of the company or contractor involved and the amount of fine, if any, is then decided upon.

(b) *Damage or loss of mails; responsibility of carrier.* Damage cases are handled in the same manner as the class of cases mentioned above except that where it is found, after investigation, that the Government has suffered a loss through the payment of indemnity or otherwise resulting from damage or loss of mails, such loss is taken into consideration when determining the amount of the fine.

(c) *Notice of fine, appeal.* When a fine is imposed the carrier involved is mailed a notice on proper forms stating the facts and the amount of the fine. The carrier may protest the imposition of fine but must file application in the office of the Second Assistant Postmaster General with evidence in support thereof, within six months from the date of notice of fine. (44 Stat. 499, 48 Stat. 952; 39 U. S. C. 443)

CROSS REFERENCE: For Forms see §§ 155.1002, 155.1003. For similar procedures see §§ 150.1002, 150.1401, 150.1402.

§ 150.1100 *International mail; admissibility to mails.* The question of the mailability or of the rates, classification, or other conditions of admissibility of an article or parcel it is desired to mail to a foreign country should first be taken up with the post office where the article or parcel is to be mailed. Detailed information concerning the rules of mailing may also be found in Part II of the U. S. Official Postal Guide. If the article or parcel is refused for mailing and there is doubt that it is in fact nonmailable, the question may be submitted by the proposed sender by letter to the Second Assistant Postmaster General, Washington 25, D. C., for review and final determination. (See also § 6.12.) (R. S. 398, 48 Stat. 943, R. S. 161, 396 secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 372)

§ 150.1101 *International mail, inquiries, complaints and claims*—(a) *Filing of forms.* Complaints of loss, rifling, damage, delay, or wrong delivery of international mail are to be made on Form 1510, which should be filed at the office of mailing; however, for mailings at first- and second-class offices and except in the case of Canada, Form 540 is used for loss of ordinary parcel post; Form 541 for loss of other ordinary mail, and Form 542 for loss of registered mail (including registered parcel post). Form 1510, as well as Form 2855, must be executed and filed for insured mail addressed to Canada. Inquiries concerning disposition or complaints relative to insured parcels to other countries are handled in the same manner as complaints of loss of registered mail, except that in case of prima facie loss, rifling, damage, delay, or wrong delivery of an insured parcel, Forms 1510 and 2855 may be executed. Inquiries are accepted only within the period of one year, counting from the day following that of mailing of the article. Simple requests for information presented after that period are complied with regarding articles mailed less than 2 years previously. In the case of insured mail with Canada and Newfoundland, however, the inquiry, oral or written, must be made within 6 months from the date of mailing. Claims for indemnity on account of the loss, rifling, or damage of international registered (Postal Union or Parcel post) or registered c. o. d. mail shall be filed on Form 565. Form 2855 shall be used in connection with complaints of the loss, rifling, or damage of international insured, insured c. o. d. or Americo-Spanish ordinary parcel post and for nonreceipt or shortage of c. o. d. charges borne by all international c. o. d. parcels.

(b) *Fees charged.* A charge of 10 cents (5 cents in the case of ordinary Postal Union mail) shall be made for an inquiry or complaint in connection with registered or insured mail addressed to a foreign country, unless the sender has failed to receive a return receipt for which he paid the required fee, or is able to show that a prima facie loss or other irregularity has occurred through fault of the Postal Service by (1) exhibiting a letter or other report from the addressee dated a reasonable time after the article involved would, in regular course, have been delivered, or (2) satisfactorily accounting for the failure to exhibit such letter or report. If an inquiry or complaint is accepted without collection of a fee under the foregoing but it is subsequently found that there was no mistreatment or unreasonable delay of the article chargeable to the Postal Service, the prescribed fee shall be collected when the result of the trace is furnished the sender. However, no fee shall be collected for inquiries or complaints regarding international c. o. d. mail, nor in the event of loss due to war causes or inability to account for an article due to the same causes. Registry return receipts for Postal Union mail articles and insured parcels may be obtained upon payment of a fee of 5 cents if requested at time of mailing or 10 cents if requested after mailing, except that no return receipts are furnished for insured parcels for Canada. The charge for return receipts for registered parcels varies according to the country of destination. Form 2865 is designed for this purpose and for complaints of failure to receive return receipts. However, at first- and second-class offices Form 542 is also used in connection with such complaints and Form 1510 at third-class and fourth-class offices. (R. S. 398, 48 Stat. 943, R. S. 161, 396 secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 372)

CROSS REFERENCE: For forms see §§ 155.4302; 155.1101, 155.1102; 155.1103; 155.1104; 155.2601; 155.1106, of this chapter.

§ 150.1102 *International mail, requests for refund of postage and fees.* Requests for refund of postage paid on interna-

tional mail for which no service has been rendered, requests for refund of fees collected for return receipts when not furnished because of some fault of the Postal Service, and requests for refund of fees for inquiries and complaints when caused by some irregularity of the Postal Service, should be made in writing to the postmaster at the office of mailing, accompanied with the address portion of the relative envelope or wrapper with canceled postage affixed. Such requests are forwarded to the Second Assistant Postmaster General, International Postal Service, for decision. (5 U. S. C. 22, 369, 372)

§ 150.1103 *International mail; recall and change of address*—(a) *General provisions.* The sender of any mail article addressed for delivery in a foreign country may cause it to be withdrawn from the Postal Service, or have its address changed (1) provided the article has not been dispatched from the United States, and (2) in case it has been dispatched from the United States and not delivered to the addressee and provided the legislation of the country of destination of the article allows such withdrawal or alteration.

(b) *Applications.* Application should be made at the office of mailing. If the article has actually been dispatched from the United States, the applicant must deposit with the postmaster a sum sufficient to cover the amount chargeable on a single rate registered letter to the country concerned, 23 or 25 cents as the case may be, as well as the amount necessary to prepay an air-mail letter or a cablegram to the country of destination if such service is desired by the applicant. The applicant will be required to pay any expenses incident to the return. (R. S. 398, 48 Stat. 943, R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 372)

§ 150.1104 *International mail; sealed articles not properly endorsed or labeled.* In the case of sealed articles (other than parcel post) received in the mails from foreign countries which are known or believed to contain merchandise and do not bear the label Form C 1 (2976) or the endorsement "May be opened for customs purposes prior to delivery to addressee", or words of similar purport, the addressee may be required to furnish written authority for a customs officer to open the article in the presence of a representative of the postmaster, the article to be detained by the postmaster until opened. If the addressee does not furnish such written authority within 30 days after date of the notice or within such further time as may be allowed, the article may be treated as undeliverable mail matter and disposed of as such. (5 U. S. C. 22, 369, 372)

CROSS REFERENCE: For forms see § 155.1107 of this chapter.

§ 150.1105 *International mail; importations prohibited by copyright law.* Parcels and other mail from foreign countries which prove to contain articles prohibited importation by the copyright act are required to be retained by customs officers and the addressee notified of the facts. If an application is not made within a reasonable time to the Secretary of the Treasury for permission to return such articles to the country of export, the articles will be forfeited as provided in the copyright law. (5 U. S. C. 22, 369, 372, 17 U. S. C. 32)

§ 150.1106 *International mail; securities or currency from abroad.* In the case of mail articles supposed to contain securities or currency (except currency mailed from Mexico) received in the mails from foreign countries other than Great Britain, Canada, Newfoundland or Bermuda, the addressee may be requested to appear at the post office and open the article for inspection. If the article is found to contain securities or currency subject to license or other authorization from the Secretary of the Treasury to bring into the country, the securities or currency are required to be sent to a Federal Reserve Bank or, in the case of Alaska, Hawaii, the Virgin Islands and the Canal Zone, to the Governor or Foreign Funds Control Office of the respective territory or possession, for further disposition. The addressee will be given a receipt for the securities or currency so sent. (5 U. S. C. 22, 369, 372.)

§ 150.1107 *International mail; prepayment of customs duty, in certain cases only.* Customs duties can be prepaid by mailers only on advertising matter sent to Australia, Canada, Newfoundland (including Labrador) and the Union of South Africa. In the case of Newfoundland (including Labrador), prepayment of customs duty on advertising matter sent thereto is compulsory. For further information see Regular Mail "Observation" under the country headings of the above named countries in Part II of the U. S. Official Postal Guide and Part 127 of this chapter. (R. S. 398, 48 Stat. 943, R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 372)

§ 150.1108 *International mail; fraudulent or previously used stamps on mail from abroad.* Articles bearing fraudulent or previously used postage stamps received from foreign countries will not be delivered unless the addressee pays the postage due and agrees to disclose the name and address of the sender and surrenders the envelope or cover concerned. (R. S. 398, 48 Stat. 943, R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 372)

§ 150.1109 *International mail; certificates of mailing.* On request at the time of mailing and on payment of a fee of 1 cent for each article or parcel involved, senders of Postal Union (regular) mail articles and international parcel-post packages may obtain a certificate attesting the mailing of the article or parcel. (R. S. 398, 48 Stat. 943, R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 372)

CROSS REFERENCE: For forms see § 155.1108 of this chapter.

§ 150.1110 *International mail, claims for compensation due for conveyance of mails to foreign countries by steamship*—(a) *Monthly accounts.* Monthly accounts are to be submitted on standard government Forms 1034 and 1034a—revised showing amount due for the conveyance of all mails for which the Post Office Department is obligated to pay. The accounts must be accompanied by a statement showing the name of each vessel conveying the mails during the month for which pay is claimed, date of sailing and particulars of classes of mail conveyed by each vessel (this information is obtainable from Form 2963 furnished the carrier by the dispatching office).

(b) *Rates of pay.* The rates of pay applicable are stated in the Postal Laws and Regulations.

(c) *Payment through intermediary party.* The term "third service", in so far as concerns the conveyance of mails by sea, is applied when compensation for the steamship service performed is paid by the postal administration of the country dispatching the mails to the postal administration of the country in which the conveying steamship is registered, pursuant to notification given through the International Bureau of the Universal Postal Union, Berne, Switzerland, by the postal administration of the country of registry, as authorized by Article 75 of the Universal Postal Convention. Such payments are normally based on postal statistics taken every three years for a period of 28 days. At present, because of disruptions of service by hostilities, payments are based on actual weights of the mails transported. There is no prescribed form on which report is to be made by the steamship companies of the actual weights of mails conveyed. Amounts due steamship companies under third service arrangements, are paid them by the Post Office Department when the amounts are paid by the foreign countries concerned, without claim being filed by the steamship company. (44 Stat. 9900, 45 Stat. 696, 1175, 54 Stat. 2049; 5 U. S. C. 22, 369, 372, 39 U. S. C. 654)

CROSS REFERENCE: For forms see §§ 155.1109 and 155.1110 of this chapter.

§ 150.1111 *Establishment or extension of air mail routes.* (49 U. S. C. 485, 486) (See §§ 150.1400, 150.1000.)

§ 150.1112 *International mail, foreign air mail routes, procedure in filing claims for compensation due for conveyance of air mails.* Monthly accounts are to be submitted on Post Office Department Form 2703–A showing amount due at rates specified by the Civil Aeronautics Board. These accounts are to be accompanied by trip reports, Form 2901A and B, in support of the miles reported to have been flown on flights designated by the Second Assistant Postmaster General for the carriage of the mails. (5 U. S. C. 22, 369)

CROSS REFERENCE: For forms see §§ 155.1112 and 155.1406 of this chapter.

§ 150.1113 *Fines and deductions; transportation of mails by air or water on routes extending beyond the borders of the United States.* Upon receipt of information by the Second Assistant Postmaster General, either from a representative of the United States Post Office Department or a foreign country to which the mail was destined, reporting apparent delinquencies in the transportation of the mails a communication is ad-

dressed to the carrier requesting that a complete report be furnished in connection with the reported failure to render satisfactory service and that he further show cause in writing why a fine should not be imposed in the case. Upon receipt of the information requested, decision will be made as to the amount of fine to be imposed, if any, and the carrier will be informed accordingly. Nonreceipt of further communication from the carrier will imply acceptance of the fine. (46 Stat. 1049; 39 U. S. C. 655, 49 U. S. C. 485, 486)

CROSS REFERENCES: For further procedures see §§ 150.1003 and 150.1401.

§ 150.1300 *Star route and power boat service*—(a) *General provisions.* The star route and power boat service is maintained primarily for the supply of post offices not afforded other means of supply, and is operated on a contractual basis. The United States is divided into four contract sections and contracts are let for a term of four years. General advertisements are issued the latter part of each calendar year, inviting proposals for all star and power boat routes in one of the contract sections effective at the beginning of the next fiscal year. Each post office named in the advertisement is furnished a copy of the advertisement and proposal forms. Advertisements for miscellaneous mail lettings are posted as the occasion requires in the post offices at the termini of any route to be let and upon a bulletin board in the Post Office Department. The post offices are also furnished with proposal forms. Copies of general advertisements and proposal forms may be obtained from the Second Assistant Postmaster General, Washington 25, D. C.

(b) *Petition for establishment of service.* Requests for establishment of or changes in star route and power boat service should be submitted to the Second Assistant Postmaster General. No special form of petition is provided.

(c) *Advertisements inviting proposals.* Advertisements inviting proposals for star route and power boat state the service contemplated, the time limits for submitting bids and general instructions. Proposals should be submitted to the Second Assistant Postmaster General. Proposal forms may be obtained from the post offices at the termini of any route to be let, the local District Superintendent, Railway Mail Service, or the Second Assistant Postmaster General.

(d) *Awards.* Contracts are awarded by the Second Assistant Postmaster General to the lowest responsible bidder tendering sufficient guaranties for faithful performance in accordance with the terms of the advertisement. (21 Stat. 374, 27 Stat. 268, 54 Stat. 228; 39 U. S. C. 421, 422, 426, 429)

§ 150.1301 *Highway Post Office contract service.* Contracts for carrying the mails and railway postal clerks on routes in motor vehicles especially designed and equipped for the distribution of mail en route may be awarded. (21 Stat. 374, 27 Stat. 268, 54 Stat. 228; 39 U. S. C. 421, 422, 426, 429, 505)

CROSS REFERENCE: For procedure see § 150.1300.

§ 150.1302 *Fines and deductions—star route service.* Deductions may be made from the pay of contractors for failure to perform service according to contract and fines may be imposed for other delinquencies as authorized by statute. Deductions and fines are based upon evidence received from postmasters and other field officials. Contractors are given written notice by the Second Assistant Postmaster General of the amount of deduction or fine and the reason therefor. (44 Stat. 499, 48 Stat. 952; 39 U. S. C. 443)

§ 150.1303 *Miscellaneous contract items; railway mail service.* From time to time local field officials require miscellaneous items and services such as ice, water coolers, window washing services, and printing. Advertisements specifying the items or services required are published and the contract is awarded to the lowest bidder, if in other respects acceptable, for a period of one year. (5 U. S. C. 22, 369)

§ 150.1304 *Mail bags; availability for public use.* Mail bags are made available to patrons when such action will result in a material benefit to the postal service. Application or requisition therefore should be made on Form 3970 and filed at the post office. Upon return of the bags, receipt on Form 3971 will be given to the borrower. Applicant must show a legitimate need for such bags. Further details are available at all post offices. (R. S. 398, 48 Stat. 943, R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369, 372)

CROSS REFERENCE: For forms see §§ 155.1300 and 155.1301 of this chapter.

§ 150.1305 *Leases, terminal railway post offices.* When additional space or new quarters are needed for terminal railway post offices, advertisements are published and bids are accepted.

CROSS REFERENCE: For procedure see §§ 150.3700 and 150.3701.

§ 150.1306 *Fines and deductions.* Power boat contractors.

CROSS REFERENCE: For procedure see § 150.1003.

§ 150.1307 *Second Assistant Postmaster General to determine what matter shall be excluded as liable to injure mails.*

CROSS REFERENCE: For procedure see §§ 35.12 to 35.28.

§ 150.1400 *Establishment or extension of air mail routes.* The authorization of all new air routes,, extensions of existing routes, and additional points to be served, and the determination of rates for the carriage of mail by aircraft on certificated routes, are functions of the Civil Aeronautics Board. Requests for information concerning the filing of applications for new air mail service certificates of public convenience and necessity should be directed to the Civil Aeronautics Board, Washington 25, D. C. (52 Stat. 987, 54 Stat. 1235; 49 U. S. C. 481) (See also 5 F. R. 2421)

§ 150.1401 *Fines and deductions; air mail service*—(a) *Report of irregularities.* Irregularities in the handling of mail on the part of carriers are detected by examination of trip reports, Form 2702, submitted by carriers and by reports from postmasters and clerks in charge of air mail field post offices.

(b) *Investigation of irregularity reported.* Each mail failure or other irregularity in the handling of mail on the part of the carrier is investigated by the Regional Superintendent, Air Mail Service, in whose area such failure or irregularity occurs.

(c) *Notice to carrier; answer.* The carrier is advised in writing of the irregularity and is requested to make his investigation and to state whether he accepts responsibility for same. Upon receipt of the carrier's reply, Form 2744, "Brief of Irregularity", with all papers bearing on the case, is submitted to the Second Assistant Postmaster General, Air Mail Transport, Washington 25, D. C., for determination of the penalty (fine) to be assessed.

(d) *Assessment of fine; notice of; appeal.* The carrier is notified of the penalty (fine) assessed and may protest same. In case of a protest by the carrier against a fine, either on the basis of alleged error, new information, or other reason, the case is further reviewed by the Second Assistant Postmaster General and his decision is final. (44 Stat. 499, 48 Stat. 952; 39 U. S. C. 443)

CROSS REFERENCES: See also §§ 150.1002, 150.1003, 150.1402. For forms see §§ 155.1400, 155.1401 of this chapter.

§ 150.1402 *Fines and deductions; Alaska, Puerto Rico, and Hawaii.* (44 Stat. 499; 48 Stat. 952; 39 U. S. C. 443)

CROSS REFERENCE: For procedure see §§ 150.1002, 150.1003, 150.1401.

§ 150.1403 *Air-letter sheets; permit to manufacture for sale.* Persons or firms proposing to manufacture air-letter sheets for sale shall submit ten samples of the proposed air-letter sheets to the Second Assistant Postmaster General, International Postal Service, Washington 25, D. C. and receive the approval of the Second Assistant Postmaster General before engaging in the production of such sheets for sale. See § 21.20a of this chapter for further information.

SUBPART D—PROCEDURES BEFORE THE THIRD ASSISTANT POSTMASTER GENERAL

§ 150.1600 *Rent of boxes.* The first step in the renting of a post office box is for the patron who desires the box to go to the post office and secure a blank application Form 1092½ which he appropriately fills out and leaves at the post office. If the applicant is well and favorably known to the postmaster and a box of the type desired is immediately available, the postmaster may assign the box for use at the beginning of the period for which the rental is paid. If a box of the type or size desired is not immediately available the applicant's name will be placed on a waiting list in the order in which his application is filed. The applicant is required to give references on his application and if he is unknown to the postmaster, the references are asked for a report as to the character and responsibility of the applicant, using Form 1092 for this purpose. When an applicant rents a post office box which

operates with lock and key he is required to put up a deposit for whatever number of keys may be furnished him, usually one, two, or three, and he is given a receipt for the rental paid on Form 1538 on which is noted a receipt for the key deposit. If, when surrendering the box he returns this receipt with the keys to the post office, the deposit will be refunded to him. If, for any reason, when a box is surrendered a patron does not return any keys, a notice is sent him on Form 1093, asking that he return his keys for redemption. If the applicant wants more than three keys, special application must be made on Form 1094. At least 10 days prior to the beginning of each quarter the postmaster gives a patron a notice that his box rent is due, using Form 3908. (R. S. 3901; 39 U. S. C. 279)

CROSS REFERENCE: For description of Forms 1092½, 1902, 1538, 1093, 1094 and 3908 see §§ 155.1600 to 155.1605, inclusive, of this chapter. For rates see § 27.6.

§ 150.1601 *Withdrawal of lock box privilege for improper use.* Use of lock box may be denied or withdrawn for improper use.

CROSS REFERENCE: For procedure see § 27.7.

§ 150.1701 *Opening of accounts and bankrupt funds.*

CROSS REFERENCE: For procedure see §§ 82.1, and 82.12.

§ 150.1702 *Deposits made through representative or by mail.*

CROSS REFERENCE: For procedure see §§ 82.8 to 82.12. For Form PS 300B, see § 155.1705 of this chapter; for Form PS 629, see § 155.1706 of this chapter; and for Form PS 600, see § 155.1703 of this chapter.

§ 150.1703 *Description of certificates of deposit.*

CROSS REFERENCE: For procedure see §§ 82.13 to 82.19, and 82.23.

§ 150.1704 *Correction of errors on certificates or change of name of depositor.*

CROSS REFERENCE: For procedure see §§ 82.20 and 82.21. For Form PS 305, see § 155.1710 of this chapter; and for Form PS 600, see § 155.1703 of this chapter.

§ 150.1705 *Certificates lost, stolen, or destroyed.*

CROSS REFERENCE: For procedure see § 82.22. For Form PS 607, see § 155.1711 of this chapter; and for Form PS 600, see § 155.1703 of this chapter.

§ 150.1706 *Rate of interest payable on certificates.*

CROSS REFERENCE: For procedure see §§ 83.2 to 83.4. For Form PS 100 see § 155.1707 of this chapter.

§ 150.1707 *Withdrawal of deposits.*

CROSS REFERENCE: For procedure see §§ 84.1 to 84.16. For Form PS 600, see § 155.1703; for Form PS 45, see § 155.1717; and for Form PS 100, see § 155.1707, of this chapter.

§ 150.1708 *Withdrawal of deposits through a representative or by mail.*

CROSS REFERENCE: For procedure see §§ 84.4 to 84.5. For Form PS 304, see § 155.1718; for Form PS 302, see § 155.1719; for Form PS 315, see § 155.1720; for Form PS 315–A, see § 155.1721; for Form PS 100, see § 155.1707; for Form PS 600, see § 155.1703; and for Form PS 320, see § 155.1722, of this chapter.

§ 150.1709 *Payment of account on death or legal disability of depositor.*

CROSS REFERENCE: For procedure see § 84.6. For Form PS 114, see § 155.1715; for Form PS 115, see § 155.1713; for Form PS 115–A, see § 155.1714; and for Form PS 112, see § 155.1712, of this chapter.

§ 150.1710 *Board of Trustees will purchase postal-savings bonds at par.*

CROSS REFERENCE: For procedure see § 84.18.

§ 150.1711 *When ownership of an account is in dispute adjudication of court is accepted by Board of Trustees.*

CROSS REFERENCE: For procedure see § 86.11.

§ 150.1712 *Privacy of accounts.*

CROSS REFERENCE: For procedure see § 86.12.

§ 150.1713 *Pledge for repayment of deposits.*

CROSS REFERENCE: For procedure see § 81.12.

§ 150.1714 *How a bank may become a depository for postal-savings funds.* Funds received at postal-savings depository offices in each city, town, village, or other locality, shall be deposited in solvent banks located therein whether organized under national or State laws, being subject to national or State supervision and examination, willing to receive such deposits under the terms of the Postal Savings Act and the regulations made by authority thereof; *Provided*, That as between two or more banks in the same community, preference shall be given member banks of the Federal Deposit Insurance Corporation. The word "bank" as used in the law includes savings banks and trust companies doing a banking business. Any eligible bank desiring to qualify for deposits of postal-savings funds shall transmit to the Third Assistant Postmaster General, Division of Postal Savings, Washington 25, D. C., an application on the prescribed form (PS 226) which shall include a report of the bank's paid-in capital and unimpaired surplus exclusive of undivided profits as of the date of application, and such application and report shall be sworn to by the president or cashier and attested as correct by two members of the board of directors. Blank application forms and a copy of the regulations governing the deposit of postal-savings funds in banks and the acceptance of bonds as security therefor (Form PS 2) may be obtained from the Third Assistant Postmaster General, Division of Postal Savings. A branch bank that has a definite capital and surplus formally set aside from that of the parent bank is deemed to be a local bank within the meaning of the law and is entitled to receive deposits on the basis of the capital and surplus thus separately assigned to it. (Form PS 2, Regulations Governing the Deposit of Postal Savings Funds in Banks and the Acceptance of Bonds as Security Therefor.)

CROSS REFERENCE: For procedure see § 18.20. For Form PS 2, see § 155.1716 of this chapter and for Form PS 226, see § 155.1723, of this chapter.

§ 150.1895 *United States Savings Bonds, Series E*—(a) *Post Offices where bonds may be purchased.* The Postal Service offers United States savings bonds, issued by the Secretary of the Treasury, for sale at all post offices of the first, second, and third classes and at such branches, stations, and fourth-class offices as the Third Assistant Postmaster General shall select and designate for the purpose.

(b) *How to apply for bonds.* At the time of issue (sale) of each bond, the postmaster will require an application in writing on Form 920 on which the applicant shall state the quantity and denominations of bonds desired and the name and post office address of the owner as well as the name of the coowner or designated beneficiary if any. Postmasters shall accept lists in lieu of individual Forms 920 from business concerns, schools, or associations applying for bonds to be issued on behalf of their employees or members.

(c) *Acceptable funds.* The provisions of § 82.5 of this chapter defining what may be accepted as postal-savings deposits are applicable to savings-bond purchases.

(d) *Errors on bonds.* If a postmaster has made an error in issuing a bond and the error is discovered and the bond returned to the postmaster during the month of issue, the postmaster, on positive identification of the presenting party, shall treat the bond as spoiled and issue a new bond in its stead. If a bond is returned to the postmaster subsequent to the month of issue for correction of the postmaster's error, or if a bond recalled by the Post Office Department is returned during or subsequent to the month of issue, or if a bond is returned at any time for correction of an error other than the postmaster's, the postmaster shall complete a transmittal letter, Form 922, in triplicate, give one copy to the owner of the bond as a receipt, and forward the bond with the original Form 922 to the Third Assistant Postmaster General, Division of Postal Savings. The serial numbers and face value of the savings bonds transmitted therewith are listed on Form 922 and the owner's name and address as it is to be inscribed on the new bonds issued in replacement are shown, as well as the address to which the new bond are to be sent.

If the returned bond was issued under the pay-roll deduction plan of a business concern and the error was made by the group agent, the bond and transmittal letter, Form 922, shall be accompanied with the group agent's signed statement that the error was made by him. The name or date as it should have been shown on the firm's application or list shall be stated. The group agent's employer or an executive official of the organization should endorse the group agent's statement substantially in the form:

I, _____ (Name, official title and name of concern) certify that _____ (Name of group agent) whose signature appears above has been designated group agent in connection with the pay-roll allotment plan (or other plan) in this organ-

ization for the purchase of United States savings bonds.

If a bond is returned by mail to a postmaster for correction, the envelope in which it was mailed shall be submitted to the Third Assistant Postmaster General, Division of Postal Savings, with the bond and the Third Assistant Postmaster General shall reimburse the owner for the postage and registry fee.

CROSS REFERENCE: For regulations prescribed by the Secretary of the Treasury governing the registration of savings bonds, the safekeeping facilities provided therefor, and the provisions for payment thereof, see 31 CFR 315.1 to 315.14, 315.16, and 315.17 to 315.24. For a description of United States savings bonds of Series E and information as to their terms, see 31 CFR 316.1 to 316.10.

§ 150.1896 *United States Savings Stamps*—(a) *Accountability transferred to Treasury Department.* The authority of the Postmaster General contained in section 6 of the act of June 25, 1910, as amended (39 U. S. C. 756), and section 22 (c) of the Second Liberty Bond Act, as amended, to prepare and issue postal-savings cards and postal-savings stamps shall terminate on such date as stamps issued by the Secretary of the Treasury pursuant to the authorty contained in section 22 (c) of the Second Liberty Bond Act, as amended, are made available for sale to the public; and, as soon as practicable thereafter, the Board of Trustees of the Postal Savings System shall pay to the Secretary of the Treasury a sum equal to the redemption value of all postal-savings stamps outstanding, and after such payment has been made the obligation to redeem such stamps shall cease to be a liability of the Board of Trustees of the Postal Savings System but shall constitute a public debt obligation of the United States.

NOTE: By agreement between the Postmaster General and the Secretary of the Treasury the liability for outstanding postal-savings stamps of all series, including the so-called defense savings stamps and war savings stamps, and the accountability for unsold savings-stamp stock charged to postmasters were transferred to the Treasury Department as of the close of business September 30, 1942.

(b) *Where stamps may be purchased.* Savings stamps furnished by the Secretary of the Treasury in such denominations as he may determine shall be offered for sale at all post offices. Postmasters shall put them on sale at any classified branch or station where there is a demand and may put them on sale at contract branches and stations. Postmasters from whose offices rural-delivery service is operated shall extend to rural carriers, on routes where there is a demand for savings stamps, a reasonable credit in such stamps, and rural carriers shall carry for sale to their patrons an adequate supply of such stamps. Postmasters shall sell savings stamps to business houses, schools, institutions, or other organizations that desire to purchase them for resale, but shall not extend any savings-stamp credits outside of the Postal Service. Postmasters shall have on hand for distribution without cost to stamp purchasers and, in reasonable quantities, to persons engaged in promoting savings-stamp sales, albums, cards, or other devices furnished by or with the approval of the Secretary of the Treasury to which savings stamps may be affixed after purchase.

(c) *Denominations.* Savings stamps in denominations of 10 cents, 25 cents, 50 cents, and $1.00 are printed in sheets of 100; and $5.00 stamps, in sheets of 25. The 10-cent and 25-cent stamps are also bound in books which are packaged in lots of 10. Books of fifty 10-cent savings stamps sell for $5.00 and books of forty 25-cent savings stamps, for $10.00.

(d) *Acceptable funds.* The provisions of § 82.5 of this chapter defining what may be accepted as postal-savings deposits are applicable to the purchase of savings stamps.

(e) *Redemption of savings stamps.* Savings stamps are transferable and payable to bearer at any post office and at any branch or station authorized to sell them. Postmasters shall not be required to identify the person presenting the savings stamps for payment as the owners thereof. Savings stamps affixed to stamp albums, savings cards, or other authorized devices may be accepted in payment for United States savings bonds, postal-savings certificates, or may be exchanged for cash.

When savings stamps that have been torn, burned, or badly mutiliated are presented, the postmaster shall accept at face value of the whole stamp one or more fragments identifiable as constituting clearly more than one-half of the same stamp. If the fragment or fragments are not so identifiable, the holder shall be advised to send them, and if affixed to an album the entire album, to the Treasurer of the United States, Washington 25, D. C. If stamps are presented that have stuck together and the holder is unable to separate them and determine their value, he shall likewise be advised to forward them to the Treasurer of the United States for redemption. Savings stamps that are stuck together may be separated by soaking them in warm water (sec. 5, 56 Stat. 189; 39 U. S. C., 756a.)

§ 150.1900 *Stamps available.* (a) Postage stamps are manufactured by the Bureau of Engraving and Printing and made available to the public through postmasters in the following denominations and varieties:

(b) Ordinary stamps: ½, 1, 1½, 2, 3, 4, 4½, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 30, and 50-cents; $1.00, $2.00, and $5.00.

(c) Air mail stamps: 6, 10, 15, 20, and 25-cents.

(d) Special delivery: 10, 15, and 20-cents.

(e) Special handling: 10, 15, and 20-cents.

(f) Ordinary stamps in books: 24—1-cent, 12—3-cent, and 24—3-cent.

(g) Coils: 1, 1½, 2, and 3-cents are issued in coils of 500 and 1,000 arranged sidewise or endwise and in sidewise coils of 3,000. The 4, 4½, 5, 6, and 10-cent stamps are furnished in coils of 500 or 1,000 arranged sidewise. A charge of 3 cents for each 500 stamps is made over and above the face value of the stamps to cover arrangements in this manner.

CROSS REFERENCE: For regulations see §§ 8.10 to 8.28.

§ 150.1901 *Receipt to purchasers.* Postmasters or clerks acting for them shall sign receipts for money paid for postage stamps and stamped paper, provided the receipts are prepared in advance by the purchasers and presented at the time of purchase. Receipts must be given for advance deposit on special-request envelopes.

CROSS REFERENCES: For procedure see § 8.13 of this chapter. For description of forms see §§ 155.1901, 155.1902, and 155.1905 of this chapter.

§ 150.1902 *Stamped envelopes.* Stamped envelopes may be obtained by the public at post offices in three general varieties; namely, plain, with post office return address, and with the name and address of the patron. Government stamped envelopes are manufactured by a private corporation which secures the contract for a four-year period through competitive bidding. The Government Stamped Envelope Factory is at present located at Dayton, Ohio. (34 Stat. 476)

CROSS REFERENCE: For prices and complete varieties see § 150.1908.

§ 150.1903 *Window stamped envelopes.* Stamped window envelopes are manufactured only in standard quality paper and must bear the printed return address of the sender. Sales are restricted to minimum lots of 250 or multiples thereof.

CROSS REFERENCE: For price see § 150.1908.

§ 150.1906 *Air mail stamped envelopes.* Air mail envelopes are manufactured in standard quality paper only. They are printed with a border arrangement of red and blue parallelograms so that air mail matter may be readily identified in the mails.

CROSS REFERENCE: For sizes and prices see § 150.1908.

§ 150.1907 *Precanceled stamped envelopes.* Precanceled stamped envelopes of the 1-cent denomination are issued for the mailing of third class matter in bulk. Such envelopes are sold only to persons who hold permits for the use of precanceled stamps. All precanceled envelopes are furnished ungummed.

CROSS REFERENCE: For prices see § 150.1908. For permits see § 35.5.

§ 150.1908 *Envelope varieties and prices.*

EXTRA QUALITY, PRINTED "SPECIAL-REQUEST," AND UNPRINTED ENVELOPES

No.	Denomination (cents)	Dimensions (inches)	Price per M in addition to postage value	
			Unprinted	Printed
5	1, 1½, 2 and 3	3½ x 6⅝	$3.84	$4.20
13	1, 1½, 2 and 3	3¾ x 6¾	4.04	4.40
7	2 and 3	3⅞ x 8⅞	5.20	5.56
8	1, 1½, 2 and 3	4⅛ x 9½	5.64	6.00
9	2 and 3	4⅛ x 10¼	6.00	6.36

AIR MAIL, PRINTED "SPECIAL-REQUEST," AND UNPRINTED ENVELOPES

No.	Denomination (cents)	Dimensions (inches)	Price per M in addition to postage value: Unprinted	Price per M in addition to postage value: Printed
13	5 and 6	3¾ x 6¾	$3.80	$4.16
8	5 and 6	4⅛ x 9½	4.64	5.00
STANDARD QUALITY				
5	1, 1½, 2 and 3	3½ x 6⅝	$3.12	$3.48
13	1, 1½, 2 and 3	3¾ x 6¾	3.32	3.68
7	2 and 3	3⅞ x 8⅞	4.32	4.68
8	1, 1½, 2 and 3	4⅛ x 9½	4.60	4.96
9	2 and 3	4⅜ x 10⅛	4.96	5.32
WINDOW				
5	1, 1½, 2 and 3	3½ x 6⅝	$3.80	$4.16
13	1, 1½, 2 and 3	3¾ x 6¾	3.92	4.28
6	2 and 3	3⅝ x 8⅝	4.52	4.88
7	2 and 3	3⅞ x 8⅞	4.76	5.12
8	1, 1½, 2 and 3	4⅛ x 9½	5.04	5.40
PRECANCELED STANDARD				
5	1	3½ x 6⅝	$3.52	$3.88
13	1	3¾ x 6¾	3.60	3.96
8	1	4⅛ x 9½	4.72	5.08
PRECANCELED WINDOW				
5	1	3½ x 6⅝	$3.88	$4.24
13	1	3¾ x 6¾	4.08	4.44
8	1	4⅛ x 9½	5.12	5.48

§ 150.1909 *Postal cards.* (a) Postal cards are manufactured by the Government Printing Office and shipped to postmasters on orders of the Post Office Department.

(b) Sheet cards, supplied in this form as a convenience to printers, must be cut to regulation size for the type involved to be acceptable for mailing and if spoiled in the process all sections of the sheets necessary to restore the cards to standard measurement must be submitted in order to obtain redemption.

The following varieties of postal cards are issued: No. 5 1-cent domestic single, 3 x 5"; No. 8 1-cent domestic single 3¼ x 5½"; No. 6 1-cent domestic reply, 3¼ x 5½" (each half); No. 7 2-cent foreign single, 3¼ x 5½"; No. F 2-cent foreign reply, 3½ x 5½" (each half); No. 11 3-cent foreign single, 3¼ x 5½"; No. 12 3-cent foreign reply, 3½ x 5½" (each half). When so desired for printing purposes, postal cards are furnished in sheets. The No. 5 1-cent single is available with 20 cards to the sheet, No. 6 1-cent double 20 cards to the sheet, and No. 8 1-cent single 40 cards to the sheet. (R. S. 3916 sec. 170, 17 Stat. 304; 39 U. S. C. 356)

§ 150.1910 *Stamped paper redemption.* When uncanceled, unserviceable, or spoiled stamped envelopes or postal cards are presented for redemption in large quantities, the postmaster will furnish a receipt therefor on Form 3210. Upon verification he will advise the patron that stock desired in exchange can be secured.

CROSS REFERENCE: For rules see § 8.25 of this chapter. For description of Form 3210 see § 155.1904 of this chapter.

§ 150.1911 *Sales by Philatelic Agency.* All current and some discontinued varieties of postage stamps are carried in stock by the Philatelic Agency, Post Office Department, which was established with a view to supplying stamp collectors specimens of selected quality at face value. Persons desiring to obtain stamps by mail order should first obtain a copy of the list of issues currently available. Mail order patrons are required to pay, in addition to the face value of stamps desired, return postage and registration. The Agency was established by Postmaster General Order No. 6747 on November 25, 1921.

CROSS REFERENCE: For stock list see § 155.1903 of this chapter.

§ 150.1912 *Philatelic mailing list.* The Philatelic Agency maintains a mailing list through the facilities of which collectors are furnished advance information when new issues are to be provided so they may make the necessary arrangements for securing first-day cancellations and otherwise complete their collections. Names will be added to the mailing list upon request.

§ 150.1913 *Philatelic exhibit.* The Philatelic Agency maintains a comprehensive exhibit of United States and foreign postage stamps embracing die proofs of all domestic stamps since 1847. There are approximately 25,000 foreign stamps in this exhibit covering every postal administration in the world. Items of equipment used in the production of postage stamps are shown by way of exemplifying methods of manufacture employed. Philatelic publications are on file for the benefit of students and collectors generally.

§ 150.1914 *International reply coupons*—(a) *Purpose.* International Reply Coupons are furnished by the International Bureau at Berne, Switzerland, under the direction of the Universal Postal Union. They are designed to afford a means of sending reply postage to correspondents abroad. (Sec. 2226; sec. 1, Art. 176, Title VIII, Universal Postal Union Convention of Buenos Aires of May 23, 1939)

(b) *Domestic.* United States International Reply Coupons are sold by postmasters in this country at 9 cents each and are redeemable abroad for a postage stamp or stamps sufficient to pay the first unit of postage on a letter addressed to this country. Unused United States Coupons which have not been presented for redemption abroad are returnable to the post office for redemption in stamps or other stamped paper at the rate of 8 cents each.

(c) *Foreign.* International Reply Coupons issued by foreign governments and received by correspondents in this country are redeemable at post offices at the rate of 5 cents each in postage stamps regardless of the selling price of the individual coupon or country of issue.

§ 150.1915 *Americo-Spanish reply coupons*—(a) *Purpose.* Americo-Spanish Reply Coupons are furnished by the International Office of the Postal Union of the Americas and Spain, with headquarters at Montevideo, Uruguay. These coupons offer a more economical means of transmitting reply postage between the member countries than does the International Reply Coupon as the selling price and redemption rate more nearly conforms with the first class postage rate prevailing between the member countries. (Art. 8, Convention of Postal Union of the Americas and Spain, Panama, December 22, 1936.)

(b) *Redemption.* The Post Office Department does not sell Americo-Spanish Reply Coupons, but does redeem them from the public at the rate of 3 cents each in postage stamps.

§ 150.1916 *Internal Revenue stamps*—(a) *Availability.* The Commissioner of Internal Revenue furnishes the Postmaster General without prepayment documentary internal revenue stamps, which are kept on sale at all post offices of the first and second class and such offices of third and fourth class as are located in county seats. (53 Stat. 201; 26 U. S. C. 1817)

(b) *Use.* Postmasters and postal employees are not permitted in their official capacity to attempt to advise or instruct taxpayers or purchasers of internal revenue stamps on matters connected with the administration of internal revenue laws. The activities are confined solely to the sale of these stamps at post offices designated by law to conduct such sales. (See § 8.27.)

(c) *Redemption.* Internal revenue stamps are not redeemable by postmasters and applications of this character should be submitted to the nearest Collector of Internal Revenue by persons having purchased stamps in excess of their requirements. (See § 8.27.)

§ 150.1917 *Migratory-bird hunting stamps*—(a) *Availability.* Migratory-bird hunting stamps are sold at all first and second class offices and at such post offices of the third and fourth class as have a demand therefor by reason of being located in areas habited by waterfowl. (Sec. 2, 48 Stat. 451, sec. 2, 49 Stat. 379; 16 U. S. C. 718b)

(b) *Use.* (1) No person over 16 years of age shall take any migratory waterfowl unless at the time of such taking he carries on his person an unexpired Federal migratory-bird hunting stamp validated by his signature written by himself in ink across the face of the stamp prior to this taking such birds; except that no such stamp shall be required for the taking of migratory waterfowl by Federal or State institutions or official agencies, or for propagation, or by the resident owner, tenant, or share cropper of the property or officially designated agencies of the Department of Agriculture for the killing, under such restrictions as the Secretary of Agriculture may by regulation prescribe, of such waterfowl when found injuring crops or other property.

(2) Such stamps are valid only for the fiscal year in which issued and ownership as well as attending privileges are not transferable. The administration of the laws relating to migratory-bird hunting stamps is under the Director of Fish and Wildlife Service, Department of Interior, Chicago, Illinois. (16 U. S. C. 718a, 718e)

(c) *Redemption.* Migratory-bird hunting stamps are not redeemable by postmasters after such stamps have been sold at a post office.

§ 150.2000 *Application for privilege of sending out business reply cards or envelopes.*

CROSS REFERENCE: For procedure see § 34.9.

§ 150.2001 *Mail carried by airplane.*

CROSS REFERENCE: For information as to the various designs which may be used for air-mail envelopes (or cards) and proper kind of indorsements, see § 5.12.

§ 150.2003 *Absentee voting by members of armed forces.*

CROSS REFERENCE: The procedure under which balloting material and ballots may be mailed free of postage by election officials and members of the armed forces is set forth in § 34.15. (Public Law, 348, approved April 19, 1946.)

§ 150.2004 *Pound rate postage for bulk mailings of third-class matter.* The law provides a bulk rate for third-class matter of 14 cents a pound or fraction thereof, or 10 cents a pound or fraction thereof, according to the character of the matter, but in no case less than one cent apiece, as set forth in § 34.66 of this title.

(a) *Bulk mailing fee.* On payment of a fee of $10 for each calendar year or portion thereof, separately addressed identical pieces of third-class matter may be mailed in bulk quantities of not less than 20 pounds, or of not less than 200 pieces, at the rate of 14 cents for each pound or fraction thereof in the case of circulars and other miscellaneous printed matter and merchandise, and 10 cents for each pound or fraction thereof in the case of books and catalogs of 24 or more pages, seeds, cuttings, bulbs, roots, scions, and plants, with a minimum charge of 1 cent per piece in either case, the maximum weight per piece acceptable at such 1-cent rate being 1.143 ounces and 1.6 ounces, respectively. Such bulk mailings must be prepared and presented in accordance with the conditions prescribed by § 34.66 of this chapter. All persons and concerns now having permits to mail third-class matter in bulk lots under this section as well as those applying for such permits on and after January 1, 1949, regardless of whether the matter is mailed without stamps affixed as metered or nonmetered mail or the postage thereon is paid by precanceled stamps affixed, must pay the $10 fee before such mailings may be accepted on or after that date. Postmasters will issue receipts for these bulk mailing fees on Form 3603, which shall be endorsed "Bulk Mailing Fee."

(b) *Methods of mailing.* The postage on matter mailed under § 34.66 of this chapter, may be paid in any of the three ways described below:

(1) Without postage stamps affixed, as metered or nonmetered permit matter, the postage being paid in money and the permit indicia printed on the matter (except as otherwise stated, the provisions of § 35.4 of this chapter).

(2) With precanceled postage stamps affixed under permit. (Uncanceled postage stamps may not be used.)

(3) In precanceled Government stamped envelopes under permit.

(c) *Inscription.* The inscription "Sec. 34.66, P. L. and R.", must appear in the upper right corner of the address side of the mail whichever method is used.

(d) *Application for permit.* Persons desiring the privilege of mailing third-class matter in bulk shall make application to the postmaster stating the method, or methods, under which they desire to mail the matter, unless they already hold permits for the particular method of mailing desired. The postmaster, unless otherwise instructed, will then transmit the application to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, and await the receipt of a permit or permits and instructions as to procedure.

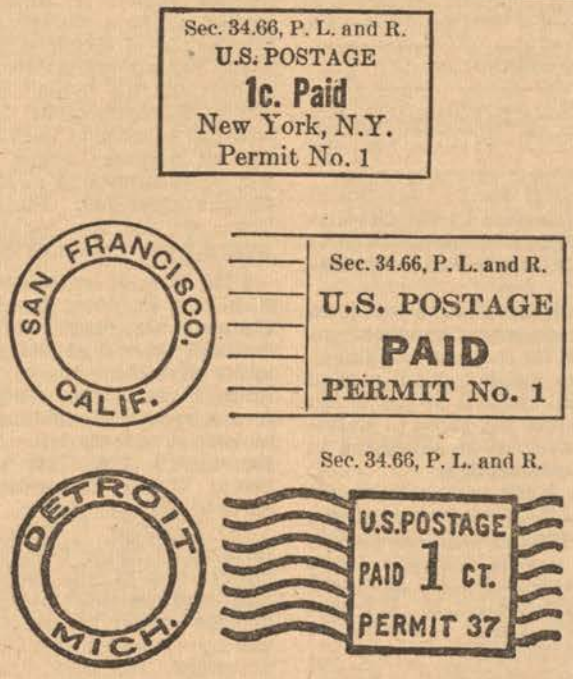
CROSS REFERENCE: For application forms see §§ 155.2012, 155.2021 and 155.2022 of this chapter.

(e) *Without stamps affixed*—(1) *Fee.* Each application for a permit to mail third-class matter without stamps affixed as nonmetered mail shall be accompanied with the fee of $10, prescribed by § 35.4 of this chapter.

CROSS REFERENCE: For application forms see § 155.2012 of this chapter.

(2) *Permits.* Persons or concerns already holding permits to mail matter without stamps affixed under § 35.4 of this chapter, need not obtain an additional permit for the privilege of mailing third-class matter under § 34.66 of this chapter, without stamps affixed, but they may use the same permit number on mailings under § 34.66 of this chapter.

(3) *Indicia.* In the upper right corner of the address side of the envelope, wrapper, address label, or sticker properly affixed thereto, must be printed the indicia which may be in one of the forms prescribed by § 35.4 of this chapter, and of any color of sufficiently strong contrast to the paper on which printed, such indicia not to be obstructed or confused with any other matter. The use of a handstamp for placing indicia on matter is not permissible. The inscription "Sec. 34.66, P. L. and R." must be included in or printed adjacent to the indicia. The amount of postage paid may be omitted (except when a meter device is used). The forms prescribed for nonmetered matter are shown below:



(4) *Statement of mailing.* Each mailing without stamps affixed must be accompanied with a statement of mailing on Form 3602 (Form 3602–A in case of metered mail), prepared wholly by the mailer, in ink or indelible pencil, and must be carefully examined, counted, weighed, or verified in the manner set forth in the instructions printed on the cover of the receipt book (Form 3603 or Form 3603–A).

(f) *With precanceled postage stamps affixed*—(1) *Applications.* Persons or concerns already holding permits for the privilege of using precanceled postage stamps on second-, third-, or fourth-class matter need not obtain an additional permit for the use of such stamps on third-class matter mailed under § 34.66 of this chapter. All others desiring to mail matter in this manner should make application for this privilege to their postmaster on Form 3623 (see § 155.2021 of this chapter). No fee is required to accompany such applications.

(2) When postage is paid with precanceled stamps affixed to each piece, the amount of such stamps must fully cover the postage chargeable thereon. Where the postage is computed at the pound rate and the amount chargeable on each piece is not equivalent to the denomination of a postage stamp now in use, it is necessary to affix to each piece a precanceled stamp of a denomination sufficiently high to cover the full postage.

The inscription "Sec. 34.66, P. L. and R.", must be printed in the upper right corner of the address side immediately above or below the precanceled stamp, but not covered by the stamp. This inscription should be preferably, but not necessarily,

in a rectangle, thus | Sec. 34.66, P.L. and R. |

and may be hand stamped when it is not practicable for the mailer to have it printed.

(3) *Statement of mailing.* Each mailing on which precanceled postage stamps are used must be accompanied with a statement of mailing on Form 3602–PC, but no record of such mailings need be kept.

(g) *Precanceled Government-stamped envelopes.* (1) No fee is required to accompany applications for the privilege of using precanceled Government-stamped envelopes. (For form of application see § 155.2022 of this chapter.)

(2) Requisition. Precanceled one-cent Government-stamped envelopes are supplied for use by mailers who have been given permits to use them to mail third-class matter under § 34.66 of this chapter. Stamped envelopes which have not been precanceled may not be used to mail third-class matter under this section. Government-stamped envelopes may be precanceled by persons or concerns who have been given a permit therefor under § 35.4 of this chapter, and used for bulk mailings of third-class matter under § 34.66 of this chapter.

(3) *Statement of mailing.* Each mailing must be accompanied with a statement of mailing on Form 3602–PC.

(h) *General instructions regardless of the method under which matter is mailed*—(1) *Not to be postmarked.* Matter mailed under the provisions of § 34.66 of this chapter, is not postmarked. It is accepted only as ordinarily mail, and cannot be registered or sent as insured or c. o. d. mail, since the pieces are not accepted and handled individually at the mailing office, but only in bulk.

(2) *Return card.* Each piece should bear, in the upper left corner of the address side, the name and address of the sender, including his street or post-office box number when at a letter-carrier office. The sender's post-office box may be shown in lieu of his name or street number. The return card may be omitted from third-class matter not enclosed in window envelopes if the sender does not want it returned if undeliverable, but this is discouraged, since it is desirable to have the return card in all cases. When it is desired that the matter be returned in case of nondelivery, the pledge of the sender should be placed immediately under the return card. The words "Return Postage Guaranteed" are sufficient.

(3) *Separation.* In every instance mailers must separate and tie out mailings into directs for post offices whenever there are as many as 10 pieces for any post office in any mailing and must separate and tie out the pieces or packages into properly labeled State packages whenever there are as many as 10 pieces or packages for any State. Mailers must also make separations of such mail for post-office stations and branches if the name of a post-office station or a post-office branch forms a part of the address. Any mailings offered without the separations being made as outlined will be refused.

(4) *Presentation at post office or station.* The matter must be presented at the post office or station thereof designated by the postmaster. In no case may such matter be deposited in street letter boxes.

(5) *Return of undeliverable matter; rate.* When third-class matter mailed under these provisions is returned to the sender as undeliverable, it will be chargeable with postage at the regular third-class rates, namely 2 cents for the first 2 ounces and 1 cent for each additional ounce or fraction thereof on circulars, cards, folders, and other miscellaneous printed matter and all other articles of the third-class, except books and catalogs having 24 pages or more, seeds, plants, etc., on which the rate is 1½ cents for each 2 ounces or fraction of 2 ounces, computed on each individually addressed piece.

(6) *Mailings to foreign country.* No mailings to any foreign country will be accepted under § 34.66 of this chapter.

(7) *Matter bearing inscription.* Matter bearing the inscription "Sec. 34.66, P. L. and R." must not be used as inclosures or distributed otherwise than through the mails.

(8) *Information or instructions.* For any further information or instruction address the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

CROSS REFERENCE: For regulation see § 34.66 of the title. For description of Forms 3602, 3602–PC, 3603, 3603–A and 3612 see §§ 155.2009, 155.2011, 155.2012, 155.2013 and 155.2014, of this chapter.

§ 150.2005 *Mailing of books.* (a) Since the law provides that books mailed at the rate of 8 cents for the first pound or fraction thereof and 4 cents for each additional pound or fraction thereof may contain incidental announcements of books, such announcements, whether appearing in the books themselves or in the form of loose circular inclosures not weighing in excess of one and one-third ounces, will be permissible in addition to the inclosures described in § 34.84 of this chapter, without affecting the postage chargeable at that rate, such postage, of course, to be computed on the full weight of each parcel. However, loose inclosures of this kind weighing in excess of one and one-third ounces and other circulars of printed matter such as folders, pamphlets, calendars, catalogs, etc., which would not otherwise be permissible, may be inclosed in parcels of books, provided a permit is obtained and postage on such inclosures is paid at the third-class rate of 2 cents for the first two ounces or fraction thereof, and 1 cent for each additional ounce or fraction thereof in addition to the pound rate of postage on the books themselves. In authorizing these inclosures, it is contemplated that they shall be merely incidental, in no case exceeding eight ounces. The wrapper of the parcel in such case should bear a printed or hand stamped indorsement in the following form:

Additional Postage at the Third-Class Rate Paid for Inclosures.
New York, N. Y., Permit No. 1

(b) Each patron desiring to mail such inclosures with books should obtain a permit from his postmaster for this privilege, the permits being numbered consecutively, for which no fee shall be charged, unless it is desired to mail the matter under a nonmetered permit under § 35.4 of this chapter, and the patron has no such permit, in which event the regular $10 application fee will be necessary.

§ 150.2006 *Metered mail.* (a) Metered mail is matter mailed under §§ 34.66 and 35.4 of this chapter, respectively, on which the required postage is printed by a postage meter approved for this purpose by the Post Office Department. Metered mail may be of any class and is entitled to all the privileges and subject to all the conditions applying to matter mailed with stamps affixed, except as stated herein. Its use eliminates the manufacture and sale of adhesive stamps and the facing, canceling, and postmarking of mail in the post office, thereby expediting its handling and dispatch.

(b) *Meter permit.* Meter permits must be obtained by persons or firms desiring to mail metered matter by applying on Form 3612 to the postmaster where the matter will be mailed.

(c) *Postage meters*—(1) *Description.* A postage meter is a device embodying a complete postage printing and recording mechanism which is brought to the post office by the mailer to be set for postage from time to time as required. The postage is paid for at time of setting. After the mailer has used the amount of postage so prepaid, the meter automatically locks and prevents further use.

(2) *Approval.* Only such devices as have been approved by the Post Office Department may be used.

(3) *Control.* Postage meters shall in every instance be obtained from the person or concern to whom such approval has been given. Such person or concern shall maintain control of them and be responsible for their proper servicing and maintenance in such manner that they will operate correctly and in accordance with postal requirements.

(4) *Use.* Meter permit holders may not have in their possession any postage meter until it has been set and sealed by the post office where the mailings will be made. When discontinuing the use of a meter, permit holders must deliver the meter to that post office, which will check it out of service and deliver it to the manufacturer. While meters are in service, they must remain in the custody of the meter permit holders to whom they have been issued.

(d) *Failure of printing and recording mechanism to operate correctly.* If the printing and recording mechanism of any meter fails to record its operation correctly and properly, its use must be discontinued immediately by the meter permit holder, and it must be promptly delivered to the postmaster and notification of such action sent by the postmaster to the manufacturer. Only repre-

sentatives of the authorized manufacturer shall be permitted to service any meter. Tampering with or misuse of a postage meter is a misdemeanor and punishable under Postal Laws and Regulations.

(e) *Setting and payment of postage.* Meters must be brought to the post office or designated station for setting. Postal employees may not be sent to the office or plants of permit holders to set meters. The amount of postage for which set must be paid for in advance and a receipt issued therefor on Form 3603–A. All meter keys shall remain in the postmaster's custody.

(f) *Meter impressions or stamps*— (1) *Form.* In the upper right corner of the address side of the envelope, wrapper, address label, or tag of each piece, or on a label or stacker affixed thereto, must be printed the meter impression or stamp, showing the post office, postage paid, and meter number, in the form prescribed, such impressions or stamps not to be obstructed or confused with any other matter. When it is necessary to print multidenomination meter impressions or stamps on more than one label or sticker, the circle showing the post office and date must appear on each label or sticker. The impressions or stamps may not overlap.

(2) *Date of mailing.* The meter impressions or stamps for first and fourth-class matter, and for all classes when on a separate label or sticker affixed, shall include the date of mailing. An hour may also be shown on first-class matter when it is presented for mailing in ample time to be dispatched at such hour. The date may not be shown in the meter impressions or stamps on second or third-class matter, except when on a separate label or sticker affixed.

(3) *Advertising slogans.* Restricted advertising matter within space limitations may be printed simultaneously with meter impressions or stamps by postage meters. However, meter permit holders must obtain the plates therefor from authorized manufacturers of meters to assure suitable quality and content in accordance with the requirements of the Department.

(g) *Return card.* Each piece should bear, in the upper left corner of the address side, the name and address of the sender, including his street or post office box number when at a letter-carrier office. On ordinary mail the sender's post office box may be shown in lieu of his name or street number. The return card may be omitted from third-class matter not inclosed in window envelopes if the sender does not want it returned if undeliverable, but this is discouraged, since having the return address in all cases makes better service to the mailer possible.

(h) *Reply postage.* Meter impressions or stamps may be used to prepay reply or return postage, provided they are printed directly on envelopes or cards on which the return address—that of the meter permit holder—has been printed, and provided that there is imprinted immediately above such return address the inscription: "No postage stamp necessary—postage has been prepaid by _____." Such matter may be delivered only to the printed address shown thereon. If the printed address is changed, the matter must be held for postage.

(i) *Outside the mails.* Metered postage can be used for the prepayment of postage required on letters carried outside the mails under 39 U. S. C., Supp. 500.

(j) *Inscription on metered third-class matter.* Metered third-class matter mailed in bulk under § 34.66 of this chapter, must bear the printed inscription: "Sec. 34.66, P. L. and R.," as a part of the meter impression or stamp. The conditions applying to other matter mailed under this regulation with respect to quantity and separation also apply to Metered Mail.

(k) *Mailing*— (1) *Preparation.* Metered mail, except packages and irregular overweight matter, must be faced and secured in bundles, each class and denomination being kept together insofar as practical.

(2) *Place of mailing.* In general, metered matter may be deposited in any post office receptacle where similar matter bearing adhesive stamps has been accepted from the mailer. Whenever practical, however, it is desirable that all mail be brought to a post office or station thereof in order to expedite dispatch. Where meter permit holders mail in street or building receptacles, they should arrange with the postmaster for the designation of such depositories (usually not more than several in their immediate vicinity), and should not deposit matter elsewhere except by special arrangement with the postmaster.

(3) *Direct to train, dock, or airport.* When expedition is necessary, a small number of pieces of first-class matter may be taken direct to a train, dock, or airport by a permit holder authorized by the postmaster to do so, provided the pieces are accompanied with an identification label. (See paragraph (l) (3) of this section)

(4) *Pick-up privilege.* In case "pick-up" arrangements exist with a mailer using stamps and he desires to change from the stamp system to the meter system, the "pick-up" arrangement may be continued under proper precautions prescribed in each case, the matter to be accompanied with an identification label. (See paragraph (l) (3) of this section)

(l) *Statement of meter readings.* (1) The mailer must submit with the last mailing each day a statement on Form 3602–A, showing the permit number, the meter number, the readings of the registers at the end of the day, and the value of impressions printed but not used. In the case of bulk mailings of third-class matter under § 34.66 of this chapter, a separate statement should be submitted showing the number of pieces, the weight per piece, the postage per piece, and the readings of the registers at the completion of such mailing.

(2) When the last mailing of the day is made in a street collection box, the statement for the day's mailings should be inclosed in a red envelope securely tied to the face side of the package of letters and bear in a prominent manner the inscription "Metered mail," together with the name of the mailer.

(3) *Identification labels.* Mailings, other than the last for the day, deposited at places or points other than the post office or station where the meter is set, must have securely tied to them an identification label provided by the mailer, prominently bearing the words "Metered Mail" and showing the permit holder's name, date, and the meter number. Such label shall be considered in connection with the final statement with the last mailing of the day.

(m) *Refunds.* When complete and legible meter impressions cannot be used because of misprints, spoiled envelopes or cards, etc., an application for a refund of the postage to the extent of 90 percent of the postage value will be considered under § 35.9 of this chapter, if submitted within 30 days by the permit holder to the postmaster for reference to the Division of Letter and Miscellaneous Mail. Such application should be accompanied with the complete envelopes, wrappers, or cards bearing the impressions and a list of the number of each denomination and the reason they were not used. In the event the unused impressions are due to repeated carelessness of the permit holder, refund may be refused.

(n) *Transfer of postage.* Unused postage remaining in any meter which is being discontinued may be transferred to another meter used by the same mailer. When meters are withdrawn from service they must be exhausted of postage, as far as possible, and turned over to the manufacturer by the postmaster, in which event refund of the unused postage will be authorized. If a meter fails to record its operations correctly and properly and a postage adjustment is necessary, the postmaster shall secure from the manufacturer of the device a statement as to the reason for such failure and send it with such further information as is pertinent to the Division of Letter and Miscellaneous Mail.

(o) *Improper use of meter impressions or stamps.* Except as provided in paragraphs (h) and (i), matter bearing meter impressions or stamps must not be distributed otherwise than through the mails, and may not be mailed at a post office other than the one shown in the meter impression or stamp. Meter permits will be revoked for such misuse.

(p) *Cancellation of permit.* If no mailing is made for 12 months the permit is subject to cancellation.

CROSS REFERENCE: For permit revocation procedures see §§ 50.2010 to 50.2012, inclusive.

(q) *Information and instructions.* For further information and instructions regarding acceptance of metered mail, address local postmasters or the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail. (R. S. 161 396, sec. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369)

CROSS REFERENCE: For description of Forms 3602–A, 3603–A and 3612, see §§ 155.2010, 155.2013 and 155.2014, of this chapter.

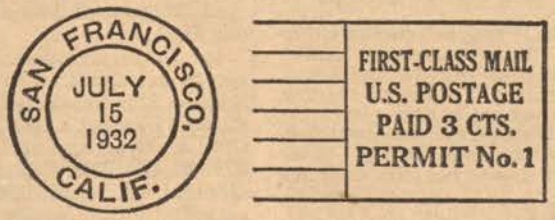
§ 150.2007 *Nonmetered mail.* (a) Nonmetered Mail is matter mailed without

stamps affixed under § 35.4 of this chapter, on which the required permit indicia are printed by means of a printing press, etc., or other device not having recording mechanism to be set by the postmaster for an amount of postage paid for at the time of setting. It is entitled and subject to all the privileges and conditions applying to matter mailed with stamps affixed, except as stated herein. It includes matter mailed at the regular rates of postage and also third-class matter mailed at the bulk rates under § 34.66 of this chapter. Except in the case of third-class matter mailed under § 34.66 of this chapter, it may be mailed to foreign countries.

(b) *Application for permit.* Persons or concerns desiring permits for mailing nonmetered matter should apply to the local postmaster on Form 3612 (see § 155.2014 of this chapter). Each application must be accompanied with a fee of ten dollars as prescribed by § 35.4 of this chapter, and, unless otherwise instructed, be sent by the postmaster to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, endorsed to show that the fee has been paid.

(c) *Indicia.* (1)

FORM A.



FORM B.



On first-class matter the indicia shall be printed in one of the forms A or B indicated in subparagraph (1) of this paragraph, and approximately the same size. An hour may be shown in connection with the date when the matter is presented for mailing in ample time to be dispatched at such hour. On second-, third-, and fourth-class matter the forms prescribed for first-class matter may be used by omitting the date and words "First-Class Mail," or form C may be used, in which case the figure representing the amount paid in money shall be printed from type not smaller than 14-point nor larger than 36-point and the other indicia not smaller than 10-point nor larger than 24-point. The amount of postage paid may be omitted from indicia on third-class matter mailed under § 34.66, Postal Laws and Regulations, but the inscription "Sec. 34.66, P. L. & R. must be printed adjacent to the indicia on matter mailed under § 34.66 of this chapter.

(e) *Mailing under § 35.4 of this chapter.*—(1) *Minimum quantity.* Each mailing of nonmetered first-class matter must consist of not less than 300 pieces. When, however, in occasional instances a mailer whose mailings of such first-class matter ordinarily consist of 300 pieces or more may have a smaller quantity, or when in order to cooperate with the Postal Service, a mailer whose total daily mailings may not be much in excess of 300 pieces, presents a portion thereof early in the day, such mailings will be accepted, provided it will be to the mutual advantage of the mailer and the Postal Service to do so.

The individual pieces of nonmetered first-class matter must be identical as to weight. Second- and third-class matter mailed under this section must be presented in quantities of not less than 300 identical pieces and fourth-class matter in quantities of not less than 250 identical pieces. When a mailing of first-, second-, third-, or fourth-class matter under this section extends over two or more consecutive days and the number of pieces presented on the last day to complete the mailing is less than the minimum number of pieces prescribed, such number will be accepted and an explanatory endorsement made on receipt form 3603, as contemplated by § 35.4 (f) of this chapter.

(2) *Separation.* • • •

Matter of the first class should, as a means of cooperation, also be so separated by the mailer in cases where this is practicable, and such separation will expedite its handling and dispatch.

The pieces comprising a mailing of first-class matter must be separated according to postage paid, i. e., those subject to 3 cents each to be in one lot, those subject to 6 cents in another lot, and so on.

(f) *Third-class matter mailed in bulk.* Third-class matter mailed in bulk under § 34.66 of this chapter, must be prepared and presented in quantities of not less than 20 pounds or 200 identical pieces, and separated and tied out into directs for post offices when there are as many as 10 pieces for any post office, and tied into properly labeled State packages when there are as many as 10 pieces for any State. Separations must also be made for post-office stations if a station name is in the address. Such matter may be accepted only as ordinary mail and cannot be registered or sent as insured or c. o. d. mail, nor mailed to foreign countries.

(g) *Place of mailing.* Nonmetered matter is mailable only at the post office that issues the permit, the name of which appears in the indicia. The postmaster shall designate a point at the main office or station thereof where nonmetered mail may be deposited and such mail must not be accepted at any other point. In no case may it be deposited in street letter boxes.

(h) *Statement of mailing.* Each mailing must be accompanied with a statement on Form 3602, signed by the person to whom the permit is issued, showing the permit number, the class of matter, the number of pieces presented, and the weight of a single piece. In the case of third-class matter mailed under the provisions of § 34.66 of this chapter on which postage is paid at the pound rate, the mailer's statement shall show the number of pounds presented and such other information as may be provided for on the form.

(i) *Registration.* When matter of the first, second, or third class mail without stamps affixed, is accepted for registration, it shall bear on the address side the complete indicia prescribed in paragraph (c) of this section, except that in the case of first-class matter the circle containing the name of the post office and State shall be omitted, and the matter shall be postmarked on the back of the envelope, as provided in § 59.1 (b) of this chapter.

(j) *Postage.* Postage in full on the entire quantity must be paid at or before the time the matter is presented for mailing, either in money or, at the option of the postmaster and at his risk, by check drawn to his order. The postmaster may receive from the mailer a deposit of money in advance (for which a receipt shall be given) sufficient to pay for more than a single mailing. The deposit shall be charged with the proper amount of each mailing, but if the amount on hand is not sufficient at any time to cover the postage due on the entire mailing, the excess shall be held until an adidtional deposit is made. Credit for postage shall never be allowed. Postage may not be prepaid by two methods—that is, partly in money and partly by ordinary stamps affixed.

(k) *Improper use of permit indicia.* Matter bearing permit indicia must not be distributed otherwise than through the mails, and may not be mailed at a post office other than the one shown in the indicia. Matter bearing permit indicia, or the inscription "Sec. 34.66, P. L. & R." must not be used as inclosures. Permits will be revoked for such misuse.

(l) *Cancellation of permit.* If no mailings are made under this permit for a period of 12 months, it will be subject to cancellation.

CROSS REFERENCE: For permit revocation procedure see §§ 150.2010 to 150.2012.

(m) *Information and instructions.* For any further information or instructions regarding the acceptance of nonmetered matter consult your postmaster or address the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

CROSS REFERENCES: For regulations see §§ 34.66 and 35.4.

For description of Forms 3602, 3603 and 3612 see §§ 155.2009, 155.2012, and 155.2014 of this chapter.

§ 150.2008 *Precanceled stamps.* (a) Precanceled postage stamps may be used only by persons or concerns to whom they have been furnished by a postmaster after special authority in each case has been obtained from the Department. Any person desiring to use such stamps should file an application with the postmaster at the post office of mailing, showing:

(1) The class of matter to be mailed.

(2) The approximate total number of pieces to be mailed annually.

(3) Business in which applicant is engaged.

(b) The application, together with the postmaster's recommendation thereon, shall be forwarded to the Third Assistant Postmaster General, Division of Classification, except where otherwise specifically authorized. All applications for permits from persons or concerns engaged in the selling, trading, or collection of precanceled stamps must be submitted to the Department. (For forms of application see §§ 155.2021 and 155.2022 of this chapter.)

(c) On receipt of the Department's authorization the postmaster will issue a permit to the applicant and furnish precanceled stamps and accept mailings bearing them under the following conditions:

(1) The name of the post office and State shall be printed between two parallel heavy black lines across the face of each stamp, ink furnished by the Department to be used for that purpose.

(2) Stamps may be precanceled only under the supervision of the postmaster or a sworn employee of the post office.

(3) Precanceled stamps are good for the payment of postage on matter of the third and fourth classes, and second-class matter mailed at the transient rate or the rates applicable at city delivery offices, and, when specially authorized, on first-class matter, presented at the office where precanceled. Precanceled stamps above the 6-cent denomination may be used only in accordance with special instructions issued by the Third Assistant Postmaster General.

(4) The date of mailing in connection with lines similar to those used in a cancelation postmark shall be placed by the mailer on each piece of first-class matter.

(5) Any number of pieces may be mailed at one time, regardless of whether they are identical, except in the case of third-class matter mailed under § 34.66 of this chapter, when each mailing must consist of not less than 20 pounds or 200 pieces and be accompanied with a statement of mailing on Form 3602–PC.

(6) Matter bearing precanceled stamps shall be presented in such manner as to permit of easy examination and facilitate its handling in the mails. It is expected that the mailer will comply with all reasonable requests of the postmaster for the separation of the matter into States, cities, etc.

(7) Precanceled postage stamps may not be used for the payment of postage on matter mailed in boxes, cases, bags, or other containers specially designed to be reused for mailing purposes.

(d) Attention is especially directed to the following provisions of law:

(1) * * * Whoever knowingly uses in payment of postage any postage stamp * * * issued in pursuance of law, which has already been used for a like purpose * * * Shall be fined not more than $500, or imprisoned not more than one year, or both; * * * (Act of June 25, 1948; 18 U. S. C. 1720.)

(2) If two or more persons conspire either to commit any offense against the United States or to defraud the United States or any agency thereof in any manner or for any purpose, and one or more of such persons do any act to effect the object of the conspiracy, each shall be fined not more than ten thouand dollars, or imprisoned not more than five years, or both. * * * (Act of June 25, 1948; 18 U. S. C. 371.)

(e) The permit to use precanceled postage stamps issued to any person or concern, will be withdrawn by the Department if such person or concern should not comply strictly with the foregoing conditions, or should sell precanceled stamps either before or after they have been used. This includes the sale of such stamps affixed to wrappers of parcels returned to the sender and disposed of as waste paper.

(f) Postmasters should carefully observe the use of precanceled stamps and promptly report to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail, any irregularity in connection with the use of such stamps coming to their attention, whether occurring at their offices or elsewhere.

CROSS REFERENCE: For regulations § 42.9.

For procedure see § 34.66.

For description of Forms 3602–PC, 3623 and 3623–E, see §§ 155.2011, 155.2021 and 155.2022 of this chapter.

§ 150.2009 *Precanceled Government stamped envelopes and postal cards.* Persons desiring the privilege of using such envelopes or cards precanceled by themselves should make application to the postmaster on Form 3623.

CROSS REFERENCE: For procedure see § 35.5. For description of Form 3623 see § 155.2021 of this chapter.

§ 150.2010 *Grounds for revocation of permits.* Permits for mailing of metered, nonmetered, and precanceled matter, and enclosures with book rate mailings shall be invalid if not used for a period of twelve months. These permits may also be revoked if used in operating any scheme or enterprise of an unlawful character, or for the purpose of purchasing or acquiring stamps for other than legitimate mailing purposes.

§ 150.2011 *Method of revocation.* The holder of the permit will be notified by the postmaster at the office of mailing that his permit is subject to cancellation stating the reason therefor and will be allowed a period of ten days within which to file any written answer of explanation or statement of any reason why said permit should not be canceled pursuant to these regulations. The holder of the permit may also demonstrate or achieve compliance with the regulations in cases of nonuse of the permit only.

§ 150.2012 *Cancellations.* (a) Where no answer is filed to the notice sent to the permit holder by the postmaster as provided by § 50.2011, postmaster shall forthwith cancel the permit.

(b) Where an answer is filed by the permit holder to the charges served on him by the postmaster, the entire record together with the recommendation of the postmaster shall be transmitted to the Third Assistant Postmaster General, Division of Letter and Miscellaneous Mail.

(c) Upon consideration of the entire record as submitted to him by the postmaster, the Superintendent of the Division of Letter and Miscellaneous Mail shall make an appropriate recommendation to the Third Assistant Postmaster General, who shall issue an order as to cancellation or continuance of the permit as the circumstances warrant.

(d) Notice of such final action shall be promptly transmitted to the permit holder through the postmaster at the office of issuance.

§ 150.2013 *Refunds of postage.* Persons desiring refunds for postage paid for which service is not rendered should make application to the local postmaster with a statement of the facts and such evidence as is available.

CROSS REFERENCE: For procedure see § 35.9.

§ 150.2014 *Address mail matter.* (a) The Department urgently requests the public to exercise the greatest possible care to see that mail is sufficiently and correctly addressed in order to secure its prompt and certain delivery. Because of carelessness in addressing and preparing matter for mailing, or failure of sender to place his name and address thereon, millions of letters and other pieces of mail which cannot be delivered or returned to the sender are sent each year to Dead Letter branches. A fee of 5 cents is charged for the return of undeliverable letters to senders from a Dead Letter branch.

(b) Write plainly the name of the person addressed, street and number, number of rural route, or post office box and the name of the post office, including postal delivery zone number, if any and State in full. Do not use lead pencil. Use abbreviations only when they cannot be misunderstood. Standard abbreviations of States named are found in the United States Official Postal Guide.

(c) The words "General delivery" should not be used as part of the address when delivery by city, village or rural carriers can be effected, but only in cases where the addressee has no permanent address and it is known that he calls at general delivery for his mail.

(d) Directions for delivery and forwarding or return of mail are deemed part of the address.

(e) When address labels or tags are used, the lower or right portion should be reserved for the name and address of

the addressee, the sender's return card to be placed less prominently in the upper left corner and not on the back. The use of address labels or tags having the sender's name and address shown conspicuously in the lower portion frequently results in the mail matter being returned to the sender instead of being delivered as intended.

(f) Model form of address and return card:

After 5 days return to FRANK B. WHITE 2416 Front Street, St. Louis 25, Mo.	(Stamp)
Mr. Henry Brown, 24789 Alaska Ave., Chicago 52, Illinois.	

CROSS REFERENCE: For procedure see § 35.10.

§ 150.2300 *Application for acceptance of foreign publications at the second-class rates of postage.*

CROSS REFERENCES: For procedure see §§ 34.19, 34.20, 34.23 to 34.32. For form to be used see § 155.2302, of this chapter.

§ 150.2301 *Premiums given with subscriptions, and contracts between publishers and subscription agents or agencies; details to be filed with the Third Assistant Postmaster General.*

CROSS REFERENCE: For procedure see § 34.26.

§ 150.2302 Sworn statements required *of publishers concerning extraordinary number of copies over the usual circulation.*

CROSS REFERENCE: For procedure see § 34.27.

§ 150.2303 *Fees to accompany applications for entry, reentry, and additional entry of publications as second-class matter, and applications for registry of a news agent; receipt to be issued publishers on Form 3539.*

CROSS REFERENCE: For procedure see § 34.28. For receipt Form 3539 see § 155.2306, of this chapter.

§ 150.2304 *Applications for original second-class entry, and additional second-class entry, for domestic publications.*

CROSS REFERENCE: For procedure see §§ 34.19 to 34.22, and §§ 34.24 to 34.32. For application forms see §§ 150.2300 and 155.2301, of this chapter.

§ 150.2305 *Conditional permit issued to publisher on Form 3503.*

CROSS REFERENCE: For procedure see § 34.30. For conditional permit form see § 155.2304, of this chapter.

§ 150.2306 *Applications for reentry of publications as second-class matter because of changes in title, frequency of issue, or office of publication.*

CROSS REFERENCE: For procedure see § 34.33. For Form 3510 see § 155.2318 of this chapter.

§ 150.2307 *Hearing required before suspension or annulment of second-class mail privileges*—(a) *Proceedings governed.* The provisions of this section shall govern all proceedings under section 536, Postal Laws and Regulations, 1940 (39 U. S. C. 232), relating to the suspension, annulment, or revocation of second-class mailing privileges.

(b) *Waiver, etc., of rules.* The Postmaster General or his duly authorized representative may waive strict compliance with this section, and may suspend, revoke, modify, amend or supplement the rules at any time: *Provided,* That the application of this section may be changed in respect of a particular pending or current proceeding only upon appropriate notice to the parties hereto.

(c) *Appearance by other than attorney.* The publisher, and any intervener, if an individual, may appear on his own behalf, if a partnership may appear by a member of the partnership, or if a corporation or association may appear by a bona fide officer of such corporation or association. A department or agency of the Federal Government may be represented by any officer or employee of such department or agency.

(d) *Appearance by attorney.* Any party may be represented in any proceeding by an attorney at law admitted at the time of, or during, such proceeding, to practice before the Supreme Court of the United States, or the highest court of any State or Territory of the United States, or the United States Court of Appeals for the District of Columbia.

(e) *Authorization to appear.* The hearing officer, prior to or at the opening of any proceeding, may require any individual appearing in a representative capacity as specified in paragraphs (c) and (d) of this section to establish that such individual has been duly authorized to appear and represent the party, and, if the representative is an attorney, to establish that he has fulfilled the requirements of paragraph (d).

(f) *Limitation of representation.* A party shall not be represented in any proceedings except as stated in paragraphs (c) and (d) of this section.

(g) *Exclusion from proceeding.* The hearing officer may exclude from a hearing or from further participation in any particular proceeding any person who, in the course of such proceeding, has engaged in contemptuous, contumacious or disorderly conduct.

(h) *Institution of action.* All proceedings looking toward the suspension, annulment, or revocation of second-class mailing privileges shall be begun by the issuance, by the Postmaster General or his duly authorized representative, of a show cause order.

(i) *Contents of show cause order.* The show cause order shall state the time and place of hearing, and the statutes and portions of the Postal Laws and Regulations involved. The show cause order shall be supplemented either at the time of its issuance or at a reasonable time thereafter, subject to paragraph (l) of this section by a concise statement of the matters to be considered, including the respects in which the publication appears to have failed to have maintained the qualifications necessary for the continuance of its second-class mailing privileges. Such statement shall describe briefly or identify the matter in the publication which appears to constitute a violation of a statute, rule or regulation where the show cause order is based in whole or in part upon the material appearing in such publication.

(j) *Service of show cause order.* The show cause order shall be sent to the publication involved by registered mail a reasonable time, but not less than five (5) days, in advance of hearing. The show cause order shall be sent to the publication at its last known office of publication.

(k) *Answers.* Any publication served with a show cause order may, before the time designated for hearing, file with the Postmaster General or his duly authorized representative an answer to the show cause order. Such answer, if filed, shall contain a concise statement of the facts and contentions which constitute the ground of defense. If answer is filed, any facts alleged in the show cause order which are expressly admitted or not denied in the answer may be considered as proved and no further evidence in respect of such facts need be adduced by the Post Office Department at the hearing.

(l) *Amendments.* The show cause order may be amended not less than five (5) days, and the answer, if any, may be amended not less than three (3) days, before the hearing. Thereafter, and at any time prior to the close of the hearing, the pleadings may be amended only on leave of the hearing officer or, if none has yet been designated, by the Postmaster General or his duly authorized representative, upon motion of the party seeking amendment. Such motion shall be accompanied by at least three written copies of the amendment. Motions to amend shall be liberally treated, but in any case where the amendment comprises new matter, a reasonable time shall be allowed within which the party affected by the amendment may familiarize himself with such matters before taking testimony in regard thereto. When issues not raised by the pleadings are tried by express or implied consent of the parties, they may be treated in all respects as if they had been raised in the pleadings.

(m) *Hearing officer; designation.* All hearings shall be held before such individual or individuals, herein referred to as hearing officers, as are duly designated by the Postmaster General.

(n) *Hearings before more than one person.* The Postmaster General may designate more than one hearing officer to conduct any proceeding. Where more than one hearing officer is designated, the authority to perform any act vested in a hearing officer under these rules shall be vested in a majority of the officers conducting the hearing, and one of the hearing officers shall be designated by the Postmaster General as the chairman in such proceeding.

(o) *General authority of hearing officer.* The hearing officer is charged with the duty, and vested with the authority, to conduct a fair, impartial, expeditious, orderly and dignified hearing. He shall have authority to grant continuances, to adjourn proceedings, to examine witnesses, to call for further evidence, and to rule upon the admissibility of evidence

and other matters arising in the course of the proceeding, but he shall have no power to decide any motion to dismiss the proceeding or other motion which involves final determination of the merits of the proceeding, such power being reserved exclusively to the Postmaster General or person duly designated by him to make final disposition of the proceeding.

(p) *Papers to be supplied to the hearing officer.* Prior to the opening of the hearing, the hearing officer shall be furnished with a copy of all pleadings and other formal papers filed in connection with the proceeding.

(q) *Right to hearing.* Before the second-class mailing privileges of any publication are suspended, annulled, or revoked such publication shall be afforded an opportunity for hearing upon the issuance of a show cause order. Such hearings shall be public unless otherwise ordered by the Postmaster General or his duly authorized representative.

(r) *Intervention.* Any person, partnership, corporation or association not a party to the proceedings but desiring to intervene shall make application in writing not less than three (3) days before the time fixed for hearing. Such application shall state whom the applicant represents, shall set out with particularity the grounds on which the applicant possesses a legitimate and direct interest, shall specify the extent to which the applicant desires to participate, and shall state what proof, if any, the applicant seeks to establish. The Postmaster General, or his duly designated representative, shall grant an application to intervene to such extent and upon such terms as he shall deem just and only if he deems it in the public interest and if the interests of justice shall be served thereby: *Provided however*, That nothing herein shall be construed to permit the intervention of an individual solely on the ground that he is a subscriber or contributor to or reader of the publication involved.

(s) *Place of hearing.* All hearings shall be held in the Post Office Department Building, 12th Street and Pennsylvania Avenue, Northwest, Washington, D. C., unless otherwise specified by the Postmaster General, or his duly authorized representative.

(t) *Failure of respondent to appear.* Failure of the publication, herein called the respondent, upon which a show cause order has been duly served to appear at the time and place fixed for hearing may be deemed to be a waiver of the right to a hearing and as authorizing the Postmaster General forthwith to issue an order suspending, annulling, or revoking the second-class mailing privileges.

(u) *Order of procedure.* The hearing shall be opened with a brief opening statement by the duly authorized representative of the Postmaster General. The respondent may then make a brief opening statement. Such opening statements shall include a summary of the matters sought to be proved and shall be included in the transcript unless the parties agree to the contrary. Thereupon, the duly authorized representative of the Postmaster General shall proceed with the introduction of the evidence to show why the respondent's second-class mailing privileges should be suspended, annulled, or revoked. Thereafter the respondent may introduce evidence, to show why the second-class mailing privileges accorded to the publication should not be suspended, annulled, or revoked. The duly authorized representative of the Postmaster General may then, in the discretion of the hearing officer, introduce evidence in rebuttal.

(v) *Transcript of record.* Hearings shall be reported and a transcript thereof shall be made which shall be a part of the record of the proceeding. Transcripts of hearings will be supplied by the official reporter at the prescribed rates, except that if the hearing is private transcripts shall be supplied only to the parties and such other persons as may be designated by the Postmaster General or his duly authorized representative.

(w) *Witnesses.* All witnesses shall be duly sworn and subject to cross-examination.

(x) *Exhibits and documentary evidence.* An exhibit may be received in evidence subject to objection and rebuttal, after opportunity to examine the exhibit. Insofar as practicable, where relevant and material matter offered in evidence is embraced in a document or exhibit containing other matter not material or relevant or not relied upon by the offering party, such immaterial or irrelevant parts shall be excluded, or shall be segregated by clear marking.

(y) *Objections.* Objections to the admission or exclusion of evidence shall state briefly the grounds or objections relied upon, and the transcript shall not include argument thereon except as ordered by the hearing officer. Rulings by the hearing officer on such objections shall be a part of the transcript. Exceptions need not be noted to any adverse ruling.

(z) *Oral argument.* At the conclusion of the taking of evidence, the parties shall have the right to argue orally before the hearing officer. The duly authorized representative of the Postmaster General shall have the right to open and close. Unless otherwise ordered by the hearing officer, no party shall be entitled to more than an hour for such argument. Such argument should be included in the transcript unless the parties agree to the contrary.

(aa) *Briefs.* At the close of the hearing or within such time as the hearing officer specifies, parties to the proceeding may file a brief which shall be confined to the matters in issue. All statutes and authorities relied upon shall be cited, and where any issue of fact is argued in the brief, specific page references to such portions of the record as may be relevant shall be included.

(bb) *Hearing officer's report.* Upon the basis of the hearing, arguments, and briefs the hearing officer shall promptly prepare a report which shall include his findings, conclusions, and recommendations. Such report shall be signed by the hearing officer or officers; if more than one hearing officer conducted the proceeding, each shall include his own report if he does not agree. The hearing officer's report shall be transmitted forthwith to the Postmaster General, together with the transcript, the briefs and the exhibits. Unless otherwise ordered by the Postmaster General, the report shall not be made public or transmitted to the parties.

(cc) *Decision.* Upon the basis of the transcript, the briefs, the exhibits and the hearing officer's report, the Postmaster General, or his duly designated representative, shall issue an order either suspending, annulling, or revoking the second-class mailing privileges of the publication involved or dismissing the proceeding. He may accompany such order by a statement of reasons or opinion.

§ 150.2308 *Statements of ownership, management, and circulation to be filed annually by publishers on Form 3526.*

CROSS REFERENCE: For procedure see § 34.38. For Form 3526 see § 155.2305, of this chapter.

§ 150.2309 *Paid editorial matter to be designated with printed word "advertisement."*

CROSS REFERENCE: For procedure see § 34.38.

§ 150.2310 *Evidence to be submitted before advertising zone rates are waived for publications of religious, educational, scientific philanthropic, agricultural, labor, or fraternal organizations or associations.*

CROSS REFERENCE: For procedure see § 34.40.

§ 150.2311 *Single sheets or portions thereof sent in proof of the insertion of advertisements.*

CROSS REFERENCE: For procedure see § 34.43.

§ 150.2312 *Copy marked to show advertising and reading matter to be filed by publishers with each mailing.*

CROSS REFERENCE: For procedure see § 42.6.

§ 150.2313 *Publishers required to separate copies or file some analysis on Form 3539–A.*

CROSS REFERENCE: For procedure see §§ 42.6 and 34.49. For Form 3539–A see § 155.2307 of this chapter.

§ 150.2314 *Postage must be paid at the second-class pound rates in money before the copies are dispatched.*

CROSS REFERENCE: For procedure see § 34.45.

§ 150.2315 *Receipt for postage on Form 3539 to be furnished by postmaster to publishers.*

CROSS REFERENCE: For procedure see § 34.47. For Form 3539 see § 155.2306, of this chapter.

§ 150.2316 *An advance deposit of money to cover postage may be received by postmasters from publishers.*

CROSS REFERENCE: For procedure ee § 34.47.

§ 150.2317 *Place to which second-class matter must be brought for mailing.*

CROSS REFERENCE: For procedure see § 34.47.

§ 150.2318 *Application of news agents for registration.*

CROSS REFERENCE: For procedure see § 34.60 (b). For revocation procedure, § 34.37. For application form see § 155.2303 of this chapter.

§ 150.2319 *Evidence concerning publications to be furnished by news agents.*

CROSS REFERENCE: For procedure see § 34.61.

§ 150.2320 *Manner in which copies should be wrapped and folded for mailing.*

CROSS REFERENCE: For procedure see § 34.62.

§ 150.2321 *Applications for refunds of postage for which service is not rendered or which is paid in excess of the lawful rate.*

CROSS REFERENCE: For procedure see § 35.9.

§ 150.2322 *Applications for acceptance free of postage of publications for use of the blind.*

CROSS REFERENCE: For procedure see § 37.22.

§ 150.2323 *Acceptance by publishers of notices concerning undeliverable copies and undeliverable copies which are returned.*

CROSS REFERENCE: For procedure see § 34.63. For forms used see §§ 155.2308 and 155.2309, of this chapter.

§ 150.2324 *Direct dispatch by publishers of copies to railway mail service.*

CROSS REFERENCE: For procedure see §§ 108.4 and 108.5. For form used see § 155.2310, of this chapter.

§ 150.2325 *Application to mail at bulk rate of postage publications circulated free or mainly free, and containing not more than 75 per centum advertising matter.*

CROSS REFERENCE: For procedure see § 34.64.

§ 150.2600 *Preparation of matter for registration.*

CROSS REFERENCE: For procedure see § 58.2.

§ 150.2601 *Registration of unofficial matter; fees.*

CROSS REFERENCE: For procedure see § 58.3.

§ 150.2602 *Receipt to be given at time matter is accepted.*

CROSS REFERENCE: For procedure see § 58.10.

§ 150.2603 *Letters containing currency.*

CROSS REFERENCE: For procedure see § 58.13 (b).

§ 150.2604 *Correction of address before dispatch.*

CROSS REFERENCE: For procedure see § 59.2.

§ 150.2605 *Registry return receipt.*

CROSS REFERENCE: For procedure see § 59.3.

§ 150.2606 *Inquiries for registered mail.*

CROSS REFERENCE: For procedure see § 59.67.

§ 150.2607 *Inquiries concerning disposition or delay of registered mail.* Inquiries concerning the disposition or delay of domestic registered mail may be made by the public at any post office. However, the handling of the inquiries will be expedited if they are made at the mailing post offices. In cases of inquiries concerning delay of domestic registered mail the envelope or wrapper should be submitted if available. Postmasters will report such matters by letter to the Third Assistant Postmaster General, Division of Registered Mails.

§ 150.2608 *Recall of registered matter.*

CROSS REFERENCE: For procedure see § 59.68.

§ 150.2609 *Registration of mail by city and village carriers.*

CROSS REFERENCE: For procedure see § 61.9.

§ 150.2610 *Registration of mail by rural carriers.*

CROSS REFERENCE: For procedure see § 61.12.

§ 150.2611 *Complaints of, or claims for, loss, rifling, damage, or wrong delivery of domestic registered mail*—(a) *Complaints.* Complaints on account of the loss, rifling, damage, or wrong delivery of, registered mail may be made at any post office. Firm mailers, to whom such forms are supplied, should use Form 1510, to report loss or rifling.

(b) *Claims.* Claims for indemnity for domestic registered mail are filed on Form 565. The postmaster at the office of mailing is required to enter the particulars of registration on the application for indemnity (Form 565). The sender is required to furnish a full description of the contents of the article and in case of partial loss, to submit the envelope or wrapper, if available, and to state to whom indemnity should be paid. Claims for damage should show in detail how the article was packed and wrapped and should be accompanied with the wrapper. Claims for duplication of valuable papers should be supported with receipted bills for any actual, necessary, and direct expense in connection therewith. The addressee is required to make a statement showing whether the article was received, or describe the contents missing, if rifled, or condition of the contents, if damaged. After appropriate investigations by post office inspectors and review of reports by inspectors in charge and the Chief Post Office Inspector, applications for indemnity (Form 565) are sent to the Third Assistant Postmaster General, Division of Registered Mails, for adjustment.

CROSS REFERENCE: See § 155.2601 of this chapter for description of Form 565 and § 155.4302 of this chapter for description of Form 1510.

§ 150.2612 *C. o. d. service for registered mail.*

CROSS REFERENCE: For procedure see § 63.9.

§ 150.2613 *Insurance, collect-on-delivery service.*

CROSS REFERENCE: For procedure see § 64.1.

§ 150.2614 *Matter which may be insured.*

CROSS REFERENCE: For procedure see § 64.15.

§ 150.2615 *C. o. d. service, domestic mail.*

CROSS REFERENCE: For procedure see § 64.23.

§ 150.2616 *Demurrage charges on domestic c. o. d. mail.*

CROSS REFERENCE: For procedure see § 64.36.

§ 150.2617 *Application for indemnity for lost, rifled, or damaged insured or collect-on-delivery mail.*

CROSS REFERENCE: For procedure see § 64.37.

§ 150.2618 *Recovery of registered, insured, or c. o. d. mail.* When a lost registered, insured, or collect-on-delivery article is recovered, the article must be surrendered upon the return of the indemnity paid. The claimant must accept the article and reimburse the United States for the full indemnity paid if the article is undamaged, or such pro rata amount as may be deemed equitable by the Department if the article is damaged or has depreciated in value, or if the contents are not intact. The amount recovered is sent to the Department or to the paying postmaster, according to whether indemnity was paid by the Department or by a postmaster, for appropriate disposition.

§ 150.3101 *Correspondence.* Inquiries and reports concerning the transaction of money order business should be taken up first with the postmaster involved. If it then becomes necessary to address the Post Office Department, the communication should be sent to the Third Assistant Postmaster General, Division of Money Orders. Where a specific money order is referred to, its serial number, office of issue and other particulars should be stated as far as known. (Sec. 70.6)

§ 150.3102 *Purchase of money orders.* (a) To purchase a domestic postal money order, the applicant will call at any post office in the United States or its possessions with the exception of a few in Alaska.

(b) An application should be submitted on Form 6001 on which is entered the amount, name and address of the payee, and name and address of the remitter. These application forms will be furnished to business houses on request and may be overprinted and distributed with advertising matter.

(c) In the transaction of money order business only United States money shall be used, except that at post offices near the border between the United States and Canada, Canadian money may be used under such special restrictions as may from time to time be announced. Postmasters are not required to accept checks, either personal or governmental, and if they do so as an accommodation to their patrons it is at their own risk and they will be held accountable for any loss that may result.

(d) (1) A money order will be issued to only one person or one firm.

(2) If only the surname is entered on the application, the postmaster will decline to issue the order without a specific address, except that business names such as "Mason's", "Johnson's Store", or "Madam Saville" are permitted.

(3) The payee may be designated by an official title indicative of the capacity in which he is to receive payment, as "Receiver, U. S. Land Office" or "Cashier, First National Bank". When money orders are made payable to the Treasurer of the United States, the Department or Agency to which the remittance is to be sent should be added, as "Treasurer of the United States, Veterans Administra-

tion", if that information is known to the remitter.

(4) The payee may be designated by a name adopted under membership in a religious order, as "Sister Theresa, Academy of Visitation" or "Brother Joseph, St. Anselmo's College."

(e) A domestic postal money order will be drawn on any post office in the United States or its possessions or any branch post office, but not upon stations. Money orders payable to members of the armed services will be drawn upon the post office to which are attached the army or navy post offices serving the units of which the payees are members. If the remitter designates a station or a locality without a postal designation, the postmaster will draw the order on the appropriate post office or branch post office.

(f) An application for a domestic postal money order will not be accepted by a postmaster from a person adjudged by a court of competent jurisdiction to be incompetent, unless permission for the issue of the order has been given by the person in whose care the ward has been placed.

(g) When the recipient of a c. o. d. parcel pays therefor, he is not required to fill out an application form for the resulting money order, as the c. o. d. tag constitutes such application.

(h) A money order shall not be issued for more than $100, but there is no limitation on the number of money orders that may be issued. (See § 71.7 for money-order fees.)

(i) A money order will not be issued conditioned that identification of payee, endorsee, or attorney, may be waived.

(j) When a money order is issued payable to the remitter, he may furnish the issuing postmaster a specimen of his signature on Form 6339, which will be attached to a description of the order on Form 6006 and sent to the paying postmaster as an aid to identification. If the postmaster has no copy of Form 6339, a slip of paper containing the essential information indicated above may be substituted. If the remitter and payee are different persons, the signature of the payee may be dispatched in a similar manner if it is furnished by the remitter. (R. S. 4029; 39 U. S. C. 713. Sec. 5, 30 Stat. 966; 39 U. S. C. 724. Sec. 3, 22 Stat. 527, sec. 2, 28 Stat. 31, sec. 208, 43 Stat. 1068, 47 Stat. 409; 39 U. S. C. 716) (See §§ 71.1 to 71.12. For forms see §§ 155.3101, 155.3102, and 155.3103, of this chapter.)

§ 150.3103 *Delivery of money orders to purchasers.* (a) The purchaser of a money order should examine it carefully upon delivery. The entries should agree with those on the application therefor. The signature of the postmaster should be written, or if stamped, should be followed by the written initials of the issuing clerk. In the lower right hand corner an impression of the "M. O. B." or postmarking stamp of the issuing post office should appear.

(b) If an error of any kind occurs in issuing an order and is discovered by the postmaster or the purchaser before the latter has left the window, the transaction should not be considered as completed and the order should be treated as "not issued" and another one drawn and delivered to the remitter in its stead. In such event, as but one order has been issued, only one fee shall be charged. Alterations must not be made on money orders under any circumstances.

(c) If a money order is returned after it has become an item of record, it cannot be treated as "not issued". If an error has been found, necessitating a new order, the first one must be treated as repaid. Therefore, the fee for the new order should be paid by the postmaster or the purchaser as determined by who made the error. (R. S. 4038; 39 U. S. C. 725) (See § 71.15, 71.16 and 71.18.)

§ 150.3104 *Payment of money orders.* (a) A postal money order is payable at the office drawn on or repayable at the office of issue at full face value for a period of one year from the last day of the month in which it was issued. A money order drawn on a post office or a branch thereof will be paid at the main office, branch, or station of that office.

(b) (1) If issued at any post office in the continental United States (except Alaska), it may be paid within 30 days from day of issue at any money order office in the continental United States (except Alaska). Money orders issued in and drawn on Hawaii and Puerto Rico may be paid at any post office in the respective territories under the same conditions. For the additional service of having the orders paid at post offices other than the ones on which drawn or at which issued, a fee is charged equal to the fee originally paid on the order. Money orders issued in Alaska, Guam, Samoa, and Virgin Islands will be paid only at the office on which drawn or repaid at the office of issue.

(2) When money orders are presented by members of the armed services as remitters or payees, the provisions of the foregoing paragraph have been modified to extend the time of payment at a third office to 60 days and to eliminate the fee charged for such payments. These privileges, however, do not extend to endorsed orders, which are handled under the regulations governing payments to civilians.

(c) If a money order bearing discrepancies or errors is presented at a post office for payment, the postmaster may advance the least amount shown thereon until verification is received from the issuing office, at which time final payment will be made, provided, of course, he can determine who is the rightful payee.

(d) Identification. The remitter of a money order expects payment thereof to be made to the person named as payee or the legal representative thereof. The paying postmaster, therefore, is required to identify the claimant for payment as the payee intended. In consequence, the claimant should be prepared to submit satisfactory evidence of identification and the postmaster may require personal identification. Drivers permits, social security cards, and similar articles cannot be relied upon wholly because a person who came into possession of a money order wrongfully may have also acquired various papers and documents in support of his claim to the amount. If payment is made to the wrong person, the paying postmaster or employees will be held accountable for the amount of the order.

(e) The person presenting a money order for payment should sign it below the words "Received payment" in the presence of the paying postmaster or clerk. The payee should sign in the name as it appears on the order and if there is a slight error therein, he should sign his name correctly. If the signature is by mark, it should be witnessed by a person who is able to sign his name. When presented by the payee, remitter, or endorsee, or legal representative of any of them, the order should be signed by the person legally entitled to receive the amount and any extraneous signatures appearing on the order may be crossed out.

(f) A postmaster is expected to provide for the prompt payment of money orders drawn on his post office. If in an emergency he is unable to do so and the payee is unable to wait until funds can be obtained, the postmaster will give him a note addressed to the postmaster at a nearby larger post office where payment will be made without the deduction of the fee mentioned in paragraph (b) of this section.

(g) A money order sent to a postmaster by mail will not be paid in cash or by check, but a new order for the same amount, less the fee, will be drawn in lieu thereof, payable at any post office designated.

(h) Inquiry concerning payment of a money order may be made at any post office, but preferably should be made through the issuing office. Such inquiries should not be made prior to 15 days after issue of the order unless the remitter has a letter from the payee, written after the lapse of ample time for the payee to have received the order, denying receipt of the remittance. (38 Stat. 280, 48 Stat. 973; 39 U. S. C. 727) (See §§ 72.1, 72.2, 72.3 and 72.4.)

§ 150.3105 *Repayment to remitters.* A money order presented by the remitter may be repaid at the issuing office, paid at the office of payment, or, subject to the conditions set forth in § 150.3104 (b), cashed at any other post office, provided, of course, the order is not invalid by age.

§ 150.3106 *Endorsement of money orders.* The payee and the remitter of a money order may endorse it in the space provided therefor to any other person and the postmaster at the office of issue or the office on which it is drawn, or under the conditions set forth in § 150.3104 (b), any other post office will pay the amount to the person thus designated if he can establish the genuineness of the endorsement and his identity as endorsee. More than one endorsement renders the money order invalid and the second or subsequent endorsee to obtain payment must apply in writing on Form 6002 for a new order in lieu thereof as set forth in § 50.3121. In this event, the original order should be attached to the application and proof of the genuineness of endorsement submitted. (R. S. 4037, sec. 1, 18 Stat. 320; 39 U. S. C. 723) (See § 72.10. For Form 6002, see § 155.3121 of this chapter.)

§ 150.3107 *Payment to others than persons named on money orders.* (a) A payee or remitter may by duly executed power of attorney designate and appoint some person to obtain payment on a money order or on money orders thereafter received and a copy of the power of attorney should be filed at the office of payment. In such cases, the attorney will sign in the name of the payee or remitter followed by his own signature.

(b) When a person or firm makes an assignment and intends that money orders payable to them shall be paid to the assignee, they should execute a power of attorney or written order separate from the instrument of assignment to be filed in the post office of payment. The person receiving payment as attorney or agent should receipt the money order as such indicating beneath his signature the capacity in which he acts.

(c) In case of death of the payee or remitter, or first endorsee, money orders payable to him shall be paid to his legal representative, who shall be required to present to the paying postmaster satisfactory evidence of his authority to act in such capacity and to sign the money orders as executor or administrator as the case may be. In the case of an endorsee, the genuineness of the endorsement must be established as set forth in § 50.3106. If an executor or administrator has not been and will not be appointed, the claimant should submit his claim on standard Form 1055 which may be obtained through the postmaster.

(d) A money order payable to a firm or organization which has ceased to exist, shall be paid to the legal representative thereof, who will be required to show evidence of his authority to receive such payment.

(e) A money order may be receipted by the payee, remitter, or first endorsee, and deposited in a bank for collection. The bank may present the order if drawn on a local post office and receive payment. If the order is drawn on a post office in another city, the bank may forward it through banking channels or directly by mail to the issuing or paying office and in the latter event a check drawn on the Treasurer of the United States for the face value of the order will be sent to the bank. The stamp impressions of the banks through which the money orders pass should be placed on the backs of them. Stamp impressions are not regarded as endorsements in contravention of the law prohibiting more than one endorsement.

(f) A money order payable to a person who has been adjudged incompetent by a court of competent jurisdiction will be paid only to the person designated by the court to act on behalf of the ward. The money order in such cases shall be receipted in the name of the ward followed by the signature and legal designation of the authorized agent. (See § 72.11.)

§ 150.3108 *Payment of money orders withheld.* (a) Upon request by the issuing postmaster or by the remitter, payment of a money order will be withheld for a sufficient time to enable the remitter to furnish proof that the order was purchased by him through false representation or other fraudulent action of the payee or that the payee is engaged in conducting a scheme or device for obtaining money through the mails by false or fraudulent pretenses, representations, or promises, the postmaster to whom the order is presented for payment will forward the request and proof submitted to the Third Assistant Postmaster General, Division of Money Orders. In the absence of action herein described, payment of the order will be made notwithstanding the protest of the remitter.

(b) The Postmaster General may, upon evidence satisfactory to him that a person or company is engaged in conducting a lottery, or scheme for the distribution of money, or other property by lot, or chance, or is conducting any other scheme to obtaining money or property of any kind through the mails by false or fraudulent pretenses, forbid the payment to such person or company of any postal money orders and on and after the issue of such order by the Postmaster General the payment of such postal money orders will not be made. The amounts of the money orders, but not the fees, shall be returned to the remitters. (R. S. 4041, sec. 3, 26 Stat. 466; 39 U. S. C. 732) (See § 72.17.)

§ 1.50.3109 *Purchase of money orders through rural carriers.* (a) The patron of a rural route may deliver an application on Form 6001 with the money to the carrier on the route and receive a receipt on Form 6387. If the amount tendered by the remitter is in excess of the amount required and the carrier cannot make change, he will request the patron to meet him on his next trip to receive the change. The carrier is not permitted to and the patron should not under any circumstances leave money in the mail box. On his return to the post office, the carrier will purchase the money order and on his next trip deliver the receipt detached from the money order to the remitter. If personal delivery of the receipt is impracticable, it may be enclosed in an official envelope and left in the remitter's mail box.

(b) If the purchaser delivers with the application and money the unsealed communication in which the money order is to be mailed, the postmaster will make the enclosure, seal and dispatch the communication; otherwise the money order will be delivered to the purchaser on the carrier's next trip.

§ 150.3110 *Payment of money orders through rural carriers.* The patron of a rural route who desires to obtain payment of a money order may deliver it with an order on Form 6387 or a note reading as follows:

Please pay to _____, carrier, for delivery to me, the amount of money order No. ____, issued at _____ in my favor and this day handed to him by me for collection.

When the money is delivered to the patron on the carrier's next trip, the former shall acknowledge receipt thereof on the same form or note authorizing payment.

§ 150.3111 *Applications for duplicates of lost, destroyed, invalid or mutilated postal notes (Form 6596).*

CROSS REFERENCE: For procedure see § 73.4 to 73.6.

§ 150.3121 *Application for duplicate of lost or mutilated domestic money order or of an order rendered void by too many endorsements (Form 6002).*

CROSS REFERENCE: For procedure see §§ 73.5 and 155.3121.

§ 150.3122 *Application for payment of domestic money order invalid by reason of age (Form 6003).*

CROSS REFERENCE: For procedure see §§ 73.14 and 155.3122.

§ 150.3123 *Bond of indemnity for issue of duplicate of lost money order (Form 6116).*

CROSS REFERENCE: For procedure see §§ 73.5, 73.6, 73.14 and 155.3123.

§ 150.3124 *Report of wrong payment of money order.* Whenever the sender or payee of any money has information to the effect that it has been wrongfully paid, he shall promptly report the fact to his postmaster who will proceed according to the directions in § 72.8 of this chapter and shall report the results to the complainant.

§ 150.3125 *Claim against the United States for amounts due in case of a decedent (Forms 1055 and 6003).*

CROSS REFERENCE: For procedure see § 73.14 and §§ 155.3122, 155.3125.

§ 150.3132 *Notifying payee to present order (Form 6706).*

CROSS REFERENCE: For procedure see § 74.30 and § 155.3132.

§ 150.3134 *Application for repayment of international order.* A remitter desiring repayment of an international money order should make application therefor at his local post office on Form 6759. (See §§ 74.32 and 155.3134 of this chapter.)

§ 150.3135 *Application for a duplicate of a lost money order issued in one of the countries with which business is transacted on domestic basis.* When a payee of a money order issued in one of the countries on a domestic basis desires to present a claim of non receipt he should apply for a duplicate at his local post office on Form 6002 or 6003.

CROSS REFERENCE: For procedure see §§ 73.5, 73.14, 75.12, and 75.13. For forms see §§ 155.3135, 155.3136.

§ 150.3140 *Application for duplicate of international order (Form 6753).*

CROSS REFERENCE: For procedure see § 74.33 and § 155.3140.

§ 150.3141 *Application for international money order.* When a patron desires to send money to a foreign country he should apply at his local post office and complete Form 6701.

CROSS REFERENCE: For procedure see §§ 74.7, 74.8, 74.9, 74.17 and 155.3141 of this chapter.

§ 150.3143 *Inquiry concerning disposal made of an international money order issued in the United States.* Such inquiry shall be made at the post office where order was purchased (Form 6684).

CROSS REFERENCE: For procedure see §§ 74.14 and 155.3143 of this chapter.

§ 150.3144 *Exchange office requested to correct error in particulars of the*

advice of a United States money order payable abroad (Form 6760).

CROSS REFERENCE: For procedure see §§ 74.12 and 155.3144 of this chapter.

§ 150.3145 *Supplemental international advice to be filled in by remitter (Form 6083).*

CROSS REFERENCE: For procedure see §§ 74.10 and 155.3145 of this chapter.

§ 150.3146 *List of international money order offices in certain foreign countries (International List, Form XIV).*

SUBPART E—PROCEDURES BEFORE THE FOURTH ASSISTANT POSTMASTER GENERAL

CROSS REFERENCE: For procedure see §§ 74.3 and 155.3146 of this chapter.

§ 150.3500 *Rental of garage accommodations without formal lease*—(a) *Contracts made annually.* Formal leases of quarters for postal purposes are not required where the rental to be paid does not exceed $1,000 annually. Contracts are made annually for the storage of Government-owned vehicles used in the transportation of mail for the period of the Government fiscal year.

(b) *Advertisement for bids.* Under instructions from the Fourth Assistant Postmaster General, the postmasters at the offices where such storage is required, post in the lobby of the post office building a copy of U. S. Standard Form 33 in which are set forth the specifications for the desired garage accommodations for such vehicles and an invitation to bid. Upon the reverse of this form, furnished to bidders by the postmaster, are set forth the conditions of the proposed contract and instructions to bidders.

(c) *Bids.* Bids are received upon said Form 33 and publicly opened and then transmitted by the postmaster to the Fourth Assistant Postmaster General.

(d) *Awards.* The lowest bid conforming to the specifications and with consideration given to the travel time between the post office and the bidder's garage, will be accepted but the right is reserved to reject all bids. The acceptance by the Fourth Assistant Postmaster General of such bid upon Form 33 will constitute the contract and the postmaster will be authorized to pay the rent provided for therein. (44 Stat. 688; 12 Stat. 220; R. S. 3709; 39 U. S. C. Supp. 14; 41 U. S. C. 5)

CROSS REFERENCE: For Form 33 see 41 CFR 12.33.

§ 150.3501 *Contracts for servicing Government-owned vehicles*—(a) *Contracts made annually.* Contracts are made annually for the servicing of Government-owned vehicles used in the transportation of mail for the period of the Government fiscal year.

(b) *Advertisement for bids.* Under instructions from the Fourth Assistant Postmaster General, postmasters at the offices where such servicing of vehicles is required, post in the lobby of the post office building a copy of U. S. Standard Form 33 in which are set forth the specifications for the desired servicing of such vehicles and an invitation to bid. Upon the reverse of this form, furnished to bidders by the postmaster, are set forth the conditions of the proposed contract and instructions to bidders.

(c) *Bids.* Bids are received upon said Form 33 and publicly opened and then transmitted by the postmaster to the Fourth Assistant Postmaster General.

(d) *Awards.* The lowest and most advantageous bid to the Postal Service conforming to the specifications will be accepted but the right is reserved to reject all bids. The acceptance by the Fourth Assistant Postmaster General of such bid upon said Form 33 will constitute the contract and the postmaster will be authorized to pay for the various services at the rates provided for therein. (12 Stat. 220; R. S. 3709; 41 U. S. C. 5)

CROSS REFERENCE: For Form 33 see 41 CFR Part 12.

§ 150.3502 *Contracts for carrying the mails in panel or screen body motor vehicles*—(a) *Geographical divisions.* Contracts for the transportation of mails in panel or screen body motor vehicles between the terminals of common carriers and general post offices and the stations and branches thereof, are made for periods of four years. For purposes of advertising for proposals and awarding such contracts, the United States is divided geographically into four sections with contracts expiring in one of such sections each year.

(b) *Advertisements for proposals.* An advertisement for proposals to furnish this service in one of such sections is prepared in pamphlet form each year, giving therein specifications for the service required respectively at various cities located in such geographical section, and containing instructions to bidders and postmasters and also general conditions to be incorporated in the contracts. Such advertisement is conspicuously posted in each post office at which a contract is to be awarded for at least sixty days before the time for receiving proposals. Postmasters at such post offices are instructed to give other publicity to such advertisement for proposals.

(c) *Proposals.* Proposals are submitted upon Form A which likewise contains a bond and oath. This form may be obtained from the local postmaster or from the Fourth Assistant Postmaster General. The proposal is to be executed, the facts stated therein sworn to, and the execution thereof acknowledged under oath, by the bidder and two or more individual sureties or an approved surety company. Only one route may be included in a single proposal, and the bidder must agree to give his personal supervision to the performance of the contract and to reside on or contiguous to the route. Proposals must be sealed and transmitted to the Fourth Assistant Postmaster General, Post Office Department, Washington 25, D. C.

(d) *Awards.* While a bidder may submit proposals to perform this service on more than one route, he will only be awarded a contract for a single route upon or contiguous to which he must reside so as to give his personal supervision to performing the contract. A contract for each route advertised will be separately awarded to the lowest responsible bidder whose proposal and bond conform in all respects to the specifications, and to whom has not been awarded a similar contract on another such route; but the Department reserves the right to reject all bids or to negotiate with the only bidder or lowest bidder for more reasonable terms. The contract will be executed upon Form 1748 by the Fourth Assistant Postmaster General and by the contractor and two or more individual sureties or an approved surety company. The contract will provide for the imposition by the Postmaster General of deductions and fines against the contractor for any delinquency or omission of duty under the contract, as authorized by law. (17 Stat. 313; 18 Stat. 235; 19 Stat. 335; 21 Stat. 374; 36 Stat. 366; 39 Stat. 418; 39 Stat. 1068; R. S. 3941; R. S. 3944; R. S. 3945; R. S. 3949; R. S. 3956; R. S. 3962; R. S. 3975; 39 U. S. C. 421; 39 U. S. C. 425; 39 U. S. C. 426; 39 U. S. C. 429; 39 U. S. C. 430; 39 U. S. C. 434; 39 U. S. C. 436; 39 U. S. C. 443; 39 U. S. C. 493)

CROSS REFERENCE: For forms see §§ 155.3500 and 155.3501 of this chapter. For contract cancellation procedure see R. S. 3951; 54 Stat. 227; 39 U. S. C. 434.

§ 150.3503 *Contracts for hiring vehicles on an annual basis*—(a) *Period and nature of contract.* Contracts are made for periods of one year for furnishing panel or screen body and other types of motor vehicles, without drivers, for use in collection, delivering and relaying mail and in special delivery service. These vehicles are to be furnished for specified numbers of hours respectively on week days, Sundays and holidays; and the owner is required to equip such vehicles with adequate locking devices, keep them in satisfactory mechanical condition, and bear all expense of the operation and maintenance thereof.

(b) *Advertisements.* Advertisements for proposals to furnish such vehicles are made upon Form MV–44, which is posted in the lobby of the post office where such vehicles are required. Such advertisement states the number and type of vehicles required and the number of hours they are to be used respectively on week days, Sundays and holidays, and advises where such proposal forms may be obtained.

(c) *Proposals.* Proposals are submitted upon Form MVS–1 to the local postmaster in response to the advertisement. These proposals are then transmitted by the postmaster to the Fourth Assistant Postmaster General for consideration.

(d) *Awards.* The contract is awarded to the lowest responsible bidder, but the Department reserves the right to reject all bids. The acceptance by the Fourth Assistant Postmaster General of such bid upon Form MVS–1 will constitute the contract, and the postmaster will be authorized to pay the rate of vehicle hire provided for therein. (12 Stat. 220; 19 Stat. 335; 36 Stat. 1333; 38 Stat. 303; 39 Stat. 1068; R. S. 3709; 39 U. S. C. 430; 39 U. S. C. 802; 41 U. S. C. 5)

(e) *Cancellation of contracts.* The Postmaster General may cancel any contract upon failure of the contractor to comply with the terms thereof.

CROSS REFERENCE: For forms see § 155.3502 and § 155.3503 this chapter.

§ 150.3504 *Contracts for hiring vehicles on an hourly basis*—(a) *Period and*

nature of contract. Contracts are made for a period of one-quarter year for furnishing vehicles, without drivers, for use in collection, delivering and relaying mail and in special delivery service. These vehicles are to be furnished at an hourly rate of pay for an estimated number of hours on week days, Sundays and holidays; and the owner is required to keep the vehicles in satisfactory mechanical condition and bear all expense of the operation and maintenance thereof.

(b) *Advertisements.* Advertisements for proposals to furnish such vehicles are made upon Form MV–68, which is posted in the lobby of the post office where such vehicles are required. Such advertisement states the estimated number of hours the vehicles will be used respectively on week days, Sundays and holidays, and advises where such proposal forms may be obtained.

(c) *Proposals.* Proposals are submitted upon Form MV–67 to the local postmaster in response to the advertisement. The postmaster reports the hourly rate of the lowest bid to the Fourth Assistant Postmaster General, and if it is considered reasonable, it is approved.

(d) *Awards.* Upon approval of such bid by the Fourth Assistant Postmaster General, the postmaster is authorized to pay the hourly rate of vehicle hire provided for therein. (12 Stat. 220; 36 Stat. 1333; 38 Stat. 303; R. S. 3709; 39 U. S. C. 802; 41 U. S. C. 5)

CROSS REFERENCE: For forms see §§ 155.3504 and 155.3505.

§ 150.3505 *Fines and deductions; contractors for carrying the mails by panel or screen body vehicles or by pneumatic tubes.* (a) Reports of failures or delinquencies. Failures or delinquencies in the performance of services in accordance with contracts for carrying the mails by panel or screen body vehicles or pneumatic tubes are reported by field operating officials to the Fourth Assistant Postmaster General. Such reports are ordinarily accompanied by a written statement from the contractor concerning his responsibility for the failures or delinquencies reported.

(b) *Imposition of fines or deductions.* The amount of the fine or deduction is based upon the gravity of the delinquency, and when imposed the contractor is notified thereof by the Fourth Assistant Postmaster General upon Form 1729, which shows the amount of the fine or deduction and the reasons for its imposition.

(c) *Protests of contractors.* Contractors are given opportunity to protest the imposition of fines or deductions, and they may be changed or remitted if such action is justified. There is no formal procedure established for such protests. (R. S. 3962; 39 U. S. C. 443)

CROSS REFERENCE: For forms see § 155.3506.

§ 150.3506 *Contracts for the transmission of mail by pneumatic tubes or other similar devices.* The procedure for advertising for bids and contracting for the transmission of mail by pneumatic tubes or other similar devices is prescribed by statute. (32 Stat. 114; 34 Stat. 1211; 35 Stat. 412; 39 U. S. C. 423)

§ 150.3600 *Sale of post-route maps and rural-delivery maps to the public.* Post-route maps and rural-delivery maps prepared primarily for the official use of the Postal Service, are made available by law to the public at prices fixed by law. Information concerning available maps and price lists may be obtained from, and orders and remittances should be addressed to, the Third Assistant Postmaster General, Division of Finance, Washington 25, D. C. (Pub. Law 518, Title II, Treasury and Post Office Departments Appropriation Act, 1947.)

§ 150.3700 *Leasing and equipping of quarters for post offices of the first, second and third classes; for stations and branches thereof; and for post office garages and railway mail terminals.*—(a) *Advertisement for bids.* Subject to Department approval, intention to lease quarters for a post office or station or branch thereof, or for post office garages or railway mail terminals, will be advertised at such post office by the posting publicly of an advertisement upon Form 1410, signed by a post office inspector, calling for proposals to furnish such quarters, and by giving other publicity to such intention. This advertisement will give information concerning the space, equipment and services desired, and will advise from whom may be obtained the forms to be used in making a proposal; and to whom such proposal should be submitted.

(b) *Proposals.* Proposals will be made upon Form 1400 for instructions contained therein, and from information given in Form 1425 containing specifications for equipment, and Form 1425–A containing the general building requirements. The proposals received will be transmitted to the Fourth Assistant Postmaster General for consideration.

(c) *Awards.* The proposal most advantageous to the Postal Service will be accepted or all of the proposals may be rejected. The acceptance of a proposal will be followed by the execution by the successful proponent and the Postmaster General of a lease of the post office or other quarters upon Form 1449, Standard Form of Government Lease for use by the Post Office Department. These leases are usually for terms of ten years. Information concerning any existing or proposed lease may be obtained from the Fourth Assistant Postmaster General. (23 Stat. 386; 42 Stat. 656; 39 U. S. C. 10; 25 Stat. 345; 41 Stat. 578; 43 Stat. 1105; 44 Stat. 688; 47 Stat. 412; 47 Stat. 1517; 39 U. S. C. 10; 39 U. S. C. 11; 39 U. S. C. 14; 40 U. S. C. 278–A)

CROSS REFERENCE: For forms see §§ 155.3700, 155.3701, 155.3702, 155.3703.

§ 150.3701 *Rental of post office quarters without formal lease.* Arrangements for post office quarters occupied on month-to-month basis without formal lease and at a rental not exceeding $1,000 per annum, are made by the local postmasters, subject to review and approval by the Fourth Assistant Postmaster General in all instances. No forms are used in making the arrangements with the property owner. (44 Stat. 688; 39 U. S. C. 14)

SUBPART F—PROCEDURES BEFORE THE CHIEF INSPECTOR

§ 150.4300 *Inquiries and complaints.* Inquiries and complaints hereinafter indicated should be made as follows:

(a) *To postmasters.* (1) Inquiries and complaints by the public in regard to mail except as hereinafter indicated, (See subparagraph (3) of this paragraph). Complaints regarding mishandling or mistreatment of mail should be accompanied with the envelope or wrapper to which the complaint refers, if available. Patrons are urged to report any loss or non-delivery or any other mistreatment of mail since these reports may be used to correct such conditions.

(2) Complaints in general affecting the Service should likewise be made to the postmaster.

(3) Where inquiries or complaints to the postmaster are manifestly improper under the circumstances, they should be made to the Post Office Department.

(b) *To Post Office Inspectors-in-Charge.* Included in the offenses against the postal service which should be promptly reported to a Post Office Inspector-in-Charge, or to the Chief Inspector, Post Office Department, are the theft, rifling, tampering with and interception of mail; mailing of intoxicants, poisons, firearms, explosives, etc.; mailing of obscene and scurrilous matter; using the mails to defraud and in the promotion of lotteries; violation of the private express statutes (Government monopoly of the transportation of letter mail); mailing of letters of extortion and other complaints alleging criminal offenses against the postal service.

(c) *To the Post Office Department.* Administrative matters such as charges against postal employees of all classes (except Post Office Inspectors-in-Charge, inspectors, and clerks at division headquarters and other posts of duty of post office inspectors) and the establishment of or changes in rural or star routes should be addressed to the proper bureau of the department, and if an investigation by an inspector is necessary, such bureau will make request therefor on the Chief Inspector who will have investigations made in the field division concerned by some inspector or inspectors thereof.

§ 150.4301 *Disposition of money or other property lost or stolen from the mails and recovered by Post Office Inspectors.* (a) The Chief Inspector is authorized by the Postmaster General to determine upon satisfactory evidence the ownership of money or other property lost or stolen from the mails and recovered by Post Office Inspectors, and to dispose of same to the United States Government, or to the public as their interests shall appear, as is hereinafter indicated.

(b) When Post Office Inspectors establish through investigation individual responsibility for mistreatment of mail matter, collection therefor is given attention by them. Collections by Post Office Inspectors for mistreatment of mail are forwarded by them through their Inspectors in Charge to the Chief Inspector who reviews the facts and makes disposition of the money.

(c) Identical money and identified articles stolen from the mails, and recovered by Post Office Inspectors, if not needed as evidence, or when no longer needed as such may, unless otherwise directed by the United States Attorney or the court, or the Post Office Department, be restored by inspectors to the owners unless they have received payment of indemnity or other settlement is in order.

(d) Property other than money believed to be the contents of mail but not so identified, recovered by Post Office Inspectors, if not needed as evidence or when no longer needed as such may, unless otherwise directed by the United States Attorney or the court, or the Post Office Department, be forwarded to designated post offices for treatment as dead mail matter.

(e) When the inspector feels that the disposition of money or other property by him is inadvisable on account of insufficiency of identification, conflicting claims, or other reasons, the disposition of the money or other property is determined by the Chief Inspector.

(f) If money collected by inspectors represents a compromise offer, or if advisable for other reasons, inspectors channel it to the Chief Inspector for treatment by him.

(g) Subject to the foregoing, inspectors generally disburse direct to those entitled thereto collections made by inspectors if they apply to wrong payment of a postal money order, a postal savings certificate, or a postal note, or to customs duty assessed on mail matter, or to damage by the public to a mail truck or to street letter box equipment.

(h) Moneys lost or stolen from the mails and recovered by Post Office Inspectors and thereafter sent by them to the Chief Inspector are deposited by him with the Superintendent, Division of Finance, of the Post Office Department, unless, as in the case of identical money or for other reasons, other action may be in order.

(i) With respect to moneys deposited with the Superintendent, Division of Finance, the Chief Inspector, after determining upon satisfactory evidence the proper disposition thereof, either to the United States Government, or the public as their interests shall appear, furnishes the Superintendent, Division of Finance, with disbursement schedules. The Superintendent, Division of Finance, thereafter disposes of the money to the United States Government, or to the public in the form of negotiable paper, as prescribed on such schedules following their approval by the Comptroller General.

(j) Persons suffering losses of money or other property from the mails should make report thereof to the postmaster who channels such reports to the proper Post Office Inspector in Charge. When such money or other property is recovered by Post Office Inspectors, it is disposed of as hereinbefore shown.

§ 150.4302 *Payment of rewards*—(a) *Services meriting reward.* The Post Office Department will, on and after March 1, 1948, unless otherwise ordered, pay the following rewards, providing Congress makes available the necessary appropriation:

(1) Not exceeding two thousand dollars for the arrest and conviction of any offender on the charge of assaulting any person having lawful charge, control, or custody of any mail, or money or other property of the United States, with intent to rob, steal, or purloin such mail, or money or other property of the United States, or any part thereof, or on the charge of robbing any such person of any such mail, or money or other property of the United States, if in effecting or attempting to effect such robbery, he shall wound the person having custody of the mail, or money or other property of the United States, or put his life in jeopardy by the use of a dangerous weapon.

(2) Not exceeding two thousand dollars for the arrest and conviction of any offender on the charge of mailing or causing to be mailed any bomb, infernal machine, or mechanical, chemical, or other device or composition which may ignite or explode, with the design, intent, or purpose to kill or in anywise hurt, harm, or injure another, or damage, deface, or otherwise injure the mails or other property.

(3) Not exceeding one thousand dollars for the arrest and conviction of any offender on the charge of assaulting any person having lawful charge, control, or custody of any mail, or money or other property of the United States, with intent to rob, steal, or purloin such mail, or money or other property of the United States, or any part thereof, or of robbing such person of such mail, or money or other property of the United States, or any part thereof, where the assault does not include the wounding of the person having custody of the mail, or money or other property of the United States, or the putting of his life in jeopardy by the use of a dangerous weapon.

(4) Not exceeding two hundred dollars for the arrest and conviction of any person on the charge of breaking into or attempting to break into a post office, or any building used in whole or in part as a post office, with intent to commit in such post office, or part of said building used as a post office, any larceny or other depredation. A post office station will be regarded as coming within the meaning of the term, post office, as used in this section.

(5) Not exceeding two hundred dollars for the arrest and conviction of any person on the charge of stealing mail or any valuable thing contained therein, or money or other property of the United States, while being conveyed over any post route, or while in the custody of any mail messenger, or being conveyed to or from any railroad depot, or of robbing or stealing from the mail while it remains at any railroad depot awaiting transfer.

(6) Not exceeding two hundred dollars for the arrest and conviction of any person on the charge of stealing mail or any valuable thing contained therein, or money or other property of the United States, from or out of any mail, post office, or station thereof, or from any person properly having custody of any mail, money or property as aforesaid, or of larceny from any letter box, street letter box, or other receptacle established, approved, or designated by the Postmaster General for the receipt of mail on any rural delivery route, star route, or other mail route, or from a box rented in a post office, or from any public receptacle or other authorized depository for mail.

(7) Not exceeding two hundred dollars for the arrest and conviction of any mail carrier on any mail messenger route or star route on the charge of embezzling or stealing mail or any valuable thing contained therein.

(8) Not exceeding two hundred dollars for the arrest and conviction of any person on the charge of mailing or causing to be mailed any bomb, infernal machine, or mechanical, chemical, or other device or composition which may ignite or explode, and which may kill or in anywise hurt, harm, or injure another, or damage, deface, or otherwise injure the mails or other property.

(9) For the arrest and conviction of any person as accessory to any of the offenses above mentioned, or for receiving or having unlawful possession of any mail, money, or property stolen from a post office or from a station of a post office, or otherwise, as provided in this Notice of Reward, the same reward will be paid as for the arrest and conviction of the principal offender.

(10) When an offender is killed in the act of committing any of the crimes enumerated herein, or in resisting lawful arrest, the same reward may be paid as though he had been tried and convicted.

(11) When a person has been convicted of committing any offense enumerated herein a reward may be paid, even though such person when arrested was charged with committing an offense not so enumerated. When a person has been convicted on the charge of juvenile delinquency because of having committed any offense enumerated herein, the same reward may be paid as though he had been convicted of such offense.

(12) The reward that may be allowed under the offers made in the preceding paragraphs will be determined according to the circumstances surrounding the particular case and on the basis of the services personally rendered by each claimant. In deciding what amount should be paid, the importance and value of the service rendered, the character of the person arrested and convicted, the risks or hazards involved, the time consumed, the expenses incurred and the efforts put forth, will govern. Maximum rewards will be paid only when the services performed were of maximum value.

(b) *Applications.* Separate applications should be made in writing to the Chief Post Office Inspector, Washington 25, D. C. by each person who claims a reward. Applications for reward should state the name of the offender, and the date and nature of the offense.

(c) *Filing of applications.* Payment for services meriting a reward will be made, subject to the necessary appropriation, as aforesaid, upon presentation of satisfactory evidence and after appropriate investigation. A claim will not be considered unless presented within six months from the date of conviction of an offender, or within six months from the date of his death, if he was killed in

the act of committing a crime, or in resisting lawful arrest.

(d) *Time of payment.* In order that all claimants for reward in any case may have an opportunity to present their claims, the Department reserves the right to withhold taking final action until the time limit specified in the preceding paragraph has expired and the claims have been investigated.

(e) *Conditions and reservations.* (1) The Post Office Department reserves the right to reject a claim when the circumstances in the case do not justify the payment of a reward or when, in its opinion, there has been collusion, or when improper methods have been used to effect an arrest or to secure a conviction; and it also reserves the right to allow only one reward where several persons have been convicted of the same offense, or when one person has been convicted of several offenses, unless the circumstances, in its judgment, entitle the claimant to a reward for each conviction.

(2) All previous offers of reward are hereby rescinded except as they may apply to cases in which arrests were made prior to March 1, 1948.

SUBPART G—PROCEDURES BEFORE THE COMPTROLLER, BUREAU OF ACCOUNTS

§ 150.4600 *Compromise of obligations.* Any proposition of compromise shall be submitted in writing, and the amount offered in compromise shall be deposited with the Treasurer of the United States, or a national bank designated as a United States depositary, in special account No. 5 of the Secretary of the Treasury, or with the Superintendent, Division of Finance and Disbursing Officer, Bureau of the Third Assistant Postmaster General, Post Office Department. If the offer in compromise is rejected the amount deposited will be returned. The amount of a compromise offer must be tendered unconditionally for deposit pending the consideration of acceptance. Checks and drafts cannot be accepted as offers in compromise when they bear endorsements or instructions to the effect that the acceptance of such checks or drafts constitutes settlement in full of the claim, fine, penalty, or liability in connection with which the offer is made, except that such checks or drafts may be accepted when they are accompanied with a written waiver of the endorsements or instructions printed thereon. Offers in compromise should be transmitted or delivered to the bureau of the Department, the Post Office Inspector, or the postmaster from whom demand is received for payment of the amount due. (R. S. 295, 409; 5 U. S. C. 383; 31 U. S. C. 115)

SUBPART H—RULE MAKING

§ 150.5000 *Rule making.* (a) There are numerous statutes administered by the Post Office Department which contain specific provisions authorizing or directing the Postmaster General to issue rules and regulations to implement such statutes. Other statutes, by inference, vest the Postmaster General with authority to issue such rules and regulations as may be necessary for the proper administration of such statutes. Such rules and regulations have the force and effect of law.

(b) The provisions of the Federal Register Act (49 Stat. 500; 44 U. S. C., ch. 8B), and of the regulations issued thereunder (13 F. R. 5929) governing the issuance of rules and regulations are observed. Rules and regulations of the Post Office Department are drafted by the Solicitor with the assistance of his staff. (See 39 CFR § 1.4 (g), 1946 Supp.) Such rules and regulations are based upon legislation and upon changes suggested by the various officers of the Post Office Department. The rules and regulations are submitted to the Postmaster General, and upon being approved, are filed with the Division of the Federal Register of The National Archives for publication in the FEDERAL REGISTER. Rules dealing with organization and delegation of authority, substantive rules, and rules of procedure will be separately stated pursuant to the requirements of section 3 (a) of the Administrative Procedure Act (5 U. S. C. 1002).

(c) There is no requirement in the laws administered by the Post Office Department for the giving of notice of, or for the hearing on, proposed rules or regulations. The provisions of section 4 of the Administrative Procedure Act (5 U. S. C. 1003) will be complied with in the promulgation of substantive rules which do not come within the exceptions set forth in the said section.

(d) Petitions by interested persons for the issuance, amendment, or repeal of a rule or regulation of the Post Office Department may be submitted to the Solicitor, Post Office Department, Washington 25, D. C. Such petitions will be considered by the Solicitor and by the officers of the Post Office Department. The petitioner will be notified of any denial of such petition, and, where considered appropriate, of any other action taken in connection therewith.

PART 151—PROCEDURES BEFORE THE SOLICITOR

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AUTHORITY: §§ 151.1 to 151.103 (with exceptions noted in the text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 151.1 *Offices.* The Office of the Solicitor is located in Room 3226, Post Office Department Building, 12th Street and Pennsylvania Avenue, N. W., Washington, D. C.

§ 151.2 *Hours.* The Office of the Solicitor is open on each business day, except Saturday, from 8:45 a. m. to 5:15 p. m.

§ 151.3 *Communications.* All communications should be addressed to "The Solicitor, Post Office Department, Washington 25, D. C."

§ 151.4 *Trial examiners.* Trial examiners, one of whom shall be known as the chief trial examiner, shall be designated by the Solicitor to preside at the hearings of cases involving alleged violations of the postal fraud, lottery, or fictitious name or address statutes (39 U. S. C. 259, 732, and 255). Trial examiners shall rule upon procedural motions and requests and similar matters; hold conferences for the settlement or simplification of the issues; rule upon offers of proof and receive oral or documentary evidence; regulate the course of the hearing and the conduct of attorneys and witnesses; require, when they deem necessary, oral argument upon any question raised in the course of the hearing or at the close thereof, and limit such argument as to time and subject matter. Hearings shall be conducted in such a way as to afford to the parties a reasonable opportunity to be heard on matters relevant to the issues involved and to obtain a clear and orderly record.

§ 151.5 *Hearings.* Hearings are held in Room 3237, Post Office Department, Washington, D. C., and in such other rooms as may be designated by the Solicitor.

§ 151.6 *Admission to practice.* Attorneys appearing in behalf of respondents shall be required, prior to such appearance, to obtain permission to practice before the Post Office Department in accordance with the "Procedure Governing the Admission of Attorneys to Practice before the Post Office Department" (Subpart B of this part): *Provided,* That the Solicitor may waive this requirement when in his discretion the circumstances so warrant. Upon request the Solicitor will furnish an applicant a copy of the rules of admission to practice.

§ 151.7 *Complaints.* Whenever the Chief of the Fraud Section of the Office of the Solicitor shall have reasonable causes to believe that any person, partnership, corporation, or association is using the mails in the operation of an enterprise which is in violation of the provisions of the postal fraud, lottery, or fictitious name or address statutes, he shall prepare and submit to the Solicitor a complaint naming the party or parties accused, specifying the alleged violations in such manner as to enable the accused to make answer thereto, and recommending that an order be issued against such party by the Postmaster General pursuant to the provisions of the statutes under which the proceedings are brought. The party accused shall be known as the respondent.

§ 151.8 *Notice of hearing.* If the Solicitor shall determine that the complaint states facts sufficient to show probable cause to believe that the postal fraud, lottery, or fictitious name or address statutes are being violated as alleged in the complaint, he shall issue to the respondent a notice of a hearing to be held upon a specified date at which he may appear and make defense to the complaint and oppose the recommendation of the Chief of the Fraud Section that an order be issued against him by the Postmaster General pursuant to the provisions of the statutes under which the proceedings are brought.

§ 151.9 *Service of complaint and notice.* (a) A duplicate original of the notice of hearing shall be transmitted to the postmaster at the office of address of the respondent, and shall be delivered to the respondent by said postmaster or an employee of his post office; and a receipt acknowledging delivery of the notice shall be secured from the respondent or his agent, which receipt shall be forwarded to the Solicitor of the Post Office Department and shall become a part of the record in the case. Accompanying the notice of hearing shall be a copy of the complaint, a copy of the postal statutes involved, and a copy of this subpart. In case service cannot be secured in such manner, it shall be made as the chief trial examiner directs.

(b) In the event that no person can be found upon whom service of the notice of hearing and the aforesaid accompanying documents can be effected pursuant to the above rule, the notice of hearing may be delivered in the usual manner with other mail addressed to the respondent, and a statement to that effect showing the time and place of such delivery signed by the postal employee who so delivered the notice of hearing shall constitute evidence of service thereof.

§ 151.10 *Answers.* (a) The original and two copies of the respondent's answer shall be filed with the Solicitor on or before the date set forth in the notice of hearing. The answer shall contain a concise statement admitting, denying, or explaining each of the charges set forth in the complaint. The answer shall be signed by the respondent or his attorney, or, in the case of a corporation or association, by a responsible officer thereof. The answer shall set forth the respondent's address, and the name and address of his attorney, if he is so represented. If the respondent does not intend to appear at the hearing, he should so state in his answer.

(b) If the respondent fails to file an answer as directed in the notice of hearing, he shall be deemed to be in default, and further proceedings shall be had in accordance with § 51.21 (b).

§ 151.11 *Compromises.* (a) If the respondent desires to dispose of the charges without a hearing, he may apply for permission to file an affidavit providing for the discontinuance and abandonment of the enterprise charged to be unlawful upon such terms and conditions as may be prescribed by the Solicitor.

(b) An application for permission to file an affidavit of discontinuance should be filed before the date set for the hearing on the charges. Permission to dispose of a pending case on such basis shall rest in the discretion of the Solicitor and the granting of an application shall depend upon the nature of the charges and the circumstances involved.

§ 151.12 *Appearances.* (a) A respondent may appear and be heard in person or by attorney. A partnership may appear and be represented by a member thereof or by attorney. A corporation or association may appear by a duly authorized officer or by attorney.

(b) An attorney representing a respondent must file a written authorization from the respondent to represent him in the proceeding.

(c) An attorney representing a respondent at the hearing shall enter his appearance in duplicate on the form prescribed by the Solicitor prior to participating in the hearing.

(d) Where a respondent is represented by a duly authorized attorney the service of all subsequent pleadings, notices, and other papers shall be effected by mailing the same to his attorney at the post office address stated in his written authorization.

§ 151.13 *Amendment of pleadings.* An amendment of a pleading may be offered by any party at any time prior to the close of the hearing and such amendment may be allowed in the discretion of the trial examiner.

§ 151.14 *Continuances.* A continuance will be granted only for substantial cause shown, and then only for a short period.

§ 151.15 *Evidence.* (a) Except as otherwise provided in this subpart, the rules of evidence governing civil proceedings in matters not involving trial by jury in the courts of the United States shall govern: *Provided, however,* That such rules may be relaxed by the trial examiner to insure an adequate and fair hearing.

(b) The testimony of witnesses shall be under oath or affirmation and witnesses shall be subject to cross-examination.

(c) Agreed statements of fact may be received in evidence.

(d) Official notice or knowledge may be taken of all matters of which judicial notice or knowledge may be taken by the Federal Courts.

(e) Medical or other scientific books or essays will not be admitted in evidence in lieu of oral expert testimony. Where such publications are cited or relied upon by an expert witness on direct eximination, they are admissible on cross-examination for the sole purpose of impeaching the witness as to the matter upon which they were cited or relied upon.

(f) Affidavits containing opinions or statements of an affiant will not be received in evidence, except as hereinafter provided.

(g) Testimonials will not be received in evidence.

§ 151.16 *Objections.* Objections to the admission of evidence shall include a brief statement of the grounds thereof. Formal exceptions to the rulings of the trial examiner are unnecessary. The record shall not include argument upon objections to the admission of evidence or to rulings of the trial examiner except as ordered by the trial examiner.

§ 151.17 *Written statements.* The trial examiner may receive in evidence, in lieu of oral testimony, the written statement of a competent witness provided that such statement is relevant to the issues, and further provided that the witness whose statement is offered shall testify under oath at the hearing that

the statement is in all respects true, and, in the case of expert witnesses, that the statement correctly states his opinion or knowledge concerning the matters in issue.

§ 151.18 *Subpenas.* The Post Office Department is not authorized by law to issue subpenas requiring the attendance or testimony of witnesses.

§ 151.19 *Witness fees.* The Post Office Department cannot pay witness fees or expenses to witnesses for a respondent.

§ 151.20 *Pre-hearing procedure.* (a) In any proceeding the Chief Trial Examiner in his discretion may direct the parties or their attorneys to appear before a trial examiner for a conference to consider:

(1) The simplification of the issues;

(2) The necessity or desirability of amendments to the pleadings;

(3) The possibility of obtaining admissions of fact and of consenting to the admissibility of documentary evidence without formal identification,

(4) The limitation of the number of expert witnesses;

(5) Such other matters as may aid in the disposition of the proceeding.

(b) The trial examiner shall make an order which recites the action taken at the conference, the amendments allowed to the pleadings, and the agreements made by the parties as to any of the matters considered, and which limits the issues for hearing to those not disposed of by admissions or agreements of counsel; and such order when entered shall control the subsequent course of the proceeding, unless modified at the hearing to prevent manifest injustice.

§ 151.21 *Transcript.* (a) The Post Office Department shall cause a record and transcript to be made of all proceedings in which the respondent files an answer and appears at the hearing either in person or by counsel. The transcript, together with all pleadings, orders, exhibits, briefs, and other documents filed in the proceeding, shall constitute the official record of the case upon which the final decision will be based.

(b) In proceedings in which the respondent fails to file an answer or, having made answer, fails to appear at and participate in the hearing, the trial examiner may prepare and certify a summary of the proceedings and the testimony of the witnesses appearing for the Government, identifying therein documentary evidence received. This summary of the proceedings and the testimony, together with all pleadings, orders, exhibits, briefs, and other documents filed in the proceeding, shall constitute the official record upon which the final decision will be based.

§ 151.22 *Oral argument.* The trial examiner shall permit oral argument on behalf of the parties to the proceeding at the conclusion of the hearing, and he shall limit such oral argument as to time and subject matter. The Government shall have the right to open and close the arguments.

§ 151.23 *Briefs.* The trial examiner in his discretion may permit the filing of briefs in any case where answer has been filed, and he shall give notice of such permission to each party from whom he desires a brief, fixing the time in said notice within which briefs must be filed; and he may indicate in such notice what issues of law or fact he desires to be argued in such briefs. If the trial examiner permits the filing of briefs, he in his discretion may direct that the respondent be loaned a copy of the transcript or the summary of the proceedings for use in the preparation thereof. The copy of the transcript or the summary of the proceedings so loaned shall be returned with the respondent's brief.

§ 151.24 *Petitions to reopen proceedings.* (a) An application to reopen the proceedings for the purpose of offering additional evidence or for further argument must be made by petition, expeditiously filed with the trial examiner, stating specifically the grounds relied upon.

(b) A petition to reopen the hearing for the purpose of offering further evidence must (1) state the relevancy, nature, and purpose of the evidence and the names and addresses of the witnesses by whom it will be adduced; (2) show that such evidence would not be merely cumulative, and that the failure previously to present such evidence was not due to lack of reasonable diligence; and (3) show good reason why the petition should be granted.

(c) Such petition shall be accompanied by a sworn statement of the party or his attorney that the petition is filed in good faith and not for purposes of delay.

§ 151.25 *Decision and order.* Upon the basis of the official record, the trial examiner shall make findings of fact pertinent to the issues involved, together with his recommendation as to the action to be taken. The summary of the proceedings and testimony provided for in § 151.21 (b) may be included in the written findings of fact and certified by the trial examiner. The trial examiner's finding and recommendation, together with the official record, shall be transmitted to and considered by the Solicitor, who shall then state in writing his own recommendation. In cases where the Solicitor recommends the issuance of a fraud, lottery, or fictitious order by the Postmaster General, he shall transmit his recommendation, together with the official record, to the Postmaster General for final decision and action.

§ 151.26 *Supplementary fraud, lottery, and fictitious orders.* Whenever substantial evidence is received by the Solicitor that any person or concern is evading or attempting to evade the provisions of any fraud, lottery, or fictitious order theretofore issued by the Postmaster General after notice and hearing, such evidence shall be submitted forthwith to a trial examiner who shall make findings of fact based thereon, together with his recommendation as to the action to be taken. The trial examiner's findings and recommendation, together with said evidence, shall be transmitted to and considered by the Solicitor, who shall then state in writing his own recommendation. In any case where the Solicitor recommends the issuance of a supplemental fraud, lottery, or fictitious order by the Postmaster General against a name or names then and there being employed for the purpose of continuing the use of the mails in the operation of the unlawful scheme against which the existing order was directed, the Solicitor shall transmit his recommendation, together with said evidence, to the Postmaster General for final decision and action.

§ 151.27 *Foreign fraud, lottery, and fictitious orders.* Whenever substantial evidence is received by the Solicitor that any person or concern in a foreign country is using or causing the United States mails to be used in the operation of any enterprise in violation of the postal fraud, lottery, or fictitious name or address statutes, such evidence shall be submitted forthwith to a trial examiner who shall make findings of fact based thereon, together with his recommendation as to the action to be taken. The trial examiner's findings and recommendation, together with said evidence, shall be transmitted to and considered by the Solicitor, who shall then state in writing his own recommendation. In any case where the issuance of an order by the Postmaster General, directed against the operation of such unlawful enterprise, is recommended by the Solicitor, he shall transmit his recommendation, together with said evidence to the Postmaster General for final decision and action.

§ 151.28 *Revocation and modifications of orders.* Any person or concern against whom a fraud, lottery, or fictitious name order has been issued may file application for the revocation or modification of such order by the elimination therefrom of any name or names against which the provisions of the order apply. The application should be addressed to the Solicitor of the Post Office Department, Washington 25, D. C. The applicant must make a sworn statement to the effect that the unlawful enterprise against which the order is directed is no longer being conducted under the name or names sought to be relieved of the provisions of the order and that the unlawful scheme will not be resumed in the future under such names or any other names. If, after investigation and consideration of such application, it shall appear that the application has been made in good faith and that the granting thereof will not result in further operation of the unlawful enterprise involved, the Solicitor may recommend to the Postmaster General revocation of the fraud, lottery, or fictitious name order in question or so much thereof as may be proper under the facts of the particular case and the exigencies of properly enforcing the postal laws involved therein. Applications will be promptly considered and will be handled as expeditiously as practicable and with due recognition of the pertinent circumstances and the nature of the business involved.

SUBPART B—PROCEDURE GOVERNING THE ADMISSION OF ATTORNEYS TO PRACTICE BEFORE THE POST OFFICE DEPARTMENT

§ 151.40 *Roster of attorneys.* A list of all persons entitled to practice as attor-

neys before the Post Office Department will be kept in the office of the Solicitor.

§ 151.41 *Requisites to admission.* It shall be requisite to the admission of attorneys to practice before this Department that they shall be members of the bar of the court of appellate jurisdiction of the State, Territory, or District of Columbia to which they respectively belong.

§ 151.42 *Oath required.* They shall respectively take and subscribe to the oath or affirmation set forth on the form provided by the Solicitor.

§ 151.43 *Application for admission.* An applicant for admission to practice must address a letter to the Solicitor, Post Office Department, Washington 25, D. C., giving his full name and post office address, and enclosing a certificate of the court of appellate jurisdiction of the State, Territory, or District of Columbia, duly authenticated under the seal of the court, that he is an attorney in good standing. He must also submit the oath above required and state whether he has ever been suspended or disbarred from practice; whether he holds any office of trust or profit under the Government of the United States; and, if he does not at the time hold such office, but ever did, the time of his relinquishment of said office must be given.

§ 151.44 *Ruling upon application.* Upon receipt of the proper application the Solicitor shall admit or refuse to admit the applicant to practice. The Solicitor may demand additional proof of the applicant's qualifications. The grounds for refusal of admission to practice shall be the same as in suspension or disbarment proceedings. (See § 151.48.)

§ 151.45 *Persons ineligible for admission to practice.* (a) No attorney disbarred from practice in this Department or any other Executive Department will be placed upon said list until said order of disbarment shall have been revoked.

(b) Any attorney who, subsequently to being placed on said list, is disbarred by any other Executive Department, shall be deemed suspended from practice in this Department during the pendency of said order of disbarment.

(c) No person who has been an attorney, officer, clerk, or employee in this Department will be recognized as counsel or attorney for prosecuting any case or matter before this Department or any office thereof, with which he was in anywise connected while he was such attorney, officer, clerk or employee.

(d) No person coming within the prohibition of 5 U. S. C. 99, 18 U. S. C. 281, or 18 U. S. C. 283, will be recognized as attorney before this Department or any office thereof.

§ 151.46 *Authorization of appearance required.* The head of any bureau or office may require an attorney to present satisfactory evidence of his authority to represent the person for whom he appears.

§ 151.47 *Complaint of misconduct.* If the head of any bureau or office of the Department have reason to believe, or if complaint be made to him, that any attorney is guilty of conduct subjecting him to suspension or disbarment, the head of such office shall report the same to the Solicitor, who shall proceed in accordance with the rules issued by him, which are set forth in §§ 151.60 to 151.81.

§ 151.48 *Suspension and disbarment from practice; grounds.* Any attorney or representative who is guilty of conduct falling in one or more of the following categories may be suspended or disbarred:

(a) Who charges or receives, either directly or indirectly, in cases before the Post Office Department arising under the Federal Tort Claims Act (62 Stat. 869, 28 U. S. C. 2678), any fee or compensation in excess of that provided for by section 2678 of said act, or in cases before the Department not arising under said act, any fee or compensation deemed to be grossly excessive in relation to the services performed.

(b) Who, with intent to defraud or deceive, bribes, attempts to bribe, coerces, or attempts to coerce, by any means whatsoever, any person, including a party to a case, or an officer or employee of the Post Office Department or postal service, to commit an act or to refrain from performing an act in connection with any case;

(c) Who wilfully misleads, misinforms, or deceives an officer or employee of the Post Office Department or postal service concerning any material and relevant fact in connection with a case;

(d) Who wilfully deceives, misleads, or threatens any party to a case concerning any matter relating to the case;

(e) Who solicits practice by means of runners or other unethical methods;

(f) Who represents, as an associate, an attorney who, known to him, solicits practice by means of runners or other unethical methods;

(g) Who has been temporarily suspended, and such suspension is still in effect, or permanently disbarred from practice in any court, Federal, State (including the District of Columbia), territorial, or insular;

(h) Who is temporarily suspended, and such suspension is still in effect, or permanently disbarred from practice in a representative capacity before any executive department, board, commission, or other Governmental unit, Federal, State (including the District of Columbia), territorial, or insular;

(i) Who, by use of his name, personal appearance, or any device, aids and abets an attorney to practice during the period of his suspension or disbarment, such suspension, or disbarment being known to him;

(j) Who wilfully made false statements in his application for admission to practice or in his participation in any case.

(k) Who engages in contumelious or otherwise unprofessional conduct with respect to a case in which such attorney acts in a representative capacity which would constitute cause for suspension or disbarment were the case pending before a court;

(l) Who, having been furnished with a copy or copies of any portion of the record in any case, wilfully fails to surrender such copy or copies upon final disposition of the case, or wilfully and without authorization makes and retains a copy or copies of the material furnished;

(m) Who has been convicted of a felony, or, having been convicted of any crime, is sentenced to imprisonment for a term of one year or more;

(n) Who no longer possesses the qualifications required for admission to practice.

§ 151.49 *Notice of disbarment; exclusion from practice.* Upon the disbarment of an attorney, notice thereof will be given to the heads of the offices of this Department and to the other Executive Departments, and thereafter, until otherwise ordered, such disbarred persons will not be recognized as attorneys before the Post Office Department or any office thereof.

SUBPART C—PROCEDURE IN CASES RELATING TO DISBARMENT OF ATTORNEYS

§ 151.60 *Institutions of proceedings.* (a) Whenever any person submits to the Solicitor a complaint against any attorney practicing before the Department, he may refer such complaint to the Chief Inspector for a complete investigation and report.

(b) Upon the receipt of the report of the Chief Inspector, the Solicitor will assign the matter to the Attorney in Charge of Admissions and Disbarment cases.

(c) Whenever the Attorney in Charge of Admissions and Disbarments shall have before him evidence on the basis of which he has reasonable grounds to believe that any attorney or representative against whom a complaint has been made as aforesaid, has violated the conditions of his admission to practice, and if it shall appear that a proceeding before the Solicitor is required to determine whether or not such attorney should be disbarred from practice before the Department, he shall prepare and submit to the Solicitor a specification of charges naming the attorney accused of improper practices or lack of proper qualifications, and stating the charges against him in such manner as to enable such attorney to answer them.

(d) If upon the presentation of such specification of charges to the Solicitor he determines that in the public interest a hearing is necessary to ascertain whether or not the accused attorney has been guilty of improper practices or is deficient in qualifications as alleged in the specification of charges against him, the Solicitor will issue a notice to the accused attorney to show cause on a specified day why an order of disbarment or suspension, as the case may be, should not be issued against him pursuant to the provisions of the regulations governing such cases.

§ 151.61 *Service of complaint.* (a) Service of the complaint consisting of the notice to show cause and the specification of charges accompanied with copies of the "Procedure in Cases Relating to Disbarment of Attorneys" shall be effected by the transmission of same to the postmaster at the office of address of the accused attorney

and shall be delivered to said attorney by said postmaster or an employee of the post office under his direction; and a receipt shall be secured from the accused attorney acknowledging delivery of said complaint, which receipt shall be forwarded to the Solicitor of the Post Office Department and shall be incorporated in the record of the case.

(b) In the event that no person can be found upon whom service of the complaint can be effected pursuant to the above rule, the complaint may be delivered with other mail addressed to the accused attorney and a statement to that effect showing the time and place of such delivery signed by the postal employee who so delivered the complaint shall constitute evidence of service of the notice showing the time and place of the hearing, and of the specification of charges.

§ 151.62 *Answers.* (a) In case of desire to contest the proceeding, the respondent in any such case shall file with the Solicitor of the Post Office Department an answer to the complaint. Three copies of the answer shall be supplied. The answer shall contain a concise statement on behalf of the respondent admitting, denying or explaining each of the charges alleged in the complaint. All answers shall be signed by the respondent or by his attorney at law.

(b) The answer may be submitted by mail or presented by the respondent or his representative not later than the commencement of the hearing.

(c) The hearing will be held at the time and place stated in the notice regardless of whether the respondent files an answer or makes an appearance during the proceedings.

(d) If the respondent desires to waive a hearing on the allegations of fact set forth in the complaint, and does not desire to contest the allegations of fact, the answer shall consist of a statement that the respondent admits as true all the material allegations of fact charged. Contemporaneously with the filing of such answer the respondent shall state in writing whether he desires to appear and be heard on the question as to whether the admitted facts constitute the violation alleged in the complaint. Respondent may also file a brief in support of his contention.

§ 151.63 *Appearances.* Any respondent attorney who has been served with a complaint and notice to show cause as set forth above may appear and be heard in person or by an attorney who must have been duly qualified and admitted to practice before the Post Office Department prior to the entrance of his appearance in behalf of the respondent and the hearing upon the complaint in issue.

§ 151.64 *Appearance blanks.* Each attorney representing respondents shall enter his appearance in duplicate on the form to be prescribed for that purpose by the Solicitor and furnished to such attorney, prior to participating in a hearing, and said appearances shall be made a part of the record.

§ 151.65 *Failure to answer or appear.* If the respondent fails to appear or to be represented at the hearing, he shall be deemed to have waived the right to be heard in the proceeding and an order pro-confesso may be entered against him.

§ 151.66 *Amendments of pleadings.* Amendments to pleadings may be offered by any party during the course of a hearing and may be accepted by the Solicitor and incorporated into the record unless it shall be shown that the rights of the respondent will be unfairly prejudiced thereby.

§ 151.67 *Subpenas.* The Post Office Department is not authorized by law to issue subpenas requiring the attendance or testimony of witnesses and cannot furnish or pay witness fees or transportation expenses.

§ 151.68 *Continuances.* A short continuance may be granted to a respondent in any case where application is made therefor in writing not later than ten days before the date set forth for the hearing, which application shall contain a statement of the reasons upon which such request for a continuance is based; but such reasons must be substantial and relate to the defense of the charges.

§ 151.69 *Hearing officers.* Whenever it is impracticable for the Solicitor to preside at any proceeding under this subpart, or if for any other reason he deems it desirable to do so, he shall designate a member of the legal staff of the Post Office Department as a special hearing officer in the case. The Solicitor or any hearing officer acting in his behalf will rule upon all offers of proof; receive oral or documentary evidence; regulate the course of the hearing and the conduct of the parties; dispose of procedural motions; requests for adjournment and similar matters; require oral argument upon questions raised in the course of the hearing or at the close thereof, and limit such argument as to time and subject matter. Hearings will be conducted in such a way as to afford respondent persons a reasonable opportunity to be heard on matters relevant to the issues involved and so as to obtain a clear and orderly record.

§ 151.70 *Evidence.* Except as otherwise provided herein, the rules of evidence governing civil proceedings in matters not involving trial by jury in the courts of the United States shall govern formal proceedings before the Solicitor; *Provided, however,* That such rules may be relaxed in any case where the ends of justice may be better served by so doing.

§ 151.71 *Testimony under oath.* The testimony of witnesses at a hearing shall be upon oath or affirmation and witnesses shall be subject to cross-examination. Any witness may, in the discretion of the Solicitor or hearing officer be examined separately and apart from other witnesses except those who may be parties to the proceeding.

§ 151.72 *Exclusion of irrelevant matter.* In so far as practicable the Solicitor or hearing officer shall exclude evidence which is immaterial, irrelevant or unduly repetitious, or which is not of the sort upon which responsible persons are accustomed to rely.

§ 151.73 *Statements of facts.* Agreed statements of facts signed by all parties to any hearing may be received in evidence.

§ 151.74 *Official notice.* Official notice may be taken of all matters of generally recognized or scientific fact of an established character.

§ 151.75 *Documentary evidence.* Relevant and material documents must be properly identified or authenticated.

§ 151.76 *Objections.* If any party objects to the admission or rejection of any evidence or to the limitation of the scope of cross-examination, he shall state briefly the grounds of such objection, whereupon an automatic exception will follow if the objection is overruled by the Solicitor or by the Hearing Officer. The transcript shall not include argument or debate upon objections except as ordered by the Solicitor or Hearing Officer. The ruling on any objection shall be a part of the transcript.

§ 151.77 *Depositions.* No provision has been made by the Post Office Department for the taking of depositions and no money has been appropriated by Congress for that purpose.

§ 151.78 *Transcript.* The transcript of the proceedings before the Solicitor or Hearing Officer shall be made in every case by the reporting system of the Office of the Solicitor. Said transcript, together with all documents and pleadings filed in the case, shall constitute the official record thereof. If answer to the charges is made, a copy of the transcript shall be loaned to the respondent after the conclusion of the hearing for use in preparing any written brief or argument which the respondent desires to have considered when the case is taken up for disposition. The Solicitor or Hearing Officer will apprise each respondent present at a hearing of such fact and shall state the length of time to be allowed respondent for the preparation of the brief after he has been furnished the transcript.

The transcript shall be returned with the respondent's brief.

§ 151.79 *Oral argument.* If oral argument before the Solicitor or Hearing Officer is desired he should be notified before the close of the hearing in order that he may arrange to hear the argument at the close of the testimony, within such limits of time as may be agreeable to the parties and as he may determine to be adequate. Such argument shall be transcribed and bound with the transcript of testimony.

§ 151.80 *Petitions for further hearing.* (a) An application for further hearing in a proceeding before final submission, or for reopening a proceeding after final submission, or for rehearing, reargument, or reconsideration after decision, must be made by petition stating specifically the grounds relied upon.

(b) A petition for further hearing or for reopening a proceeding to take further evidence must (1) state briefly the nature and purpose of the evidence to be adduced; (2) show that such evidence

would not be merely cumulative, and that the failure previously to present such evidence is not due to lack of reasonable diligence, and (3) show cause why the petition should be granted. A petition for rehearing, reargument, or reconsideration must specify the matters claimed to have been decided erroneously and must briefly state the alleged errors. A petitioner praying that an order be vacated or modified by reason of matters which have arisen since the hearing, must briefly set forth all the matters relied upon by the petitioner.

(c) No petition filed under this Rule shall automatically stay the effect of, terminate or modify any order theretofore entered, whether or not such order is one which the petitioner prays to be reconsidered.

(d) A petition for rehearing, reargument, reconsideration, or modification of a final order must be filed within ten (10) days after the date of service of such order.

§ 151.81 *Findings of fact and conclusion.* Upon the basis of the complete record the Solicitor will make a finding of the facts on the issues involved and conclusions as to the action to be taken and furnish a copy thereof to the respondent.

SUBPART D—PROCEDURE TO ADJUDICATE CLAIMS FOR PERSONAL INJURY OR PROPERTY DAMAGE ARISING OUT OF THE OPERATION OF THE POSTAL SERVICE

§ 151.90 *Character and limit of claims.* Proceedings to adjudicate claims for personal injury or property damage arising out of the operation of the postal service, under the provisions of the Federal Tort Claims Act (28 U. S. C. 2672 et seq.) and the Deficiency Appropriation Act of June 16, 1921, as amended (31 U. S. C. 224c):

Claims for damage to or loss of property or on account of personal injury or death caused by the negligent or wrongful act or omission of an employee of the Department acting within the scope of his employment under circumstances where the United States, if a private person, would be liable to the claimant for such damage, loss, injury, or death in accordance with the law of the place where the act or omission occurred. The authority of the Department to award compensation under this act is limited to claims not exceeding $1,000. Where loss or damage occurs without negligence on the part of the Government employee involved, the maximum compensation which the Department may pay is $500.

§ 151.91 *Time limit for filing.* The statutory period of limitation during which claim must be filed under these acts is one year.

§ 151.92 *Place of filing.* Written claim is usually filed with the postmaster of the office within the delivery limits of which the accident happened, but may be filed with any officer of the Department or sent directly to the Solicitor. Whenever such claim is filed, the officer receiving it must make the date of such receipt a matter of record.

§ 151.93 *By whom claims may be filed.* A claim may be filed by the person or firm sustaining injuries or damage in his/its own right or by an attorney representing the claimant. With respect to claims filed under the Federal Tort Claims Act, attorneys are required to submit to the Solicitor duly authenticated powers of attorney establishing their right to represent claimants. In filing such power of attorney the attorney should state whether he claims a fee, the amount of which however will be determined by the Department under the provisions of 28 U. S. C. 2678.

§ 151.94 *Manner of filing claims.* Claim may be filed on Standard Form 95 (§ 155.400 of this chapter), which may be obtained from the local postmaster or from the Solicitor. The use of Form 95 is optional and the Department will accept in lieu thereof a sworn detailed statement of facts.

§ 151.95 *Evidence required to support claim.* Each claim filed must be supported as follows: (1) In cases of property damage, by an itemized, receipted bill or bills covering the repairs to the private property or the replacement of property destroyed, and limited to such items of repair or replacement as were necessitated by reason of the damage incurred in the specific accident giving rise to the claim or, if repairs have not yet been made, at least two itemized, signed statements or estimates by reliable, disinterested concerns; or, where property is not economically reparable, or is lost or destroyed, statements as to the original cost of the property, the date of purchase, and the value of the property, both before and after the accident, which statements should be by disinterested, competent persons, preferably reputable dealers or officials familiar with the type of property damaged, or by two or more competitive bidders, whose bids should be certified as just and correct; the testimony of any available witnesses which the claimant desires considered in the adjudication of such claim; (2) in cases of personal injury by doctors' bills, hospital bills, nursing bills, bills covering dental or optical services, a sworn statement from the claimant's employer establishing the amount of time and compensation lost by reason of the accident, a statement from the attending physician showing the nature and the extent of the injuries and the treatment thereof, the degree of permanent disability, if any, the prognosis, and the period of hospitalization, or incapacitation, and the sworn statements of any available witnesses. The evidence specifically described herein may be supplemented by any other documentary evidence that would be helpful to the Department in adjudicating claims.

§ 151.96 *Adjudication and settlement of claims.* In any case where the Solicitor, upon consideration of all of the evidence submitted finds that compensation is due a claimant under either of these acts, he will recommend to the Postmaster General that the amount found to be a proper charge be awarded to such claimant. If the Postmaster General concurs in his recommendation, the claim will be certified to the General Accounting Officer for payment and in due course a settlement warrant will be forwarded to the claimant. The provisions of 31 U. S. C. 203, prohibit attorneys from receiving warrants issued to their clients in the settlement of claims. However, such attorney's fees as may be allowed out of the amount awarded to the claimant will be paid to the attorney direct.

§ 151.97 *Review of adjudications.* The Postmaster General's approval and acceptance of adjudication of any claim made by the Solicitor constitutes final action in the case so far as the Department is concerned, and there is no way by which review thereof in the Department may be obtained. If the claim filed under the Federal Tort Claims Act is disallowed, or if the claimant is unwilling to accept the amount awarded, or if the claimant wishes to withdraw the claim from consideration by the Department before final disposition, resort may be had to the United States Courts for relief. Conditions under which relief may be sought in the courts will be found in the Federal Tort Claims Act, incorporated in Title 28, U. S. Code. Where such suit is brough in order to review the action of the Department in disallowing a claim, or upon a claim withdrawn from consideration by the Department prior to settlement, Title 28, U. S. Code should be examined by the claimant in order that its specific conditions may be properly complied with.

SUBPART E—PROCEDURE TO OBTAIN PERMITS TO RECEIVE DISEASED TISSUES BY MAIL

§ 151.100 *Requisites of application.* (a) Applications for a permit to receive through the mails specimens of diseased tissues, blood, serum or cultures of pathogenic microorganisms in accordance with the provisions of this section should be addressed to the postmaster at the office serving the applicant or to the Solicitor, Post Office Department, Washington 25, D. C.

(b) The application for a permit must be made in writing. It must state the name, address and business of the applicant and must set forth the name and the scientific education, training and experience, particularly with reference to bacteriology and pathology, of the person who will handle the tissues which will be received under the permit.

(c) Postmasters shall transmit such applications promptly to the Solicitor for consideration.

§ 151.101 *Issuance of permit.* If the Solicitor is satisfied from the evidence transmitted that the application should be granted he shall prepare an appropriate order for the signature of the Postmaster General. The order signed by the Postmaster General granting the applicant permission to receive through the mails specimens of diseased tissue as above set forth shall be forwarded by the Solicitor to the postmaster at the office serving the applicant. A copy of the order shall be furnished to the applicant. The applicant shall also be advised that the original permit has been transmitted to the postmaster.

§ 151.102 *Revocation and suspension of permits; basis.* Permits to receive diseased tissues may be suspended or revoked for the failure of the handler of such tissues to possess the necessary qualifications as to scientific education, training and experience. No permit shall be valid with respect to diseased tissue handled by any person other than the one named in the application or by some other person equally qualified whose name and qualifications shall be filed with the Solicitor prior to the receipt of tissues.

§ 151.103 *Revocation procedure.* Whenever any postmaster shall have reason to believe that the postal regulations have been violated as above stated, he shall call the matter to the attention of the Solicitor and submit all available evidence in support of his complaint. In the event that the postmaster's complaint warrants further consideration looking to a recommendation to the Postmaster General that any permit be revoked, the Solicitor shall advise the holder of the permit of the details of the complaint against him and request an explanation thereof and answer thereto in writing. Upon the basis of the entire record so made in any case, the Solicitor shall recommend to the Postmaster General revocation of any permit where the facts warrant such action. If revocation is not warranted, he shall so advise the complaining postmaster and the holder of the permit and shall include in such notice any instruction or warning which the circumstances in the case shall warrant.

PART 155—FORMS OF THE POST OFFICE DEPARTMENT

Sec.

155.400 Claim for injuries or damages arising out of the operation of the postal service.
155.401 Attorney's oath.

SUBPART A—FORMS USED BY PURCHASING AGENT

155.500 Standard form of contract.
155.501 Form of invitation, bid and acceptance.
155.502 Instructions to bidders.

SUBPART B—FORMS USED BY FIRST ASSISTANT POSTMASTER GENERAL

155.700 Form 4002; information as to rural delivery.
155.701 Form 4001; petition for the establishment of rural delivery.
155.702 Form 1459; agreement to conduct contract numbered station (nondelivery).
155.703 Form 1459–A; agreement to conduct contract lettered or named station or contract branch (delivery).
155.704 Form 22; order to change address.
155.705 Form 1509; sender's application for withdrawal of mail.
155.706 Form 1527; application for the use of the General Delivery.
155.800 Form 1000; petition for establishment of post office.

SUBPART C—FORMS USED BY SECOND ASSISTANT POSTMASTER GENERAL

155.1000 Form 2253; contract for mail service by airplane on star route in Alaska.
155.1001 Form 2252; contract for temporary mail service by steamboat or other power boat.
155.1002 Form 5178; brief of irregularity in service; delay.
155.1003 Form 5179; brief of irregularity in service; damage.
155.1101 Form 540; inquiry for an ordinary postal parcel.
155.1102 Form 541; inquiry about a missing ordinary article (other than parcel post mail).
155.1103 Form 542; inquiry.
155.1104 Form 2855; application for indemnity for loss, rifling, or damage of international insured, insured c. o. d., or Americo-Spanish ordinary parcel post mail and for nonreceipt or shortage of c. o. d. charges.
155.1106 Form 2865; return receipt.
155.1107 Form C 1 (2976); customs sticker.
155.1108 Form 2965; certificate of mailing.
155.1109 Forms 1034 and 1034a; public voucher for purchases and services other than personal.
155.1110 Form 2963; statement of mailing.
155.1112 Form 2901A and B; foreign air mail carrier's consolidated one-way trip report.
155.1300 Form 3970; requisition for U. S. mail sacks.
155.1301 Form 3971; postmaster's receipt for mail sacks returned.
155.1400 Form 2702; report of one-way trip.
155.1401 Form 2744; brief of irregularity.
155.1402 Form 2713; air mail dispatch record.
155.1403 Form 2715–B; weight of air mail transferred.
155.1404 Form 2715–D; record of air mail pouches and weights received.
155.1405 Form 2753; registry receipt to airline.
155.1406 Form 2703–A; carrier's monthly statement of air mail service performed.
155.1407 Form 2703–B; carrier's monthly statement of air mail service performed.
155.1408 Form 2706; authorization of payment for air mail service performed.
155.1409 Form 2720; monthly trip detail sheet.

SUBPART D—FORMS USED BY THIRD ASSISTANT POSTMASTER GENERAL

155.1600 Form 1092½; application for post office box.
155.1601 Form 1092; verification of reference of application for box.
155.1602 Form 1093; notice to present keys for redemption.
155.1603 Form 1538; receipt for the rental paid for post office box.
155.1604 Form 1094; application for additional keys to post office box.
155.1605 Form 3908; notice of box rent due.
155.1701 Form PS 4; information about the United States Postal Savings System.
155.1702 Form PS 929; receipt for check accepted, subject to collection in payment of United States savings bonds or postal savings certificates.
155.1703 Form PS 600; application to open a postal savings acount.
155.1704 Form PS 160; instructions concerning inactive postal savings accounts.
155.1705 Form PS 300–B; application for opening account by mail.
155.1706 Form PS 629; approval of application to open postal savings accounts by mail.
155.1707 Form PS 100; instructions concerning the payment of interest on postal savings certificates.
155.1708 Form PS 301; envelope furnished depositors in which to keep postal savings certificates.
155.1709 Form PS 301–A; depositor's numerical reference card.
155.1710 Form PS 305; depositor's receipt for certificates surendered without payment.
155.1711 Form PS 607; depositor's application for new postal savings certificates.
155.1712 Form PS 112; application of consular officer for payment of the balance remaining to the credit of a deceased depositor.
155.1713 Form PS 115; application of undertaker for payment of funeral expenses from the funds to the credit of a deceased depositor.
155.1714 Form PS 115–A; certification to the correctness of undertaker's claim.
155.1715 Form PS 114; application for payment of the postal savings deposits standing to the credit of a deceased depositor.
155.1716 Form PS 2; regulations governing the deposit of postal savings funds in banks and the acceptance of bonds as security therefor.
155.1717 Form PS 45; instructions concerning finger impressions in connection with postal savings transactions.
155.1718 Form PS 304; depositor's authorization to postmaster to pay principal and interest to a representative.
155.1719 Form PS 302; depositor's authorization to postmaster to pay interest to a representative.
155.1720 Form PS 315; depositor's application to withdraw principal and interest by mail.
155.1721 Form PS 315–A; depositor's application to withdraw by mail only the interest due on deposits.
155.1722 Form PS 320; letter transmitting postal savings payments by mail.
155.1723 Form PS 226; application to receive deposits of postal savings funds.
155.1895 Form 920; application for United States Savings Bonds.
155.1896 Form 922; letter transmitting United States Savings Bonds to Third Assistant Postmaster General for reissue.
155.1900 Form 3200.
155.1901 Form 3202–A.
155.1902 Form 3202–E.
155.1903 Form P. S.
155.1904 Form 3210.
155.1905 Form 3282.
155.2000 Form 3533.
155.2001 Form 3540.
155.2002 Form 3547.
155.2003 Form 3543.
155.2004 Form 3583–B.
155.2005 Form 3583–F.
155.2006 Form 3601.
155.2007 Form 3601–A.
155.2008 Form 3601–B.
155.2009 Form 3602.
155.2010 Form 3602–A.
155.2011 Form 3602–PC.
155.2012 Form 3603.
155.2013 Form 3603–A.
155.2014 Form 3612.
155.2015 Form 3613.
155.2016 Form 3614.
155.2017 Form 3616.
155.2018 Form 3620.
155.2019 Form 3620–A.
155.2020 Form 3620–CC.
155.2021 Form 3623.
155.2022 Form 3623–E.
155.2300 Form 3501.
155.2301 Form 3501–B.
155.2302 Form 3501–A.
155.2303 Form 3501–C.
155.2304 Form 3503.
155.2305 Form 3526.
155.2306 Form 3539.
155.2307 Form 3539–A.

Sec.
155.2308 Form 3578.
155.2309 Form 3579.
155.2310 Form 3979.
155.2311 Form 3504.
155.2312 Form 3505.
155.2313 Form C–22.
155.2314 Form C–7.
155.2315 Form 3502.
155.2316 Form 3544.
155.2317 Form O.
155.2318 Form 3510.
155.2319 Form C–8.
155.2320 Form C–23.
155.2321 Form C–2.
155.2601 Form 565.
155.2602 Form 3801.
155.2603 Form 3801–a.
155.2604 Form 3801–b.
155.2605 Form 3802.
155.2606 Form 3805.
155.2607 Form 3806.
155.2608 Form 3806–S.
155.2 09 Form 3809.
155.2610 Form 3811.
155.2611 Form 3812.
155.2612 Form 3813.
155.2613 Form 3813–B.
155.2614 Form 3816.
155.2615 Form 3816a–C.
155.2616 Form 3816a–L.
155.2617 Form 3816a–S.
155.2618 Form 3817.
155.2619 Form 3818.
155.2620 Form 3820.
155.2621 Form 3820–a.
155.2622 Form 3824.
155.2624 Form 3849.
155.2625 Form 3849–B.
155.2626 Form 3849b–BP.
155.2627 Form 3849–D.
155.2628 Form 3855.
155.2629 Form 3877.
155.2630 Form 3877–LL.
155.2631 Form 3877–A.
155.2632 Form 3877a–LL.
155.2633 Form 3881.
155.2634 Form 3881–LL.
155.2635 Form 3881–A.
155.2636 Form 3881a–LL.
155.2637 Form 3882.
155.2638 Form 3882–LL.
155.2639 Form 3882–A.
155.2640 Form 3882a–LL.
155.2641 Form 3883.
155.2642 Form 3883–A.
155.2643 Form 3896.
155.2644 Form 3897.
155.3101 Form 6339.
155.3103 Form 6001.
155.3105 Form 6387.
155.3106 Form 6387–A.
155.3111 Form 6596.
155.3121 Form 6002.
155.3122 Form 6003.
155.3123 Form 6115.
155.3124 Form 6065.
155.3125 Form 1055.
155.3132 Form 6706.
155.3134 Form 6759.
155.3140 Form 6753.
155.3141 Form 6701.
155.3143 Form 6084.
155.3144 Form 6760.
155.3145 Form 6083.
155.3146 Form XIV.

SUBPART E—FORMS USED BY FOURTH ASSISTANT POSTMASTER GENERAL

155.3500 Form A.
155.3501 Form 1748.
155.3502 Form MV–44.
155.3503 Form M. V. S. 1.
155.3504 Form MV–68.
155.3505 Form MV–67.
155.3506 Form 1729.
155.3700 Form 1410; advertisement for proposals to lease post office quarters.
155.3701 Form 1400; proposal to lease quarters.
155.3702 Form 1425; specifications for equipment for post office quarters.
155.3703 Form 1425–A; general building requirements for post office quarters.

SUBPART F—FORMS USED BY CHIEF INSPECTOR

155.4300 Application for reward.
155.4302 Form 1510; report of the loss; rifling, delay, wrong delivery, or other improper treatment of mail matter.

AUTHORITY: §§ 155.1 to 155.4302 (with exceptions noted in text) issued under R. S. 161, 396, secs. 304, 309, 42 Stat. 24, 25; 5 U. S. C. 22, 369.

§ 155.400 *Claim for injuries or damages arising out of the operation of the postal service.* This form provides space for reporting the details concerning any accident involving the postal service. (See § 151.94 of this chapter.)

§ 155.401 *Attorney's oath.* This is a printed form setting out the oath or affirmation required to be submitted with applications to practice as an attorney before the Post Office Department. It must be executed before a notary public or other official competent to administer oaths. Space is provided for the applicant's name and location, his signature, and the jurat of the witnessing official.

SUBPART A—FORMS USED BY PURCHASING AGENT

§ 155.500 *Standard form of contract.*

CROSS REFERENCE: For form, see 41 CFR 12.32.

§ 155.501 *Form of invitation, bid and acceptance.*

CROSS REFERENCE: For form, see 41 CFR, Cum. Supp., 12.33.

§ 155.502 *Instructions to bidders.*

CROSS REFERENCE: For form, see 41 CFR, Cum. Supp., 12.22.

SUBPART B—FORMS USED BY FIRST ASSISTANT POSTMASTER GENERAL

§ 155.700 *Form 4002; information as to rural delivery.* This is a mimeographed communication issued by the First Assistant Postmaster General, which explains how to obtain rural service, how the service is established, conditions necessary to establishment and maintenance of service, delivery limits, what the patrons must do, and what the carrier does.

§ 155.701 *Form 4001; petition for the establishment of rural delivery.* The heading of this form provides a space in which the name of the post office, county and state from which the route is to emanate, the nature of the roads to be travelled, the proposed length of the route, and provides space for the names of the heads of families, their occupations, number in the family, present mail service, distance from nearest post office, and distance from rural or star route service, who by their signature manifest their desire for the route.

§ 155.702 *Form 1459; agreement to conduct contract numbered station (nondelivery).* This form contains space for the name of the person interested in conducting a contract numbered station, his business, street address, zone number, name of post office, and state. Space is also provided for the contract rate he will agree to and specifies that he will provide space, furnish bond, and meet Post Office Department requirements in the conduct of such a station.

§ 155.703 *Form 1459–A; agreement to conduct contract lettered or named station or contract branch (delivery).* This form contains space for the name of the person interested in conducting a contract lettered or named station or contract branch having delivery service, his business, street address, zone number, and name of post office and state. Space is also provided for the contract rate he will agree to and specifies that he will provide space, furnish bond, and meet Post Office Department requirements in the conduct of such a station.

§ 155.704 *Form 22; order to change address.* This is a card form providing space which must be completed by persons moving from one address to another to show the name of the person or firm changing address, the old address, and the new address.

§ 155.705 *Form 1509; sender's application for withdrawal of mail.* This form provides space in which the mail matter to be withdrawn may be described with the complete particulars of mailing, and a facsimile of the address label, and indicates the amount deposited by the applicant to cover expenses connected with the recovery of the mail matter.

§ 155.706 *Form 1527; application for the use of the general delivery.* This card form provides space for the name of the post office and state, the name and address of the applicant, and his reasons for desiring general delivery service in lieu of carrier or lock-box service.

§ 155.800 *Form 1000; petition for establishment of post office.* The heading of this form provides space for the proposed name of the office, county and state in which it is to be located, and alternate names provided the name selected is not approved. Space is also provided for the names of the heads of families, their occupations, and the number in the family over 16 years of age who, by their signatures, manifest a desire for the proposed office.

SUBPART C—FORMS USED BY SECOND ASSISTANT POSTMASTER GENERAL

§ 155.1000 *Form 2253; contract for mail service by airplane or star route in Alaska.* The form provides a standard form of contract and sets out the various conditions and requirements binding on the contractor and his sureties. (See § 150.1000.)

§ 155.1001 *Form 2252; contract for temporary mail service by steamboat or other power boat.* The form provides a standard form of contract and sets out the various conditions and requirements binding on the contractor and his sureties. (See § 150.100.)

§ 155.1002 *Form 5178; brief of irregularity in service; delay.* The form is a

brief report form to be completed by an appropriate field official to show details concerning delay to mails while in custody of a carrier. (See § 150.1003.)

§ 155.1003 *Form 5179; brief of irregularity in service; damage.* The form is a brief report form to be completed by an appropriate field official to show details concerning damage to mails while in custody of a carrier. (See § 150.1003.)

§ 155.1101 *Form 540; inquiry for an ordinary postal parcel.* The form serves as a tracer for parcels in the international mails. (See § 150.1101.)

§ 155.1102 *Form 541; inquiry about a missing ordinary article (other than parcel post mail).* The form serves as a tracer for ordinary articles in the international mails. (See § 150.1101.)

§ 155.1103 *Form 542; inquiry.* The form serves as a tracer for registered matter in the international mails. (See § 150.1101.)

§ 155.1104 *Form 2855; application for indemnity for loss, rifling, or damage of international insured, insured c. o. d., or Americo-Spanish ordinary parcel post mail and for non-receipt or shortage of c. o. d. charges.* The form provides a standard form of application for indemnity for losses in the international mails. (See § 150.1101.

§ 155.1106 *Form 2865; return receipt.* The form may be utilized by the sender of registered matter in the international mails to provide proof of delivery of the article mailed. (See § 150.1101.)

§ 155.1107 *Form C 1 (2976); customs sticker.* The form is used to authorize the opening of sealed matter for customs inspection. (See § 150.1104.)

§ 155.1108 *Form 2965; certificate of mailing.* The form is designed to show that a piece of a stated class of mail was mailed to a stated addressee. (See § 150.1109.)

§ 155.1109 *Form 1034 and 1034a (duplicate); public voucher for purchases and services other than personal.* The form, approved by the comptroller general of the United States, is the standard voucher form to be used in obtaining payment from the United States for purchases and services other than personal. (See § 150.1110.)

§ 155.1110 *Form 2963; statement of mailing.* The form provides for particulars of dispatch of shipments of international mail. (See § 150.1110.)

§ 155.1112 *Form 2901A and B; foreign air mail carrier's consolidated one-way trip report.* The form provides for information concerning a trip such as times of departure and arrival, points where stops were made, failures, and irregularities. (See § 150.1112.)

§ 155.1300 *Form 3970; requisition for U. S. mail sacks.* The form provides for information as to the sizes and quantity of equipment involved and embodies an agreement to pay for same if not returned. (See § 150.1304.)

§ 155.1301 *Form 3971; postmaster's receipt for mail sacks returned.* The form is a simple receipt form for equipment returned to the postal service by borrowers of such equipment. (See § 150.1304.)

§ 155.1400 *Form 2702; report of one-way trip.* The form constitutes a certification by an air carrier as to details of a trip such as times of arrival and departure and disposition made of mails. (See § 150.1401.)

§ 155.1401 *Form 2744; brief of irregularity.* The form provides for a statement of facts as to an irregularity in the transport of air mail and statement as to whether or not the carrier admits the facts and whether or not he denies responsibility. (See § 150.1401.)

§ 155.1402 *Form 2713; air mail dispatch record.* A detailed record of the air mail pouches, outside parcels and weights, by origins and destinations, dispatched by a post office or air mail field to a trip of air mail service.

§ 155.1403 *Form 2715–B; weight of air mail transferred.* A record of the pouches, outside parcels, weight and destination of the direct transfer of mail between carriers. The form is prepared by the incoming carrier and the receiving carrier receipts for the mail in the space provided on the form.

§ 155.1404 *Form 2715–D; record of air mail pouches and weights received.* A record of the air mail pouches, outside parcels and weights, by origins and destinations, received by a post office or air mail field.

§ 155.1405 *Form 2753; registry receipt to airline.* When registered mail is delivered by a carrier to a mail messenger or motor vehicle driver, the carrier prepares Form 2753, listing the registered mail in detail, and obtains a receipt from the messenger or driver in the space provided on the form.

§ 155.1406 *Form 2703–A; carrier's monthly statement of air mail service performed.* This form is prescribed by the Comptroller General of the United States and provides for detailed information as to mail matter carried by air and the amount claimed by the carrier as compensation for service performed, supported by a sworn statement of the carrier.

§ 155.1407 *Form 2703–B; carrier's monthly statement of air mail service performed.* Form 2703–B is a continuation sheet for Form 2703–A.

§ 155.1408 *Form 2706; authorization of payment for air mail service performed.* This form consists of a monthly statement of authorized service performed and the amount of compensation due the carrier for the performance of such service. It is prescribed by the Comptroller General of the United States and constitutes the certification of payments to the General Accounting Office.

§ 155.1409 *Form 2720; monthly trip detail sheet.* The form is prescribed by the Comptroller General of the United States and provides for a detailed monthly transcript and analysis of the daily information shown on Form 2702, report of one-way trip. It is used in the determination of air mail pound-miles.

CROSS REFERENCE: For description of Form 2702, see § 155.1400.

SUBPART D—FORMS USED BY THIRD ASSISTANT POSTMASTER GENERAL

§ 155.1600. *Form 1092½; application for post office box.* Form 1092½, application for post office box, must be dated and signed by the applicant who supplies the name of the post office, gives the character of business in which engaged, business address, residence address, and two references.

§ 155.1601 *Form 1092; verification of reference of applicant for box.* Form 1092, verification of reference of applicant for box, is dated and addressed to the reference, advising him of the name of the applicant and asking whether in his judgment the applicant is responsible and trustworthy, and provides a place for reply.

§ 155.1602 *Form 1093; notice to present keys for redemption.* Form 1093, notice to present keys for redemption, is dated and addressed to the renter of the box, gives number of keys held and the box number and advises deposit will be forfeited if he fails to return the keys by a specified date.

§ 155.1603 *Form 1538; receipt for the rental paid for post office box.* Form 1538 is a receipt for the rental paid for a post office box. It shows the post office, the renter, the box number, the quarter for which rent is paid, the amount of the payment, and is dated.

§ 155.1064 *Form 1094; application for additional keys to post office box.* Form 1094, application for additional keys to a post office box, shows the post office and date, the number of extra keys desired, the number of the box for which desired, the amount presented, and the reason for which extra keys are desired. It bears the signature of the applicant and must be approved by the postmaster.

§ 155.1605 *Form 3908; notice of box rent due.* Form 3908 is a notice of box rent due, advising that if the rent is not paid on or before the last day of the month the box will be closed and mail placed in the General Delivery or otherwise handled in accordance with Regulations. (R. S. 3901; 39 U. S. C. 279)

CROSS REFERENCES: For procedure involving the use of these forms, see § 150.1600.

§ 155.1701 *Form PS 4; information about the United States Postal Savings System.* A four-page leaflet issued by the Postmaster General giving briefly information as to the important features of the System; such as, safety of deposits, privacy of accounts, taxability of deposits, who may open accounts, the manner in which accounts may be opened, the manner in which deposits and withdrawals may be made, the maximum balance a depositor may have in his account, the interest payable and the manner of computing interest, and the liquidation of the account of a deceased depositor. These transactions which constitute a "nuisance account" are also defined.

§ 155.1702 *Form PS 929; receipt for check accepted, subject to collection, in payment of United States savings bonds or postal savings certificates.* A receipt issued by the postmaster for a check tendered in payment of savings bonds or postal savings certificates which will be delivered to the purchaser when sufficient time shall have elapsed to insure notice in the event the check fails to clear. Space is provided on the receipt for information as to the manner in which the bonds or certificates shall be delivered; that is, whether they will be called for or whether they shall be mailed.

§ 155.1703 *Form PS 600, application to open a postal savings account.* This form is filled out by the postmaster to show personal identification data of the depositor which includes: residence, occupation, place of employment, birthplace, age, date of birth, sex, weight, color of eyes, race, height, color of hair, father's name, mother's given name, etc. When applying at post offices that have been furnished finger impression equipment, the depositor is required to give impressions of the first three fingers of the right hand. When the depositor signs the application, he affirms that he has no postal savings account in the office at which he is applying or at any other post office. The reverse side of the card serves as the original record of deposits and withdrawals, showing currently the balance to the credit of the depositor.

§ 155.1704 *Form PS 160, instructions concerning inactive postal savings accounts.* A leaflet of instructions to postmasters covering the handling of currently inactive postal savings accounts and those that have remained unclaimed for 20 years.

§ 155.1705 *Form PS 300–B; application for opening account by mail.* This form is used by persons applying by mail to open a postal savings account. It may be filled out in the presence of the postmaster at any post office. The applicant is required to furnish the identification data called for by Form PS 600 (See § 155.1703.) The postmaster, before whom the form is completed, is required to certify the identity of the depositor.

§ 155.1706 *Form PS 629; approval of application to open postal savings accounts by mail.* This form is used by the postmaster to whom application has been made on Form PS 300–B, to open a postal savings account by mail, in notifying the applicant that his application has been approved and in instructing him as to the procedure to be followed in depositing funds. There is transmitted with the letter of approval Forms PS 315 and PS 315a which are to be used by the depositor in making withdrawals.

§ 155.1707 *Form PS 100; instructions concerning the payment of interest on postal savings certificates.* This is a four-page leaflet containing detailed instructions concerning the computation and manner of payment of interest on postal savings deposits and obtaining receipts therefor. The leaflet contains tables to facilitate the computation of interest.

§ 155.1708 *Form PS 301; envelope furnished depositors in which to keep postal savings certificates.* This is a substantial envelope furnished depositors in which to preserve their certificates from loss or damage.

§ 155.1709 *Form PS 301–A; depositor's numerical reference card.* Postal savings accounts are numbered consecutively and filed numerically. To facilitate the locating of an account by the window clerk, the depositor, at offices having many accounts, should present this numerical reference card which shows the number of his postal savings account. The depositor is requested to refer to his account by number when making deposits or when writing concerning his account.

§ 155.1710 *Form PS 305; depositor's receipt for certificates surrendered without payment.* When it becomes necessary for a postmaster to recall certificates for transmittal to the Department for correction or for other valid reason, he is required to give the depositor a temporary receipt on Form PS 305 for the surrendered certificates. The serial numbers of the certificates are listed on the form and the receipt thereof is acknowledged over the postmaster's signature.

§ 155.1711 *Form PS 607; depositor's application for new postal savings certificates.* When certificates are lost, stolen, destroyed, or improperly withheld, the depositor may apply for their reissue. Form PS 607 is used for this purpose. It is completed by the postmaster to show the serial numbers, date of issue, and interest date of the certificates to be reissued. The depositor's identification data including finger impressions are shown and the form is signed both by the clerk or official who prepares it as well as the one who reviews it for accuracy and authenticity. Instructions concerning the preparation of the form are printed thereon. When certified by the postmaster, it is forwarded to the Third Assistant Postmaster General, Division of Postal Savings, for use in connection with the issuance of new certificates.

§ 155.1712 *Form PS 112; application of consular officer for payment of the balance remaining to the credit of a deceased depositor.* For use by a consular officer when applying for payment to himself on behalf of entitled heirs who are subjects of the country he represents of all or part of the proceeds of the postal savings account of a deceased depositor. This form is used only when administration is not required on the estate of the decedent and the consular officer certifies that to the best of his knowledge and belief that such administration has not been had and will not be asked for. The consular officer is also required to supply such information he has with respect to the funeral expenses and claims against the decedent's estate. Space is provided on the form for furnishing the name and relationship of the next of kin. The form is signed by the officer and authenticated by the seal of his office.

§ 155.1713 *Form PS 115; application of undertaker for payment of funeral expenses from the funds to the credit of a deceased depositor.* For the use of an undertaker, doctor, hospital, or other preferential creditor of a deceased depositor in filing a claim for a portion or the entire amount of the balance remaining to his credit provided administration proceedings are not required on the depositor's estate. This form, when used by a preferential creditor other than the undertaker, is amended to meet the requirements of the claim and shall be supported by an itemized statement covering the claim specified.

§ 155.1714 *Form PS 115–A; certification to the correctness of undertaker's claim.* For use of a responsible hair-at-law, or in the absence of an heir-at-law, by a responsible friend or disinterested person familiar with the facts and capable of certifying as to the correctness of the claim filed on Form PS 115. This form may be amended to comply with the requirements of the claim submitted.

§ 155.1715 *Form PS 114; application for payment of the postal savings deposits standing to the credit of a deceased depositor.* For use by one of the entitled next of kin of the deceased postal savings depositor or the person who paid the funeral charges in applying for the balance remaining to the credit of the depositor and if the applicant is an heir-at-law, it is executed on behalf of all the heirs-at-law of the depositor entitled to share in the proceeds of the account. This form is used when administration proceedings are not required on the estate of the depositor or when the administration of the estate has been closed and the legal representative discharged, in which case, the form may be appropriately amended. The names, ages, addresses and relationships of the next of kin are to be listed thereon and the form is to be executed in the presence of two disinterested witnesses having knowledge of the depositor's death and acquainted with the applicant before a notary public. If the distributive balance of the account is $25 or less, however, the form may be completed before a postmaster. Appropriate instructions covering the completion of the form are printed thereon.

§ 155.1716 *Form PS 2; regulations governing the deposit of Postal-Savings Funds in banks and the acceptance of bonds as security therefor.* A booklet issued by the Board of Trustees, Postal Savings System, containing the Organic Postal Savings Act with amendments and the regulations adopted by the Board of Trustees governing the qualification of banks as depositories for postal-savings funds, the pledging of security for deposits, the accrual and payment of interest on such deposits, the disposition of excess funds and the withdrawal, substitution, or exchange of collateral.

§ 155.1717 *Form PS 45; instructions concerning finger impressions in connection with postal savings transactions.* A booklet explaining the purpose of tak-

ing finger impressions in connection with postal-savings transactions, the materials used, and the method to be followed. The booklet also contains a list of the post offices that have been furnished finger impression equipment.

§ 155.1718 *Form PS 304; depositor's authorization to postmaster to pay principal and interest to a representative.* This form is used by a depositor in authorizing the postmaster at the office where his account is held to pay all or any part of the proceeds of the account as represented by the accompanying endorsed certificates to a representative. The form requires the depositor to furnish the identification data given when he opened the account.

§ 155.1719 *Form PS 302; depositor's authorization to postmaster to pay interest to a representative.* This form is used by a depositor in authorizing the postmaster at the office where his account is held to pay the interest on all or any part of the proceeds of the account, as represented by the accompanying endorsed certificates, to a representative. The form requires the depositor to furnish the identification data given when he opened the account.

§ 155.1720 *Form PS 315; depositor's application to withdraw principal and interest by mail.* This form is used by a depositor in applying to the postmaster at the office where his account is held for the payment by mail of all or any part of the proceeds of the account as represented by the accompanying endorsed certificates. The form requires the depositor to furnish the identification data given when he opened the account and he may indicate thereon whether he desires payment made by check on the Treasurer of the United States or by money order less the usual fee.

§ 155.1721. *Form PS 315–A; depositor's application to withdraw by mail only the interest due on deposits.* This form is used by a depositor in applying to the postmaster at the office where his account is held for the payment by mail of the interest due on all or any part of the proceeds of the account as represented by the accompanying endorsed certificates. The form requires the depositor to furnish the identification data given when he opened the account and he may indicate thereon whether he desires payment made by check on the Treasurer of the United States or by money order less the usual fee.

§ 155.1722 *Form PS 320; letter transmitting postal savings payments by mail.* This form is used by a postmaster in transmitting a check or money-order to a depositor in response to his request for payment of all or part of the proceeds of his account, or the interest due thereon, by mail.

§ 155.1723 *Form PS 226; application to receive deposits of postal savings funds.* This form is completed by the president or cashier of a bank applying to the Board of Trustees, Postal Savings System, to qualify as a depository for postal-savings funds. The official is required to state whether the bank is incorporated under State or Federal laws, give the amount of the bank's capital and unimpaired surplus, and state whether the bank is a member of the Federal Reserve System and the Federal Deposit Insurance Corporation. The corporate seal of the bank must be affixed and the application must be executed before a notary public.

§ 155.1895 *Form 920; application for United States Savings Bonds.*

CROSS REFERENCE: For a description of Form 920, see § 150.1895 (b).

§ 155.1896 *Form 922; letter transmitting United States Savings Bonds to Third Assistant Postmaster General for reissue.*

CROSS REFERENCE: For a description of Form 922, see § 150.1895 (d).

§ 155.1900 *Form 3200.* Prices of printed and unprinted stamped envelopes showing sizes, denominations, varieties and price per thousand.

§ 155.1901 *Form 3202–A.* Memorandum of order for special-request envelopes on which is entered size, denomination, variety, with printing desired, and amount of advance deposit tendered. A copy of this form serves as receipt to purchaser. For use at main post offices.

§ 155.1902 *Form 3202–E.* Memorandum of order for special-request envelopes on which is entered size, denomination, variety, with printing desired, and amount of advance deposit tendered. A copy of this form serves as receipt to purchaser. For use at stations and branches.

§ 155.1903 *Form P. S.* Philatelic Agency stock list showing all issues available to the public at face value with complete instructions for the submission of mail orders and rules with respect to distribution of plate numbers.

§ 155.1904 *Form 3210.* Interim receipt for stock submitted for redemption pending verification of value by the post office involved.

§ 155.1905 *Form 3282.* Memorandum of order for special-request envelopes on which is entered size, denomination, variety, with printing desired, and amount of advance deposit tendered. A copy of this form serves as receipt to purchaser. For use only at the largest post offices.

§ 155.2000 *Form 3533.* Refund of Postage-Receipt form for refund of postage showing payee, amount of refund, and post office where refund is made.

§ 155.2001 *Form 3540.* Notice to Sender of Undelivered Mail—Showing kind or class of undelivered mail and giving addressee opportunity to remit postage for return, or forwarding of mail to new address.

§ 155.2002 *Form 3547.* Notice to Sender of Forwarding Address—Notifying sender that matter mailed by him is incorrectly addressed because addressee has removed to another office and requesting sender to remit postage required for forwarding to new address.

§ 155.2003 *Form 3548.* Notice to Addressee of Mail Held for Postage—Describing piece of mail held for postage and requesting addressee to remit an amount necessary to forward, if desired.

§ 155.2004 *Form 3583–B.* Certificate to Accompany Mail Shipment of Meat or Meat Food Products by Retail Butcher or Dealer.

§ 155.2005 *Form 3583–F.* Certificate to Accompany Mail Shipment of Uninspected Meat or Meat Food Products from Animals Slaughtered by a Farmer on a Farm.

§ 155.2006 *Form 3601.* Permit to Mail Nonmetered Matter of All Classes Without Stamps Affixed. In addition to authorization, the form contains in detail the conditions governing the mailing of matter under this permit and includes a notice that if the permit is not used for a period of twelve months it will be subject to cancellation.

§ 155.2007 *Form 3601–A.* Permit to Mail Metered Matter. In addition to authorization, the form contains in detail the conditions governing the mailing of matter under this permit and includes a notice that if the permit is not used for a period of twelve months it will be subject to cancellation.

§ 155.2009 *Form 3602.* Statement of Mailing of Nonmetered Matter. This form calls for the name of the permit holder, permit number, receipt number, number of pieces, class of matter, weight of each piece, postage chargeable on each piece, number of pieces in a pound, total number of pounds, postage paid and manner in which payment is made, that is, "cash," "check" or "advance deposit."

§ 155.2010 *Form 3602–A.* Statement of Meter Readings. This Form calls for the meter permit number, the postage meter number, manufacturer, unit or denomination, readings of the ascending and descending registers, value of spoiled or unused impressions subject to refund, number of pieces, weight, and postage per piece of matter mailed under "Sec. 34.66, P. L. & R.," and name of meter user.

§ 155.2011 *Form 3602–PC.* Statement of Mailings at Bulk Third-Class Rate when postage is paid with precanceled stamps which identifies the mailing.

§ 155.2012 *Form 3603.* Receipt for Postage on Nonmetered Matter.

§ 155.2013 *Form 3603–A.* Receipt for Postage Set in Meter by Postmaster. Form shows amount paid and readings of registers of meter.

§ 155.2014 *Form 3612.* Application to Mail Matter Without Affixing Postage Stamps. This form calls for information as to the class of matter to be mailed, name and address of person or firm whose matter is to be mailed, means by which indicia are to be printed, quantity and frequency of mailing. Also contains certificate that application fee has been paid.

§ 155.2015 *Form 3613.* Monthly Statement Furnished Mailers on Request Showing Permit Matter Mailed During Month.

§155.2016 *Form 3614.* Application for the Privilege of Sending Out Business Reply Cards or Business Reply Envelopes for Distribution and Return. This form

calls for information as to the name and address of the person or concern to whom the cards or envelopes are to be returned.

§ 155.2017 *Form 3616.* Permit to Distribute Business Reply Cards and Envelopes. This permit contains detailed information as to the conditions governing the business reply privilege.

§ 155.2018 *Form 3620.* Permit to Use Precanceled Stamps on Second, Third and Fourth-Class Matter. This form contains detailed information regarding the conditions governing mailings under this permit.

§ 155.2019 *Form 3620–A.* Permit to Use Precanceled Stamps on First-Class Matter. This form contains detailed information regarding the conditions governing mailings under this permit.

§ 155.2020 *Form 3620–CC.* Permit to Use Government Precanceled 1-Cent Stamped Envelopes Under "Sec. 34.66, P. L. & R."

§ 155.2021 *Form 3623.* Application for the Use of Precanceled Stamps. This form calls for information as to the class, and approximate number of pieces to be mailed annually, and the name, address and business of the applicant.

§ 155.2022 *Form 3623–E.* Application for the Use of Government-Precanceled 1-Cent Stamped Envelopes. This form calls for the name and address of the applicant.

§ 155.2300 *Form 3501.* Form 3501 is to be used by publishers for making application for entry of a publication to the second class of mail matter under the provisions of the act of March 3, 1879 (Sec. 10, 20 Stat. 359; 39 U. S. C. 224). Spaces are provided in this form for the publishers to show the following information concerning the publication: Title; frequency of issue; subscription price; place of printing; location of known office of publication; location of the headquarters or general business offices of the publishers; number of issues which have been published, complete data as to former second-class entries; name of publisher; names of owners, firm members, or stockholders; relationship between owners and advertisers; conditions under which advertising is carried; number of copies furnished advertisers; and complete details of the circulation. The application must be sworn to by the publishers and filed at the post office of the place where the known office of publication is located. The application form will be completed by the local postmaster who will request of the publishers evidence which will enable him to verify the circulation figures furnished by the publishers. Publishers may obtain copies of Form 3501 from local postmasters.

§ 155.2301 *Form 3501–B.* Form 3501–B is to be used by publishers for making application for entry of a publication to the second class of mail matter under the provisions of the act of August 24, 1912 (Sec. 1, 37 Stat. 550; 39 U. S. C. 229), or the act of June 6, 1900 (31 Stat. 650; 39 U. S. C. 230). Spaces are provided in this form for the publishers to show the following information concerning the publication: Title; name and classification of publishers; frequency of issue; subscription price; location of known place of publication; location of the headquarters or general business offices of the publishers; place of printing; conditions under which advertising is carried; number of copies regularly printed; disposition made of the copies; number of issues which have been published; complete data as to former second-class entries; evidence to establish classification of publishers; organizational details of benevolent, fraternal, professional, literary, historical, and scientific societies, trades-unions, and institutions of learning; and complete details of the circulation if the publication carries advertising. The application must be signed by the publishers and filed at the post office of the place where the known place of publication is located. The application form will be completed by the local postmaster who will request of the publishers evidence which will enable him to verify the circulation figures furnished by the publishers of publications carrying advertising. Publishers may obtain copies of Form 3501–B from local postmasters.

§ 155.2302 *Form 3501–A.* Form 3501–A is to be used by publishers or their agents for making application for admission of a foreign publication to the United States mail at the second-class postage rates. Spaces are provided in this form for the publishers or their agents to show the following information concerning the publication: Title; place of publication; name of publishers; applicant's status and location of his place of business; frequency; subscription price; copyright data; number of copies imported; and complete details of the circulation. The application must be signed by the applicant and filed at the post office at which the copies of the publication are to be mailed. Publishers or their agents may obtain copies of this form from local postmasters.

§ 155.2303 *Form 3501–C.* Form 3501–C is to be used by persons, firms, or corporations for making application for registry as a news agent in order to mail second-class matter at the second-class pound rates of postage. Spaces are provided in this form for the applicants to show the following information: Nature of applicants' business; publications handled and places where published; and location of place of business. The application must be sworn to by the applicant and filed at the post office where mailings are to be made. Copies of this form may be obtained from local postmasters.

§ 155.2304 *Form 3503.* Form 3503 is a permit conditionally authorizing the mailing of publications in the manner in which second-class matter is mailed. It is issued by postmasters to publishers whose applications for second-class entry are pending. Spaces are provided on the form for the postmaster to make complete entries at the time of each mailing showing the postage chargeable on the mailing at the second-class rates, and the third- or fourth-class rates. If second-class entry is authorized, the publishers sign the receipt on the permit and surrender it to the postmaster to obtain a refund of the difference between the second-class postage rates and the third- or fourth-class rates.

§ 155.2305 *Form 3526.* Form 3526 is used by publishers for filing sworn statements of the ownership, management, and circulation. This form is furnished to publishers by local postmasters.

§ 155.2306 *Form 3539.* Form 3539 is the receipt form issued by the postmaster for mailings of second-class publications. It provides spaces for the postmaster to enter the name of the post office, date of mailing, name of publication or news agent, date of issue, frequency, percent of advertising, detailed computation of the postage charged at the second-class pound rates, and the weight of copies accepted free of postage. The original copy of this receipt is signed by the postmaster and delivered to the publishers or their agents, or to news agents.

§ 155.2307 *Form 3539–A.* Form 3539–A is used by publishers for filing zone analyses. Copies of this form may be obtained from local postmasters.

§ 155.2308 *Form 3578.* Form 3578 is a card which is mailed by postmasters at the offices of address to publishers, rated with 2 cents postage due, notifying the publishers that copies of their publications are undeliverable as addressed. There are spaces on the card for the postmaster to enter the name of his office; the name of the publication and the publishers' address; the subscriber's address and key number as shown on the undeliverable copy; and the reason why the copy is undeliverable as addressed.

§ 155.2309 *Form 3579.* Form 3579 is a label which is attached by postmasters to copies of second-class publications which are undeliverable as addressed and which are returned to publishers rated with postage due at the third-class rate. There are spaces on the label for the postmaster to enter the name of the publication; the address of the publishers; the reason for returning the copy; and the date upon which Form 3578 was sent.

§ 155.2310 *Form 3979.* Certificate of direct dispatch of second-class matter.

§ 155.2311 *Form 3504.* Form 3504 is prepared in triplicate by the Third Assistant Postmaster General upon his determination that a publication is entitled to second-class entry. The original and one copy of this form are sent to the local postmaster, the copy being furnished to the publisher. Spaces are provided in the form for inserting the following information: Title, frequency of issue, office of publication, and file number of the publication; the name of the publishers; date of the application; date of issue of approved copies; and effective date of second-class entry.

§ 155.2312 *Form 3505.* Form 3505 is prepared in triplicate by the Third Assistant Postmaster General upon his determination that a publication is entitled to second-class entry. The original and one copy of this form are sent to the local postmaster, the copy being furnished to

the publisher. Spaces are provided in the form for inserting the following information: Title, frequency of issue, office of publication, and file number of the publication; the name of the publishers; date of the application; date of issue of approved copies; effective date of second-class entry; and instructions concerning the carrying of advertisements.

§ 155.2313 *Form C–22.* Form C–22 is prepared in triplicate by the Third Assistant Postmaster General upon his determination that an individual person, firm, or corporation is entitled to registry as a news agent. The original and one copy of this form are sent to the local postmaster, the copy being furnished to the news agent. Spaces are provided in the form for inserting the name of the news agent, the office of mailing, and file number.

§ 155.2314 *Form C–7.* Form C–7 is prepared in triplicate by the Third Assistant Postmaster General upon his determination that a publication is entitled to reentry as second-class matter under the provisions of the act of March 3, 1879, as amended by the act of June 11, 1934 (Sec. 14, 20 Stat. 359, as amended; 39 U. S. C. 226) because of a change in title, frequency of issue, or office of publication. The original and one copy are sent to the postmaster at the office of second-class entry, the copy being delivered to the publisher. This form shows the former title, frequency of issue, or office of publication, and the present title, frequency of issue, or office of publication.

§ 155.2315 *Form 3502.* Form 3502 is used by publishers to show in detail the circulation of their publications. Spaces are provided in this form to show the title and date of issue of the publication and circulation figures. It must be sworn to and filed with the local postmaster when information concerning the circulation is requested by the Third Assistant Postmaster General. Copies of this form are furnished by the Third Assistant Postmaster General.

§ 155.2316 *Form 3544.* Form 3544 is a receipt which is issued by postmasters to publishers for advance deposits of money to cover postage on mailings of second-class publications. Spaces are provided in this form for the name of the post office, date, name of publisher, name of publication and the amount of the deposit.

§ 155.2317 *Form O.* Form O is used by publishers to furnish information showing the sales of copies by news agents. Spaces are provided in this form to show the title of the publication, date of issue, total number of copies printed, number of copies sent to news agents, number of copies sold by news agents, number of copies returned to the publisher, and price per copy received from the news agent. This statement must be sworn to and filed with the local postmaster when information concerning the circulation of a publication is requested.

CROSS REFERENCE: For procedure see §§ 150.2300 and 150.2304.

§ 155.2318 *Form 3510.* Form 3510 is to be used by publishers for making application under the provisions of § 34.33 CFR for reentry of a publication as second-class matter because of changes in title, location, or frequency of their publications. Spaces are provided in this form for the publishers to show the following information concerning their publications: Former title, former frequency, former location, present title, present frequency, present location, street address, place of printing, and the location of the headquarters or general business offices of the publishers. The application must be signed by the applicant and filed at the post office of the place where the known office of publication or the known place of publiction is located. Copies of this form may be obtained from local postmasters.

§ 155.2319 *Form C–8.* Form C–8 is prepared in triplicate by the Third Assistant Postmaster General upon his determination that a publication is entitled to reentry as second-class matter under the provisions of the act of August 24, 1912 as amended by the act of August 4, 1947 (sec. 1, 37 Stat. 550; 61 Stat. 747; 39 U. S. C. 229) because of a change in title, frequency of issue, or office of publication. The original and one copy are sent to the postmaster at the office of second-class entry, the copy being delivered to the publisher. This form shows the former title, frequency of issue, or office of publication, and the present title, frequency of issue, or office of publication.

§ 155.2320 *Form C–23.* Form C–23 is prepared in triplicate by the Third Assistant Postmaster General upon his determination that a publication is entitled to acceptance for mailing under the provisions of the act of July 3, 1948 (section 203, Pub. No. 900). The original and one copy of this form are sent to the local postmaster, the copy being furnished to the publisher. Spaces are provided in the form for inserting the title, office, and file number of the publication.

§ 155.2321 *Form C–2.* Form C–2 is prepared in triplicate by the Third Assistant Postmaster General upon his determination that a publication is entitled to acceptance for mailing at the special postage rate provided for by the act of February 28, 1925 (39 U. S. C. 283). The original and one copy of this form are sent to the local postmaster, the copy being furnished to the publisher. Spaces are provided in the form for inserting the title, office, and file number of the publication, and the name of the organization or association by and in the interests of which the publication is maintained.

§ 155.2601 *Form 565.* Application for indemnity for loss, damage or rifling of registered mail. This form provides spaces wherein the sender or addressee of a registered article, lost, rifled or damaged, or the owner thereof, may submit evidence essential to the consideration of the merits of a claim.

§ 155.2602 *Form 3801.* Standing delivery order. Written authorization issued by a firm or individual designating the person or persons who may receive unrestricted registered, insured and c. o. d. mail addressed to or in care of the firm or individual, and assuming full responsibility for the loss, rifling or damage of said mail after proper delivery.

§ 155.2603 *Form 3801–a.* Agreement by a hotel, apartment house, or the like to assume responsibility for registered mail delivered to authorized representatives.

§ 155.2604 *Form 3801–b.* Agreement by a hotel, apartment house, or the like to accept delivery through authorized representatives, and to keep proper record of, and properly care for and dispose of, insured and c. o. d. mail.

§ 155.2605 *Form 3802.* Card notice to sender showing particulars of mailing of a registered, insured or c. o. d. article held because incorrectly addressed, unmailable, insufficient postage, or registry surcharge apparently not fully prepaid. (Issued only when sender is located at office of mailing.)

§ 155.2606 *Form 3805.* Receipt for registered article. Receipt given the sender at the time an article is accepted for registration. The receipt bears notations showing the amount of the registry fee; the amount of surcharge, if any; the amount of return receipt or special delivery fees, if any; restrictions in delivery, if any, and the full value of the article as declared by the mailer at the time of mailing.

§ 155.2607 *Form 3806.* Receipt for registered article. Sender's receipt similar to Form 3805, except that the name of the addressee is to be entered by the sender on the back of the receipt as an identification.

§ 155.2608 *Form 3806–S.* Receipt for registered article. Same as Form 3806, but limited to use at the larger post offices.

§ 155.2609 *Form 3809.* Card notice to sender, in response to inquiry made concerning a registered, insured, or c. o. d. article, showing the disposition made thereof.

§ 155.2610 *Form 3811.* Return receipt. Return receipt card furnished the sender of a registered or insured article showing to whom delivered and the date, and if requested at the time of mailing the address where delivery was effected, upon payment of the required fees therefor. This card will be received in the courts as prima facie evidence of such delivery.

§ 155.2611 *Form 3812; application for indemnity for loss, rifling, or damage of domestic insured or c. o. d. parcel or failure to receive c. o. d. returns.* This form provides spaces wherein the sender or addressee of an insured or c. o. d. parcel, or the owner thereof, may submit evidence essential to the consideration of the merits of a claim.

§ 155.2612 *Form 3813.* Receipt for insured mail. Sender's receipt for mail insured at fees ranging from 10 cents to 30 cents, having spaces for the number of the article; postage and insurance fee paid; return receipt, restricted delivery, special delivery and special handling fees paid, if any, and indorsements, if any, showing whether fragile, perishable, and the like. Spaces are provided at the bot-

tom of the form for entry by sender of name and address of addressee.

§ 155.2613 *Form 3813–B.* Receipt for insured parcel. Sender's receipt for parcels insured at the minimum fee of 5 cents, having spaces for entry of the office of address, the postage paid, and any special indorsements. Spaces are provided at the bottom of the form for entry by the sender of the name and address of the addressee.

§ 155.2614 *Form 3816.* C. o. d. tag. A long form of "tie-on" tag to be completed by the sender showing required particulars of mailing. One part, which is affixed to the package, constitutes the sender's application for a money order in the amount of charges shown thereon, and another part is issued to the sender as a receipt for the package.

§ 155.2615 *Form 3816a–C.* C. o. d. tag. A short form of "tie-on" tag, printed crosswise, to be completed by the sender and affixed to the package, showing required particulars of mailing, one part of which constitutes the sender's application for a money order in the amount of charges shown on the tag.[1]

§ 155.2616 *Form 3816a–L.* C. o. d. tag. A short form of "tie-on" tag. Same as Form 3816a–C, but printed lengthwise.[1]

§ 155.2617 *Form 3816a–S.* C. o. d. tag. A short form c. o. d. tag. Same as Form 3816a–L, but to be affixed to a sealed package by means of gummed tape or other approved method.[1]

§ 155.2618 *Form 3817.* Sender's receipt or certificate of mailing for domestic ordinary mail of any class and additional receipt or certificate of mailing for domestic ordinary, registered, insured, and c. o. d. mail. A receipt furnished the sender upon request and payment of the required fee evidencing the mailing only of a domestic article.

§ 155.2619 *Form 3818.* Sender's authorization to cancel or change charges on a c. o. d. article, or to deliver the article to a new addressee at the post office where held.

§ 155.2620 *Form 3820.* Card notice to sender of the destruction or other disposition of an ordinary, insured or c. o. d. parcel containing perishable matter before delivery.

§ 155.2621 *Form 3820a.* Carrier's notice to addressee to call for an ordinary, insured or c. o. d. perishable parcel.

§ 155.2622 *Form 3824.* Temporary bulk receipt. A temporary bulk receipt issued to the sender showing by count only the number of registered, insured and c. o. d. articles accepted for mailing. Permanent receipts are subsequently issued.

[1] For use only with firm mailing records, Forms 3877, 3877–LL (loose-leaf), 3877–A, 3877a–LL (loose-leaf), 3881, 3881–LL (loose-leaf), 3881–A, 3881a–LL (loose-leaf), 3882, 3882–LL (loose-leaf), 3882–A, 3882a–LL (loose leaf), the sheets of which are completed in duplicate, one copy being retained by the sender as a receipt.

§ 155.2624 *Form 3849.* Notice of arrival of and receipt for registered mail delivered to the addressee or to his authorized representative.

§ 155.2625 *Form 3849–B.* Notice of arrival of insured and c. o. d. mail, and receipt for insured mail, delivered to the addressee or to his authorized representative.

§ 155.2626 *Form 3849b–BP.* Same as Form 3849–B, except in pad form.

§ 155.2627 *Form 3849–D.* Card notice to sender of undelivered c. o. d. mail. Issued only when requested by sender by appropriate instructions on the mail.

§ 155.2628 *Form 3855.* Application to be filled in by sender for forwarding, delivery, or return of registered matter after dispatch.

§ 155.2629 *Form 3877.* Firm mailing book (15-entry page) for use by the sender of registered mail in descriptively listing, in duplicate, articles to be presented for registration or to be sent as registered c. o. d. mail, one copy being retained by the sender as a receipt for the mail.

§ 155.2630 *Form 3877–LL.* Same as Form 3877; in loose-leaf form.

§ 155.2631 *Form 3877–A.* Firm mailing book (15-entry page) for use in acceptance of and receipting for insured and unregistered c. o. d. mail.

§ 155.2632 *Form 3877a–LL.* Same as Form 3877–A; in loose-leaf form.

§ 155.2633 *Form 3881.* Firm mailing book (30–entry page) for use in acceptance of and receipting for registered mail and registered c. o. d. mail.

§ 155.2634 *Form 3881–LL.* Same as Form 3881; in loose-leaf form.

§ 155.2635 *Form 3881–A.* Firm mailing book (30-entry page) for use in acceptance of and receipting for insured and unregistered c. o. d. mail.

§ 155.2636 *Form 3881a–LL.* Same as Form 3881–A; in loose-leaf form.

§ 155.2637 *Form 3882.* Firm mailing book (5-entry page) for use in acceptance of and receipting for registered mail and registered c. o. d. mail.

§ 155.2638 *Form 3882–LL.* Same as Form 3882; in loose-leaf form.

§ 155.2639 *Form 3882–A.* Firm mailing book (5-entry page) for use in acceptance of and receipting for insured and unregistered c. o. d. mail.

§ 155.2640 *Form 3882a–LL.* Same as Form 3882–A; in loose-leaf form.

§ 155.2641 *Form 3883.* Firm delivery book record (10-entry page). Post Office receipt signed by addressee or his authorized representative upon delivery of registered and insured mail.

§ 155.2642 *Form 3883–A.* Same as Form 3883, except for a 20-entry page.

§ 155.2643 *Form 3896.* Rural Carrier Registration Book. Sender's receipt for registered article issued by rural carrier when accepting an article for registration. The receipt bears notations showing where mailed; the amount of registry fee paid; the class of postage paid; the declared value of the article; the surcharge paid, if any; the amount of return receipt and special delivery fees, if any; the restrictions in delivery, if any, and the names and addresses of the sender and addressee.

§ 155.2644 *Form 3897.* Carrier's Quick Registration Book. Sender's receipt similar to Form 3896, except that the name of the addressee is to be entered by the sender on the back of the receipt as an identification.

§ 155.3101 *Form 6339.* Specimen of payee's signature.

§ 155.3103 *Form 6001.* Application for money order.

§ 155.3105 *Form 6387.* Receipt furnished by Rural Carrier for money in payment for money order.

§ 155.3106 *Form 6387–A.* Request for payment of a money order through Rural Carrier.

§ 155.3111 *Form 6596.* Application for duplicate postal note.

§ 155.3121 *Form 6002.* Application for duplicate of lost or multilated domestic money order or of an order rendered void by too many endorsements.

§ 155.3122 *Form 6003.* Application for payment of domestic money order invalid by reason of age.

§ 155.3123 *Form 6115.* Bond of indemnity for issue of duplicate of lost money order.

§ 155.3124 *Form 6065.* Request for information concerning paid domestic money order.

§ 155.3125 *Form 1055.* Claim against the United States for amounts due in case of a decedent.

§ 155.3132. *Form 6706.* Notice to payee of an international money order to present order.

§ 155.3134 *Form 6759.* Application for repayment of international order.

§ 155.3140 *Form 6753.* Application for duplicate of a lost international order.

§ 155.3141 *Form 6701.* Application for international money order.

§ 155.3143 *Form 6684.* Inquiry concerning disposal made of an international money order issued in the United States.

§ 155.3144 *Form 6760.* Exchange office requested to correct error in particulars of the advice of a United States money order payable abroad.

§ 155.3145 *Form 6083.* Supplemental international advice to be filled in by remitter.

§ 155.3146 *Form XIV.* A book containing list of international money order offices in certain foreign countries (International List).

SUBPART E—FORMS USED BY FOURTH ASSISTANT POSTMASTER GENERAL

§ 155.3500 *Form A.* Proposal, Bond, and Oath, Regulation Panel or Screen Body Motor-Vehicle Service.

CROSS REFERENCE: For description of Form A see § 150.3502.

§ 155.3501 *Form 1748.* Contract for Mail Service, Regulation Panel or Screen Body Motor-Vehicle Service.

CROSS REFERENCE: For description of Form 1748 see § 150.3502.

§ 155.3502 *Form MV–44.* Advertisement for Furnishing Vehicles on an Annual Basis for Use in Collecting, Delivering and Relaying Mail, and for Special Delivery Service.

CROSS REFERENCE: For description of Form MV–44 see § 150.3503.

§ 155.3503 *Form M. V. S. 1.* Annual Proposal, City Delivery Vehicle Service.

CROSS REFERENCE: For description of Form M. V. S. 1 see § 150.3503.

§ 155.3504 *Form MV–68.* Advertisement for Furnishing Vehicles for Use in Collecting, Delivering and Relaying Mail, and for Special Delivery Service.

CROSS REFERENCE: For description of Form MV–68 see § 150.3504.

§ 155.3505 *Form MV–67.* Quarterly Proposal for Furnishing Vehicles for Use in Collecting, Delivering and Relaying Mail, and for Special Delivery Service.

CROSS REFERENCE: For description of Form MV–67 see § 150.3504.

§ 155.3506 *Form 1729.* Notice of Fines.

CROSS REFERENCE: For description of Form 1729 see § 150.3505.

§ 155.3700 *Form 1410 advertisement for proposals to lease post office quarters.* This form is used for the purpose of solicitation of proposals to lease quarters for post office purposes and gives information concerning requirements, method of submitting proposals and other pertinent data. (See § 150.3700.)

§ 155.3701 *Form 1400 proposal to lease quarters.* This form is used by proponents in making offers to lease quarters for post office purposes and specifies the facilities, equipment and services to be furnished. On the reverse side is printed a copy of the Standard Form of Government Lease as modified for use by the Post Office Department, as well as detailed information for proponents. (See § 150.3700.)

§ 155.3702 *Form 1425 specifications for equipment for post office quarters.* This form is completed by the insertion of the equipment required for the conduct of an individual post office and is furnished to proponents who wish to include the item of equipment in their proposals. (See § 150.3700.)

§ 155.3703 *Form 1425–A general building requirements for post office quarters.* This is a printed form outlining the general building requirements for post office quarters and is subject to modification in individual cases. This form is furnished to proponents for their information and use in connection with the preparation of their proposals. (See § 150.3700.)

SUBPART F—FORMS USED BY CHIEF INSPECTOR

§ 155.4300 *Application for reward.* This form provides space for listing complete and informative details concerning the arrest and conviction of a person for one or more of the charges enumerated in the Postmaster General's Notice of Reward, or for an offender who is killed in the act of committing any of the crimes enumerated in the Notice, or in resisting lawful arrest.

§ 155.4302 *Form 1510; report of the loss or rifling of mail matter.* This form provides space for showing complete particulars of mailing, nature of the complaint, and all other information pertinent to the mistreated mail matter necessary for a complete investigation.

[SEAL] J. M. DONALDSON,
Postmaster General.

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